GOVERNMENT OF KERALA

Abstract

Finance Department –Centre for Training in Financial Management (CTFM) – Guidelines for sending officers of Finance Department for special training programmes inside and outside Kerala – Approved - Orders issued

---

FINANCE (TRAINING &DEVELOPMENT UNIT) DEPARTMENT

G.O (Ms) No.271/2012/Fin **Thiruvananthapuram, Dated 09/05/2012**

ORDER

The domain specific in-house training programmes for the officers of Finance Department are being conducted by the Centre for Training in Financial Management (CTFM). Apart from this the officers are also being send to training institutions inside and outside the State for special training programmes. At present there are no specific norms for ensuring either the application of skills and knowledge, which they acquire by attending such training programmes, or sharing of such skills and knowledge with colleagues and juniors to improve the regular/special works in Finance Department.

2. Government have examined the matter in detail and are pleased to approve the following:

a) **Annexure I** Guidelines for sending officers of Finance Department to other institutions inside and outside the State/Country for special training programmes,

b) **Annexure II** Affidavit to be signed and submitted by the officers to Finance (Administration B) Department for issuing orders deputing them to such programmes

c) **Annexure III** Format for submitting daily reports to Centre for Training in Financial Management (CTFM) by the officers who are being send to such programmes.

3. These guidelines will be in force with effect from the date of issue of this order and any breach of the same will be viewed seriously.

BY ORDER OF THE GOVERNOR
S.SREEKUMAR
JOINT SECRETARY (FINANCE)

To

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Accountant General (A&E), Kerala, Thiruvananthapuram
All Officers/Sections in Finance Department
The Deputy Secretary (Administration), Finance Department
The Under Secretary (Administration), Finance Department
The PA to the Principal Secretary (Finance)
The PA to the Secretary (Expenditure), Finance Department
The CA to the Joint Secretary (Administration), Finance Department
The Course Co-ordinator, Centre for Training in Financial Management (CTFM)
The Finance (Admin A, Accounts A/B /Secret Section) Department
Finance (Admin B) Department (to ensure these procedures before issuing orders deputing officers for training)
www.finance.kerala.gov.in
The Stock File/OC, Notice Board

Annexure I to G.O (Ms) No.271/IT-TD1/2012/Fin dated 09/05/2012

Annexure I

DRAFT GUIDELINES FOR SENDING OFFICERS OF FINANCE SECRETARAIT FOR SPECIAL TRAINING PROGRAMMES AT INSTITUTES INSIDE AND OUTSIDE KERALA INCLUDING INTERNATIONAL TRAINING PROGRAMMES

1. Based on the Topics identified on Training Need Analysis, the Centre for Training in Financial Management (CTFM) will keep a database of special training programmes conducted by institute inside and outside the Kerala State including international programmes.
2. The guiding principles for adding programmes to the database would be
    a. The programme, in general, should be of high relevance to the current or immediate future functions of the department
    b. The training institution should be a well reputed one where finance personnel are being usually sent by central or other state governments in India.
    c. Generally officers of and above the rank of Under Secretary to Government be deputed for out station trainings
3. Finance (Admn B) Department will process proposals for sending officers to special training programmes after obtaining the remarks of the Centre for Training in Financial Management (CTFM) to ensure the programme is a shortlisted one and no such programmes are being conducted by the Centre for Training in Financial Management (CTFM).
4. Before deputing the officers to such training programmes, the selected officers should submit an affidavit to the effect that they are willing to be posted to any project or office where the department thinks that it can make better use of the new skills/knowledge that would be gained by the officers through the proposed training programmes, submit a comprehensive report on the training programme in the approved format to the Centre for Training in Financial Management (CTFM)immediately on reporting to duty after the training programme and conduct Seminars/Workshops/Classes on the topics they have undergone training.
5. The Centre for Training in Financial Management (CTFM) will maintain a notice board at Finance Secretariat main hall and at Centre for Training in Financial Management (CTFM) to post copy of credentials acquired by the participants from Finance Secretariat at such training programmes.
6. Any breach of these guidelines will be viewed seriously.

Annexure II to G.O (Ms) No.271/IT-TD1/2012/Fin dated 09/05/2012

Annexure II

AFFIDAVIT TO BE FURNISHED BY THE OFFICERS OF FINANCE SECRETARIAT WHO ARE PARTICIPATING AT SPECIAL TRAINING PROGRAMMES INSIDE/OUTSIDE THE STATE OF KERALA INCLUDING INTERNATIONAL TRAINING PROGRAMMES

1. Affidavit signed on the ---------- day (give date) of ....., ... (give month and year) by ..... (name) , ... years (give age), son/daughter of .... (name of father/mother) .... (Home Address) working as .... (give designation and PEN) in the Finance Department, Government of Kerala.

2. I hereby pledge that on return from the training programme .... (give the title of the programme)at .... (give name and address of the training institute) for which I am deputed vide .... (give order number and date), I shall submit a report in the prescribed format as per G.O (Ms) No.271/2012/Fin dated 09/05/2012 to the Centre for Training in Financial Management (CTFM) within two days after reporting to duty on completion of the training programme and conduct classes/ presentations/ seminars/ workshops etc on the topics for which I would be trained in the above programme on requisition from the Centre for Training in Financial Management (CTFM). I am also willing to attend any other duties that would be entrusted by Finance Department, Government of Kerala in the related areas. I am also fully aware that any breach of this affidavit from my part would attract departmental disciplinary proceedings against me.

Name

Signature

Witnesses

1. Name, address and signature

2. Name, address and signature

Countersigned by Head of Department

Annexure III to G.O (Ms) No. 271/IT-TD1/2012/Fin dated 09/05/2012

Annexure III

Page -1

FORMAT FOR SUBMITTING REPORT OF THE TRAINING PROGRAMME BY THE OFFICERS OF FINANCE SECRETARIAT WHO ARE PARTICIPATING AT SPECIAL TRAINING PROGRAMMES INSIDE/OUTSIDE THE STATE OF KERALA INCLUDING INTERNATIONAL TRAINING PROGRAMMES

	Name of the Officer	
	Designation	
	PEN	
	Name of the Training Programme	
	Name & Address of the institute	
	Duration	
	Deputation order number and date	

A brief overview of the programme

SESSION/ACTIVITY LEVEL DAILY REPORTING

(Use the copies of this sheet for reporting each session/activity of the training programme)

Session/Activity No.			
Session/Activity Name			
Name of Facilitator/Lecturer/Presenter			
Credentials of the facilitator (Qualifications, work , email, contact number etc)			
Date & Time	Date	Start Time	End Time
Major Topics covered			
Brief Summary of the session			
Your appreciation of the session			

Evaluation of applicability

Please provide your evaluation on the applicability of the knowledge/skills acquired through the programme for bettering the functions of Finance Department

Name

Signature