

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAVAN : NEW DELHI**



F.No.7(119)/2009-W.S.

Dated the 9<sup>th</sup> October, 2009

To

The Director/ Project Director of all  
ICAR Research Institutes/ NRCs/ PDs/ Bureaux

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 the employees to play their respective roles to achieve the mandate of the organization.

To achieve the above objectives, the ICAR personnel are being deputed to undergo various training programmes being conducted by ISTM and some other training institutes. Since the available slots for various training programmes at these institutions are limited, concerted efforts are being made to get slots for ICAR personnel. While processing training proposals, the following problems are being faced by the Council:-

- (1) Some of the officers/ officials deputed to training programmes do not participate in such programme for one or the other reason without prior intimation to the Council and as a result of which not only the slots available remain unutilized but the Council also faces embarrassment.
- (2) While nominating the officials for a training programme, he/she is requested to furnish a copy of participation certificate and list of participants who have actually attend the training programme (issued 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. Despite reminder, the requisite participation certificate has not been received from some participants which results in unnecessarily delay in remittance of course fee to the concerned training institution for which the Council faces embarrassment.
- (3) In some of the cases it has been observed that despite clear mention in the orders for nomination regarding remittance of Course/ Capitation fee by the Council, some Institutes remit the Course/ Capitation fee to the concerned training institutions from Institute's funds without prior intimation to the Council which results in chances for duplication of payment.

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The competent authority has taken a serious view in this regard. To avoid the recurrence of shortcomings in future, the following may be complied with:-

- (a) The Director/ Branch Officer concerned may personally ensure that the officer/ staff under respective Institute/Division nominated for the training programme actually participates in the training programme. In case, the officer/ staff nominated is unable to attend the training programme due to some unavoidable circumstances, it will be the sole responsibility of the Director/ Branch Officer concerned to intimate the Council in this regard well in time and if possible, to provide suitable substitute.
- (b) This may be ensured that copy of participation certificate and list of participants issued by concerned training institution may be sent to the Council immediately after conclusion of the training programme so that the Course fee could be remitted in time.
- (c) It may be ensured that the institute may not remit the course fee in respect of their participants to the training institutions concerned.

Yours faithfully,

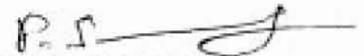


( P. Saktivel )

Under Secretary(WS)

**Copy to:-**

1. All the Branch Officers at ICAR Headquarters.
2. Media and Information Unit with request to post this letter on the ICAR website.



Under Secretary(WS)