



GOVERNMENT OF KHYBER PAKHTUNKHWA LOCAL GOVERNMENT, ELECTIONS & RURAL DEVELOPMENT DEPARTMENT

THE KHYBER PAKHTUNKHWA LOCAL GOVERNMENT ELECTION & RURAL DEVELOPMENT DEPARTMENT GUIDELINES AND PROCEDURE FOR OVERSEAS TRAININGS & VISITS 2019

5346

These guidelines are issued with the approval of Chief Minister of Khyber Pakhtunkhwa and shall take immediate effect.

APPLICABILITY

1. These guidelines shall apply to:
 - (a) Non-Civil Servants Employees and Elected representatives working under the Administrative Control of Local Government, Elections & Rural Development Department i.e Local Council Board, Water & Sanitation Services Companies, Peshawar Development Authority, Local Areas Authorities, Village/Neighbourhood Councils, and Tehsil/City Local Councils.
 - (b) Civil servants in case the training comes through Planning and Development Department or through other Provincial / Federal Government.

EXTENT

2. This policy shall apply to processing of all nominations for trainings, conferences, seminars, workshops and symposia under any foreign sponsored scheme/program and official visits abroad
3. This policy however, shall not obviate compliance with requirements under any Law of the Country or any administrative / financial rules in force.
4. This policy draw upon the instructions and guidelines issued by the Government of Pakistan from time to time, and describe the internal procedures for processing within LG.E&RD Department.

DEPARTMENTAL SELECTION COMMITTEE.

5. There shall be a Departmental Selection Committee (DSC) as below for the purpose of review and selection of nominees for overseas training, tours and visits:

| | |
|--|----------------------|
| Secretary, LG.E&RD Department | Chairman |
| Special Secretary, LG.E&RD Department | Member |
| Concerned Head of the attached formations/agencies | Member |
| Deputy Secretary (Admin:), LG.E&RD Department | Member |
| Section Officer (Estab:), LG.E&RD Department | Member cum Secretary |

PROCESS FOR NOMINATION AND DSC

6 The DSC shall meet on needs basis to consider such cases for recommendation to the competent authority(s) as prescribed in this policy. The DSC shall follow the following process.

- a. The opportunity of any training etc. shall be circulated by the secretary of the DSC to all the field formations to solicit nominations.
- b. In cases where the nomination has been proposed by the head of the attached formations/agencies, reference to the head of the attached formation/agency Department as Member DSC would not be necessary.
- c. Cases pertaining to seminar / workshops, study tours visits, symposia, etc, and others whose duration is not more than 1 month shall not be circulated among the DSC members. Such cases shall be submitted directly to the concerned competent authority as per para 7 through Secretary LG,E&RD Department by the admin wing of the LG,E&RD Department for approval.
- d. Out of all the nominations the DSC shall make recommendation to the competent authority (Secretary or minister LG,E&RD Department) with solid justifications.
- e. The case shall then be put up for the approval of the relevant competent authority.
- f. In case of offers received from the P&D/ Provincial/Federal Government often very little time is available for making selections by the Economic Affairs Division or the Federal Ministry concerned. In order to avoid lapse of such facilities, the Chairman of the DSC is authorized to make selection from the nominations made by the head of attached formations/agencies. All such selections shall be sent as recommendations to P&D, EAD Federal or Provincial Government as the case may be for final approval.

AUTHORITY FOR APPROVAL

7 Subject to guidelines and procedures for processing of cases laid down elsewhere in text “Authority for Approval” of nominations NOC for ‘Overseas Training and Visits’ shall vest as below:

| | | |
|------|---|--|
| i. | District Nazimeen, Tehsil Nazimeen, District Councilors, Tehsil/Village/ Neighbourhood Councilors | Minister for LG,E&RD Khyber Pakhtunkhwa. |
| ii. | Secretary Local Council Board/Provincial Delimitation Authority, Director General Peshawar Development Authority / Galiyat Development Authority, Project Director Municipal Services Peshawar/Clean Drinking Water for All/Local Areas Authorities in Khyber Pakhtunkhwa, Chief Executive Officer WSSCs and other company employees in Khyber Pakhtunkhwa and Project Head of all the projects working under LG,E&RD Department. All Officers below the head of attached formations/agencies working under administrative control of LG,E&RD Department. | Secretary, LG,E&RD Department |
| iii. | Officials in BPS-16 and below | Secretary, LG,E&RD Department |

16/12/19

ELIGIBILITY FOR NOMINATIONS

8. All employees of LG,E&RD Department as mentioned in Section-1 appointed on regular basis shall be eligible for nomination provided that:
 - a. The training is relevant to the position they are holding or the job they are performing.
 - b. They have completed at least six months of posting in an agency/formation.
 - c. They must return to the post.
 - d. They are within the prescribed age limit.
 - e. No disciplinary action has been taken against them in **the last 2 years**; nor is disciplinary action or an enquiry pending against him.
 - f. They are not involved in any criminal proceedings.
 - g. They fulfill the specific requirements of the facility.
9. The attached department/formations/agencies must ensure that candidates who fulfill the specific requirement of a course, such as academic background, experience, age, etc, are nominated. In case where no age limits have been specifically prescribed, the following upper age limits shall apply.

| | |
|--|----------|
| Course of more than 3 months | 50 years |
| Course of less than 3 months | 57 years |
| Seminars, visits, tours, symposia, Conferences, workshops, etc. | No limit |
10. Attached formations/agencies must ensure that service record of the nominees is good. To this end, the nominees should have good or above PER grading in the preceding three years. Where such officers are not available or they have availed such facilities before, a person with two good and one average PER in the three preceding years of service may be nominated. Officers having even one PER below average in the preceding three years shall not be eligible in any case.
11. Employees as mentioned in Section-1 above with at **least two years'** of total service should be eligible for nomination to trainings.

ELIGIBILITY OF DEPUTATIONISTS EMPLOYEES FOR NOMINATION.

10/12/19

12. Deputation employees working in the attached formations/agencies under administrative control of LG,E&RD Department shall be eligible for training abroad.
13. OTHER GUIDELINES FOR NOMINATION.
 - a) No candidate should be recommended for more than one training programme at a time.

- b) No candidate shall be considered for any training facility within One year of his return from his last training. However, in accordance with the rules laid down by the Federal Government all foreign training of less than 3 months, would be exempted from the scope of the general rule pertaining to a second training.
- c) The question of career planning should also be borne in mind by the attached formations/agencies as well as the DSC, so that officers trained for a particular line should stay in that line for a reasonable period of time on return from training in order to impart the knowledge that they have gained. The committee would attempt to ensure that suitable career planning of the persons sent abroad for training is duly followed in cooperation with LG,E&RD Department and the Nominating attached formations/agencies.

DISQUALIFICATIONS / INELIGIBILITY FOR NOMINATION

- 14. The following categories of officers shall not be eligible for foreign training:
 - a) Employees who are above the prescribed age limits.
 - b) Employees against whom criminal or disciplinary proceedings are pending.
 - c) Employees having an unsatisfactory record of service.
 - d) Employees who have availed a course of more than three months shall not be eligible for another long course within three years of return from such training. Courses of less than three months are, however, exempted from these conditions.
 - e) Incomplete Papers.
 - f) Do not fulfill the specific requirements of the facility.
 - g) A servant who fails to avail of a training facility for which he has been duly nominated by the DSC/LG,E&RD Department without any valid reason, would be debarred from future training for a period of **one year**.
 - h) Deputationists employees except as eligible under Para 12.
- 15. Relaxation of the condition at para 14(d) above shall only be allowed by the Minister for LG,E&RD Department on case to case basis through Secretary, LG,E&RD Department.

GENERAL PROVISIONS

- 16. In order to enable the DSC to properly examine the merits of the nominated candidates, to observe necessary formalities and to ensure that sufficient time is subsequently available for nominating attached formations/agencies to satisfactory answer any query by the committee, proposals for the selection of candidates should be made as far as possible by nominating attached formations / agencies at least (2) weeks before the scheduled closing date for submission to the Planning & Development Department /Economics Affairs Division/any other Technical entity.
- 17. The LG,E &RD Department and the head of the attached formations/agencies should discourage attempts by officers to maneuver facilities for themselves with foreign donors. Those officers attempting so shall be deemed as misconduct.

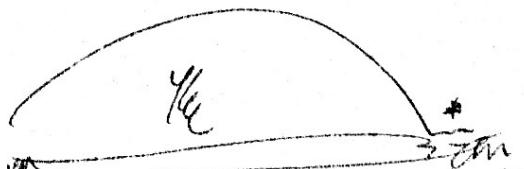
18. LG,E&RD Department shall process such facilities which are received through P&D Department or from any other Provincial or Federal Government Department or a Ministry /organization of the Federal Government, Nominations against facilities under provincial development projects approved by the competent authority may be processed by LG,E&RD Department but nominations will be subject to clearance of P&D Department and/or Ministry as required under the rules.
19. Upon return from a Training course, workshop, study tour, conference or symposia, etc, the nominee shall submit a report to the Deputy Secretary (Admin:), LG,E&RD Department, highlighting the course contents and the lessons learnt and how the training may be applied to the functioning in LG,E&RD Department.
20. The DSC may carry out reviews to monitor all issues related to foreign training / visits on an annual basis.

(SECRETARY)
LG,E&RDD

ENDST NO & DATE EVEN.

Copy of above is forwarded for information and n/action:-

1. Principal Secretary to Governor, Khyber Pakhtunkhwa.
2. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
3. PSO to Chief Secretary, Khyber Pakhtunkhwa.
4. All attached formation, DG PDA, DG LG, DG GDA, Secretary LCB, CEO WSSP & WSSC, MSP, PDs and LLAs.
5. Members of the DSC.
6. PS to Secretary, LG,E&RD Department.
7. PS to Additional Secretary (Development), LG,E&RD Department.
8. PS to Additional Secretary (Estab.), LG,E&RD Department.
9. PA to Deputy Secretary (Development), LG,E&RD Department.


YASIR QAYYUM KHAN 16/12/19
Deputy Secretary (Admin)