



Government of Jammu and Kashmir
Forest, Ecology and environment Department
Civil Secretariat, Jammu/Srinagar
###

Subject: Training of Officers/officials – instructions thereof.

Circular No. 3-JK(FST) of 2022
Dated: 5 .07.2022

Whereas, various in service training Programmes/Refresher Courses are conducted by the Ministry of Environment, Forests, and Climate Change (MoEFCC) and other institutions to achieve the specific purpose of helping officers/officials/frontline staff of the Forest Department to acquire requisite knowledge/skills/competence to bring about timely and effective change in Forest Management to ensure the prevalence of the transparent, efficient, effective, timely, citizen centric, responsive, non-intrusive and non-adversarial Forest Administrative regime;

Whereas, from time to time, this department has received the cases for deputation of officers/officials from the Head of Departments (HoDs) for undergoing various training Programmes/Refresher Courses at various Training Institutes in and outside the Union Territory of Jammu and Kashmir. However, it has been observed that after completion of training/deputation, none of the officers/officials has reported to the department on the following matters:

- Purpose/utility of the Training/Refresher Course.
- Detailed Training Report.
- Learning outcome/relevance and contribution of the same to the department.

It is, therefore, enjoined upon all the Head of Departments (HoDs) to ensure that before recommending the case of officers/officials for deputation to undergo any training course, the following instructions are adhered to:

1. Recommend the case of any officer/official for deputation to this department alongwith the following details:
 - Purpose of the training course.
 - Its utility/applicability in the department.

- Details of the officers/officials, whether attended any such course/training in past, training report/learning outcome/contribution of the same in the department.
 - Online feasibility of the training course, if any.
2. After completion of the training course by officers/officials, the following detail to be submitted to the department:
- Detailed Training Report.
 - Relevance/applicability of the training in the department.
 - Note on how learning outcome of Training/Refresher course can be implemented by the department.
3. After completion of the training course by officers/officials, the capabilities, skills, knowledge gained by him/her shall be dispensed to other officers/officials in the department to make the optimum use of such Training/Refresher Courses. Further, such officers/officials be encouraged to present a Training Seminar before the officers of the department.


(Dhananter Singh) JKAS

Additional Secretary to the Government

No.FST/Gen/137/2022-02 Forest Department

Dated: 05.07.2022

Copy to the:

1. Principal Chief Conservator of Forests/HoFF, Jammu and Kashmir for information and necessary action.
2. All Head of Departments (HoDs), Forest, Ecology & Environment Department for information and necessary action.
3. Private Secretary to the Commissioner/Secretary to the Government, Forest, Ecology & Environment Department.
4. Private Secretary to the Secretary, Forest, Ecology & Environment Department.
5. Incharge Website.
6. Order/Stock file.

2/2/20