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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

F.No.11(10)/2012-W.S.

Dated the 20th June, 2012

OFFICE MEMORANDUM

Sub: Participation of ICAR employees in various training programmes – instructions reg.

Training is one of the effective and tested tools for performance improvement, upgradation of knowledge and skills which brings about attitudinal changes in positive direction to achieve the mandate of the organization.

ICAR personnel are being deputed to undergo training at various training institutions. Since the available slots for various training programmes at these institutions are limited, concerted efforts are being made to get slots for ICAR personnel. It has however been observed that some of the officers deputed to training programmes do not participate in such programmes for one or the other reasons as a result of which not only the slots available remain unutilized but the Council also faces embarrassment. Instructions in this regard have been issued by the Council. However it is reiterated that in order to avoid the above position in future the Director/ Divisional Head/ Branch Officer concerned may personally ensure that the officer/ staff under their respective Institute/ Division nominated for the training programme may actually participates in the training programme. In case, the officers/ staff nominated is unable to attend the training programme due to some unavoidable circumstances, it will be the sole responsibility of the Director/ Divisional Head/ Branch Officer concerned to intimate the Council in this regard well in time. If any officer/ staff does not attend the training programme without any valid reason, suitable administrative action may be initiated against him/ her.

P.S.
(P. Sakthivel)
Deputy Secretary (WS)

Distribution:-

1. All the Officers/ Sections at ICAR Hqrs. at KB/ KAB-I/II/ NASC
2. All the Directors/ Project Directors of ICAR Institutes/ NRCs/ PDs/ Bureaux
3. Guard file.

✓ 4. ISO, DKMA for uploading on ICAR website.