



GOVERNMENT OF KERALA  
LOCAL SELF GOVERNMENT (IB) DEPARTMENT

No. LSGD-IB2/75/2015-LSGD

Thiruvananthapuram,  
Dated: 15.07.2015

**Circular**

Sub:- Local Self Government Department – Request for permission to attend the training – Delay in submitting the proposal – instructions - reg.

It has come to the notice of Government that the proposal seeking permission for the deputation of officers for training/workshop/study tour etc. from the Head of Departments reach in Government in the same week or on very near date or after the date of training/workshop/study tour. Delay in submitting the proposal cause delay in granting permission to the officers in time. This inordinate delay leads to the officers facing problem for settling tickets, T. A. etc. In such situation Government are compelled to accord ex-post facto sanction for the training programmes, which is not a good practice. Participating in training programmes without prior sanction of Government is not justifiable. Government views this matter seriously and hence the following instructions are issued for strict compliance:

1. The Heads of Departments should furnish the proposal seeking permission for the deputation of officers for training / workshop / study tour, well in advance.
2. The proposal should contain full details such as designation and scale of pay of officers travelling, detailed itinerary, the Head of account from which the expenditure will be met, the invitation for the programme, if any, other conditions etc.
3. If communication for the meeting is received late, then the field officer should take the permission from their immediate Heads of Departments and attend the meeting. However the Head of the Department should forward the

29/02

request to Government within the same week of the visit. Government shall process the file and shall issue ex- post facto sanction in the very same week in which the request is received.

Krishna sharma. P.,  
Additional Secretary to Government

To

The Director of Panchayats, Thiruvananthapuram.  
The Commissioner for Rural Development, Thiruvananthapuram.  
The Director of Urban Affairs, Thiruvananthapuram.  
The Mission Director, MGNREGS.  
The Executive Director, Suchitwa Mission.  
The Executive Director, Information Kerala Mission.  
The Chief Engineer, Local Self Government Department.  
The Chief Town Planner, Thiruvananthapuram.  
The Member Secretary, Kerala State Rural Roads Development Agency.  
The Project Director, KLGSDP.  
The Project Director, KSUDP.  
The Managing Director, KURDFC.  
The Chairman/Secretary, All Development Authority.  
The Executive Director, Kudumbasree, Thiruvananthapuram.  
The Secretary, Ombudsman for LSGIs.  
The Secretary, Tribunal for LSGIs.  
The Director, KILA.  
The Director, SIRD.  
SF/OC

Forwarded / By Order



Section Officer