

**GOVERNMENT OF THE PUNJAB  
PLANNING AND DEVELOPMENT  
DEPARTMENT  
(FOREIGN TRAINING SECTION)**

**INSTRUCTIONS**

**FOREIGN TRAINING INSTRUCTIONS REGARDING NOMINATION  
OF CANDIDATES  
FOR  
TRAINING/SEMINARS, ETC.  
UNDER VARIOUS TECHNICAL ASSISTANCE PROGRAMME**

**TERMS AND CONDITIONS:** Government servants nominated for training abroad or for participating in seminars, symposia, study tour etc. under any Technical Assistance Programme of a foreign country/agency are to be treated on duty for the period of training/seminar and are allowed deputation terms. A part of their salary is also allowed to them in foreign currency at the relevant time. They are also allowed to receive maintenance/subsistence allowance from the Aid giving agencies/countries while abroad. Internal traveling allowance is also permissible under the traveling allowance rules.

1. **International Traveling cost:** International Traveling cost from Pakistan to the country concerned and back is generally paid by the Aid giving agency/country. Offers, which do not cover international travel costs of the candidates, are not normally accepted.
2. **Direct Correspondence:** Provincial Government Departments/Universities/Autonomous Bodies and their employees are not allowed to correspond directly with the Foreign countries/agencies or their representatives in Pakistan, for obtaining any facility for training abroad. All requests must be made through the prescribed channel i.e. Provincial Planning and Development Department/Central Government.
3. **Circulation of Offers:** All facilities for foreign training or for participation in seminars, symposia, study tours, etc. are received from Federal Govt. either in Planning & Development Department or in the Provincial Department/agency concerned. The Federal Govt./Provincial Departments/Agencies have been requested recently to endorse copies of all facilities intimated to them directly by the Federal Govt. simultaneously to Planning & Development Department so that the timely processing/finalization of the case in the Planning & Development Department is ensured. Under no circumstances should the Provincial Government Departments/agencies send their nominations to the Federal Govt. without obtaining clearance of the Provincial Special Selection Board/Planning & Development Department.
4. **Panel of Candidates:** Under standing instructions a panel of four suitable and eligible candidates for each training facility (with necessary particulars) in the prescribed proforma (6 copies) is required to be sent. This direction is not being strictly observed. Unless the departments/agencies in future comply with this vital condition, their recommendations would not be considered unless there are very strong reasons for making a departure in any individual case.
5. **Age Limit:**
  - i) In case in which minimum/maximum age limit is prescribed by the Aid giving agency the age limit should be strictly observed.
  - ii) In case where age limit is not prescribed by Aid giving agencies, no candidate beyond 35 years of age should be recommended for scholarships of over one year duration which leads to Academic Diploma or Degree. This limit may be relaxed only in case of teaching staff up to the age of 40 years.
  - iii) In case of fellowships of less than one year which include practical training, the maximum age of the candidate should not be more than 50 years.
  - iv) For seminars/symposia, study tours, meeting, conferences, there is no bar to age and candidates with more than 50 years of age can also be recommended but the level of such candidates should not be less than Deputy Secretaries to Government/Divisional Heads of Departments.

- 6.) **Minimum Period of Service:** In case of permanent public servants no minimum period of service is necessary. In case of a temporary public servant he should have more than three years service before he is nominated for training abroad. Temporary public servants who are to be replaced by the nominees of the Public Service Commission should not be recommended/sent for foreign training.
- 7) **Candidates under Enquiry:** No candidate whose conduct is under departmental enquiry or under investigation by the Anti-Corruption Department or the Police Department should be recommended/sent for foreign training.
- 8) **Seniority-Cum-Fitness:** In making recommendations the criterion should be seniority cum fitness. In case any senior officers are ignored, reasons, therefore, should be stated in writing.
- 9) **Second Training:**
- I) Candidates who have already received foreign training under any Technical Assistance Programme should not be recommended for the second time, except under special circumstances and for very cogent reasons to be stated in writing; but, In no case, should a candidate be recommended or sent within three years of his previous training as fellowship holder and within five years as scholarships holder.
  - II) Training course, fellowships, study tours, seminars, etc., less than three months' duration, previously availed of by a candidate, will not be considered as previous training for the purposed of second training.
- (10) **Service Record-** Only candidates with good record of service should be recommended. . Sponsoring Departments/Agencies should unbariably, furnish a certificate to the effect that complete up-to-date character rolls of the candidate have been thoroughly/carefully examined and do not contain any adverse remarks-particularly for the last five consecutive years. Extracts of adverse remarks, if any should be furnished year-wise in a sealed cover along with the recommendations.
- (11) **Nomination of one Candidate for more than one facility-**No candidate shall be recommended for more than one training programme, at a time. He may be considered for another training programme only after the result of his nomination is known and he is not finally selected or accepted.
- (12) **Advertised Scholarships:** Some scholarships are advertised in the Press. In such cases, applications may be forwarded to the advertising agency direct and need not be referred to the Provincial Special Selection Board/P&D Department. On final selection such Govt. servants getting foreign scholarships through advertised programme may be allowed deputation terms subject to following conditions being fulfilled and certified by the Administrative Department:
- i) That the application for selection is routed through proper channel i.e. the Administrative Department;
  - ii) That the facility directly relates to the discipline of his professional field.
  - iii) That the selectee is not being processed against under E&D Rules.
  - iv) That the selectee is not an adhoc employee nor employed on contract.
  - v) That the facility does not involve “employment” of any kind.
- (Amended vide Finance Department’s letter No.SR.I.13.1/81 Dated: 16.3.88.)
- (13) **Personal invitation to attend International and Inter-Regional Meetings or Conferences abroad-**In case an officer is invited by a foreign Agency to attend an International or inter-Regional meetings or conference, approval of the Provincial Special Selection Board/Planning and Development Department

is not required. Administrative Departments should obtain the approval of the competent authority in such cases.

- (14) **Deputation abroad in connection with Government work**-Officers sent abroad in connection with Government work at its own expenses, need not be referred to the provincial Special Selection Board/planning and development Department. The Administrative Departments should, directly, obtain orders of the competent authority in such cases.
- (15) **Candidates from private sector**- In case of a training facility offered to Private Sector, the Administrative Department/Agency concerned must advertise the facility in the press. After the application are received, the Department/Agency concerned will scrutinize then and submit a panel of four names (in order or priority) to the planning and Development, for obtaining approval of the provincial Special Selection Board.
- (16) **Upgrading the Alternate Candidate to the position of Principal Candidate** Where the Principal Candidate selected by the provincial Special Selection Board, for any reasons, is unable to avail of the facility, the approval of the Planning and Development Department should be obtained to upgrade the alternate candidate to the position of the Principal. In such cases, the approval of the Provincial Special Selection Board will not be necessary.
- (17) **Extension in the Training period**-Extension in the training of officers who are already receiving training abroad should be recommended by the Department concerned after satisfying itself about the need and justification for such extension. All such cases must be referred to the Planning and Development Department for obtaining approval of the Provincial Special selection Board before the expiry of the previous sanction period of training. All requests for extension in the training period must be supported by the Aid-giving countries/agencies, and a copy of the recommendatory letter should be enclosed with the recommendation of the Sponsoring Department.
- (18) **D.I.B. Clearance**-Soon after the nomination of candidates is finalized by the Provincial Special Selection Board; the Administrative Department/Agency should take up the case for obtaining the clearance of the candidate from the D.I.B., Rawalpindi, without which no candidate would be allowed to proceed abroad.
- (19) **Completion of Documents**- The Administrative Department Agency should immediately, after the nomination are finalized by the Provincial Special Selection Board, call upon the candidate concerned to furnish a surety/service bond and undertaking prescribed for the purpose. Nomination Documents should also be got completed prescribed for submission to the central Government, after proper authentication of the columns to be filled in by the Sponsoring Department/Agency.
- (20) **Refusal by a Selected Candidate to avail of the offer**: Any candidate who declines to avail of the training offer after all formalities for time selection at the Provincial level have been completed, shall under himself liable to be debarred for further nomination from a period of five years.
- (21) **Nomination of officers belonging to Central Services**: The nomination of officers belonging to all Pakistan and Central services will be made by the S&GAD and communicated to Central Govt. through P&D Department. Their nomination will be reviewed/approved by the Establishment Division/Special Selection Board of the Govt. of Pakistan.
- (22) **Nomination of Training in Public Administration or Allied Subjects**: No officer who has not already undergone a regular course at NIPA/PASC or ARD will be recommended/nominated/selected for training abroad, in the field of Public Administration and allied subjects.

- (23) **Post Fellowship Report:** On return from abroad, all trainees are required to submit a Post Fellowship Report to Govt. giving brief account of their training and detailed account of any other subject that might appear to be beneficial for their Departments and the country as a whole. Three copies of such Post Fellowship Reports with the department's views/comments should invariably be sent to the P&D Department within one month of the return of the trainee for onward transmission to the Central Government.
- (24) **Family:** No Govt. servant will be allowed to take his family with him while proceeding abroad unless the period of training is more than one year. Even then the passage cost for the family will not be borne by the Govt. but will be the liability of the officer himself.
- (25) **Maintenance of Lists of suitable officers by the Administrative Departments/Agencies for prompt recommendations:** In order to make prompt recommendations, the Administrative Departments should maintain lists of officers/officials, seniority wise, with detailed information showing their date of birth, qualifications, field of their job etc. These ready lists would cut short delays generally caused in willingness of nominations by the Administrative Departments from lower formations when facilities are received.