CIRCULAR


The Calendar of Training of National Institute of Rural Development (NIRD), Hyderabad is available in their website www.nird.org.in. All officers in the Department in the cadre of ADC /DWWO and above, lectures / Faculty members of ETC / SIRD are requested to express their option in the form attached for attending NIRD training during 2013-14 for submitting a consolidated proposal to Government for obtaining sanction. Training Calendar is also available in rdd.kerala.gov.in/what’s new.

1) The officers should submit the Bio - data and option Statement in Microsoft Excel format and send to the e-mail id nirdtrainingcrd@gmail.com, to this office on or before 25.05.2013.

2) A hard copy of the same should be sent in the name cover of Shri. R. Radhakumar, Assistant Development Commissioner, Commissionerate of Rural Development, LMS Compound, Vikas Bhavan (PO), Thiruvananthapuram-695 003, through post.

3) The officers can send the Bio-data and option Statement directly and not necessarily through Head of Office.

4) The training programme selected by the Officers should be of relevance to the Department and the Officer should fall within the category of clientele as per the indications in the calendar.

5) A consolidated proposal on the basis of option statement received till 25.05.2013 will be forwarded to Government for nomination and sanction for deputation for the Financial year 2013-2014. No piecemeal proposal shall be sent to Government after this date. Late receipt of option Statement will not be accepted.

6) Nominations for those training programmes which commences after 25.06.2013 need only the proposed as it would not be possible to obtain Government sanction prior to that date.
7. The officers shall proceed for the training on receipt of Government sanction subject to confirmation of the programme by NIRD and on acceptance of nomination.

8. All are requested to avoid choosing trainings in the month of March 2014.

Sd/-
Commissioner for Rural Development

To
1. The Mission Director, Mahatma Gandhi NREGS Cell, Panavila junction, Thiruvananthapuram.
2. All ADC / JDC / State Co-ordinators / DDC/ DD (P&M)/ ADDCs in CRD
3. All Project Directors of PAUs (They will circulate this to all APO’s AO, AEE in the PAU)
4. The Principal ETC Kottarakkara / Thaliparamba / Mannuthy (they will circulate this to all Lectures / Faculty members
5. The Director, SIRD, Kottarakkara
6. The Director, FPNC, Balussery
7. The All ADC (Gl)s
8. The ADC (performance of Audit) of all Districts
9. The Director, Suchitwa Mission, Panavila Junction, Thiruvananthapuram
10. The Director, KSRRDA, Thiruvananthapuram.

Copy to :- The System Supervisor (for keeping the Bio-data and Option Statement received through e-mail in separate folder for processing).

Encl:-
Proforma for Biodata & Option Statement

Forwarded / By Order

Assistant Development Commissioner

EDP 2-18/5
BIO DATA

1) Name of the Officer : 

2) Designation : 

3) Full Official address with Pin Code : 

4) i) Telephone No. 
   ii) Fax No. 
   iii) E‐mail ID

5) i) Date of Birth : 
   ii) Age as on 01.05.2013 : 
   iii) Date of Retirement : 
   iv) Educational Qualification :

6) Details of previous programmes : 
   Attended by the Officer at NIRD, Hyderabad

7) Head of account from which TA/DA of the Officer to be met :
# OPTION STATEMENT

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<tr>
<th>Sl. No.</th>
<th>Code</th>
<th>Title</th>
<th>Duration</th>
<th>Venue</th>
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Note: The Sl. No, Code, Title, Duration and Venue should be filled up as NIRD’s Calendar

Place: 
Date: 
Signature: 
Name: 
Designation: