



IMPORTANT

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

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

Dated the 11 April, 2016

To

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

Sub: Training for ICAR employees – instructions reg.

Sir,

The instructions/ advisories with regard to training of employees is being issued by the Council time and again. The attention is invited to Council's letter of even number dated 5th August, 2014 on the above subject. Despite these instructions/ advisories, it has come to the notice of the Council that these instructions are not being followed in letter and spirit. The following instructions are reiterated for compliance:-

- (i) The employee nominated by the Council for training programme should participate in the said 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 will be initiated against him/ her.
- (ii) The nomination for training programme invited by the ICAR Headquarters should be routed through the ICAR Headquarters. No nomination be sent directly to the training institutions.
- (iii) No Course/ Capitation fee is to be paid by the Institutes until specifically mentioned/ advised by the Council.
- (iv) Upon completion of the training programme, the nominated employee should furnish a copy of participation certificate (awarded to him/her by the concerned training institution) to the Council immediately so that the Course fee could be remitted to the concerned training institution by the Council. The employee who will not submit the copy of participation certificate to the Council within one week after conclusion of the training programme, will not be considered for future training programme.

Yours faithfully,

P. S. J

(P. Sakthivel)

Deputy Secretary(WS & TS)

Copy to:- ISO, DKMA for uploading this letter on ICAR website.

P. S. J

Deputy Secretary(WS & TS)

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3.2/18/04/16