

CD-14030/04/2012-Coord
Government of India
Ministry of Road Transport & Highways
(Coordination Section)

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M(A)
C/M (Adm) - 10/12/12

Dated 23rd November, 2012.
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OFFICE MEMORANDUM

Subject:- Invitation from External Agencies to events organized by External Agencies and for participation in Training/Workshop/Seminar etc.

The undersigned is directed to forward herewith a copy of OM No.3/6/2011-PMU dated 29th October, 2012 received from Department of Economics Affairs, Ministry of Finance on the above mentioned subject for information and necessary action.

(H-2)
23/11/12

(Ramendra Pratap Shukla)
Under Secretary (Coord)

Encl: As above.

1. Chairman, NHAI
2. DG (RD) & SS
3. JS (Highways)
4. JS (T)
5. JS (E)
6. JS (IC)
7. Div (Toll)

F.No.3/6/2011-PMU
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & TRG Section)

North Block, New Delhi
Dated, October, 2012

29th

Office Memorandum

Sub: Invitation from External Agencies to events organized by External Agencies and for participation in Training/Workshop/Seminar etc.

The undersigned is directed to say that the external agencies have from time to time been inviting officers of the Central/State Government to participate in various workshops/trainings/ seminars/conferences being held abroad.

2. It has been observed that some of the external agencies are directly extending invitations to the individuals working in various Ministries/Departments and in offices under the control of these Ministries/Departments. In this connection, it may kindly be noted that cases of participation in a training/workshop/seminar etc. of less than four weeks duration are dealt with in this Department. The cases of participation in a training/ workshop/ seminar/conference of duration more than four weeks are dealt with in the Training Division of Department of Personnel & Training, Govt. of India. Hence, approval of this Department is necessary for any officer to participate in any training/workshop/seminar/conference of less than four weeks duration abroad organized by any external agency. A copy of the guidelines issued by this Department vide D.O.No.12(51)/2001-EEC (Coord.) dated 10th July, 2001 in the regard is enclosed. It is requested that these guidelines may be complied with.

Encl:


(Rajesh Khullar)
Joint Secretary to the Government of India
Tel: 23093881

To

Shri A. K. Upadhyay
Secretary
Ministry of Road Transport and Highways
Transport Bhawan, Sansad Marg,
New Delhi - 110001

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Dr. Adarsh kishore
Additional Secretary
(Fund Bank, ADB, External Finance & Insurance)
Tel No: 3013183
Fax No: 3013133
E-Mail: adarsh@finance.nic.in

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D.O.No.12(51)/2001-EEC(Coord)

New Delhi, the 9th July, 2001
10th

Dear

External agencies have from time to time been inviting officers of the Central/State Government to participate in various workshops/training/seminars/conferences that are held abroad. In many cases such invitations have been extended by name to particular officers which is not in keeping with the established norms of Government of India.

2. You are aware that the Department of Economic Affairs in the Ministry of Finance is the nodal Department in GOI dealing with the external aid. Approval of this Department is necessary for any officer to participate in any training/workshop/seminar/conference abroad, organized by any external agency. All communications/invitations for participation in such events must, therefore, be addressed to DEA rather than to the officers directly. Consistent with the need to have coherence of policy in regard to these matters the procedure being outlined below may be followed for securing nominations for such seminars/workshops/trainings/conferences.

- (i) Invitation to participate as a 'Resource Person' in events organized by external agencies.
- For a resource person outside of the Government, invitation may be extended directly under intimation to DEA
 - In case the resource person is already identified for the reason of his pre eminent expertise in an area and is a government functionary, invitation may be extended to the individual through DEA and a copy may be endorsed to the individual for his information and to the State Government concerned, in case the resource person is working with the state Government/or to the concerned Administrative Ministry, in case of an officer working with the Central Government to facilitate his seeking necessary approvals including that from DEA.
 - In case the resource person is expected to present a view point or make a presentation on a specific sector or project or policy of the Government, request should be sent to DEA for nominating one or more suitable officers for making such presentations. No direct Invitation should be sent to any individual officer. The external agency may in its discretion, suggest names of the individuals who have excelled in the relevant field for consideration of DEA who will consult the relevant Ministries/Organizations/state governments before finalising the nomination(s).
- (ii) Invitation for Participation in training/workshops/seminars/conferences organized by external agencies.

(a) Project related training.

- All project related training proposals should originate from the concerned project Authority through concerned Ministry/State Government specifying clearly the objective of the training, contents and names of the training agencies/institutes. These proposals should be in accordance with the provisions in the relevant project documents. DEA's prior approval is required in all such cases.
- All invitations should be sent to the DEA indicating the nature of the programme, requirements with regard to educational qualifications, experience etc. of the participants.
- If participation from particular projects(s) is desired for a sector specific seminar/workshop being organized by an external agency, the invitation must be addressed to DEA with a copy to the Central Administrative Ministry/State Government.
- In such cases after receipt of the request from the external agency, the DEA will identify suitable officers in consultation with the concerned authorities, including Central Ministries and the State Governments. No invitation should be sent directly to any officer.

(b) Training not related to Project:

- If the training/workshop/seminar/conference being organized is not related to any on-going or forthcoming project, the external agency may extend invitations directly under intimation to DEA if the invitee is not a government functionary.
 - If the invitation is meant for Government officers, the request should be addressed to the DEA specifying the requirements of educational qualifications, job requirements, experience etc. DEA will nominate suitable officer(s) for the training in consultation with the concerned Ministry or State Governments as the case may be.
 - All general training proposals may kindly be sent two to three months in advance to enable this Department to give due publicity so as to identify suitable officers for these training programmes.
3. Government of India expect fullest cooperation in this regard.

With Kind regards,

Yours sincerely,
Sd/-
(Dr. Adarsh Kishore)

To,
The Representative of
External Agencies.

*Circulate -
- for information & compliance*