



IMPORTANT

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No.Admn./11/8/2014-W.S.

Dated the 5th August, 2014

To

1. All Directors/ Project Directors of ICAR Research Institutes/ NRCs/ PDs/ Bureaux
2. All Divisions/ Branch Officers of ICAR Headquarters at Krishi Bhavan/ Krishi Anusandhan Bhavan- I / II and NASC Complex, New Delhi

Sub: Training for ICAR employees – instructions reg.

Sir,

As you are aware, training is one of the effective and tested tools for performance improvement, upgradation of knowledge and skills, bringing about attitudinal changes in positive direction and for motivation of employees to enable them play their roles to achieve the mandate of the organization. ICAR personnels are deputed to different trainings at various prestigious institutions. Since the available slots for various training programmes at these institutions are limited, concerted efforts are made to get slots for ICAR personnels. Accordingly the following points may please be kept in view.

- (1) Some of the employees deputed for the training programmes do not participate for one or other reason without prior intimation to the Council as a result of which the slots available remain unutilized. Such practice needs to be avoided.
- (2) Upon completion of training programme, the applicant should furnish a copy of participation certificate and list of participants (awarded to him/her by concerned training institution) to the Council immediately after conclusion of the training programme so that the Course fee could be remitted to the concerned training institution.
- (3) It may be noted that no Course/ Capitation fee is to be paid by the Institutes until specifically mentioned/ advised by the Council.
- (4) No nomination be sent directly to the training institutions as the same is to be routed through ICAR Headquarters.
- (5) The Directors of Institutes/ Branch Officers concerned may ensure that the officer/ staff under their respective Institute/Division nominated for the training programme actually participate in the training programme. In case of unavoidable circumstances, it will be the responsibility of the Director/ Branch Officer concerned to intimate the Council in this regard well in time and also to nominate suitable substitute. If any official/ staff does not attend the training programme without any valid reason, suitable administrative action may be initiated against him/ her. Special/ Specific training requirements for various categories of officials/ staff may please also be sent to the Council for further processing.

Yours faithfully,

(K.K. Kulshreshtha)
Deputy Secretary (WS & Cash)

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Deputy Secretary (WS & Cash)