

PSC CIRCULAR

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To: The Permanent Secretaries and Heads of Departments

File: 29/437/22

Subject: ELIGIBILITY FOR TRAINING

Date: 08.06.09

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- 1.0 It is of grave concern that certain Ministries/Departments are selecting officers who have been re-engaged after retirement, or are on the verge of retirement, to attend workshops and training programmes.
 - 2.0 Given that these officers have a short period of service left, their attendance at these training sessions is not a wise training investment for government.
 - 3.0 Re-engaged officers are not to be selected for any training programmes.
 - 4.0 Also serving officers must **not** be selected for training, **twelve months prior to proceeding on pre-retirement leave.**
 - 5.0 This general rule must apply for both local and overseas training programmes.
 - 6.0 All Ministries and Departments would, by now, have completed their succession plans and they would have conducted an analysis for training needs.
 - 7.0 These plans should be used to identify suitable candidates who need to be trained, and who also will have a longer period of time in the civil service to implement the knowledge and skills learnt.
 - 8.0 As heads of Ministries/Departments, we all have an obligation to plan prudently and to ensure that the returns of investments made by Government are maximized. Training is such an investment, and it is incumbent upon us to ensure that the investment used by government for human resource training is utilised to the fullest.



Pamesh Chand
Permanent Secretary for the Public Service