Sub. : Time margin for submission of proposals for training abroad.

Cabinet Secretary vide his D.O. letter No. 1/19/2014-Cab dated 12.06.2014 to Chairman, Railway Board has impressed upon the need for expeditious submission of proposals for tours abroad, as non-submission in time leads to difficulty in scrutinising the proposals thoroughly.

2. Keeping in view the above directions, it is reiterated that the proposals for training abroad should reach Training Directorate of Railway Board at least 8 weeks before the dates of proposed training. The time is essentially required for examination of the proposal in Training Directorate, obtaining necessary approvals of the competent authority and also getting various clearances both from within and outside the Ministry.

3. On return from the training, a training report should be submitted by the officers/staff to Training Directorate of Railway Board. No officer would be considered for any subsequent training abroad, unless he has submitted report on the training undergone.

Copy to:-

All Additional Members in Railway Board.