**O/o The Chief General Manager,**



**Tamil Nadu Circle,**

**80,Anna Salai,**

**Chennai-600 002.**

**[HR Wing]**

To

All Heads of SSAs in TN Telecom Circle

All Functional GMs, Circle Office

Principal Chief Engineer Civil/Electrical, Chief Architect Chennai

General Manager Nw Op (CM) CBE, Trichy

Principal RGMTTC

**No: HRD/ 148-04/ 2010 dt at Chennai the 28-05-2011**

**Sub: - Nomination/Approval for Training during 2011-12 in**

**BSNL Training centres– reg.**

**-o-**

It has been decided by the competent authority that approval for training shall have to be given only for the nominations given for the courses which are relevant and useful.

**In this process, the following instructions are issued for strict compliance by all SSA/Unit Heads.**

1. Every nomination should be examined w.r.t the usefulness of the training for the individual employees related to their field of work as well as to the organization. It is suggested that SSA/unit heads may consider to adopt a suitable procedure to identify the suitability & usefulness of the training to the individual employees. One suggestion is to adopt a proforma to be filled by the employee concerned, duly checked / verified / recommended by the controlling officer for approval by the Head of SSA /Unit. **( A model proforma is indicated in the Annexure)**
2. The nominations need to be personally approved by the Head of the SSA / Unit concerned.
3. Then only the SSA/Unit Training coordinators have to upload the same in the CTMS package for approval by Circle Office.

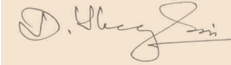
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1. The courses that can be conducted through FTP / Webinars can be arranged in the field as and when required for the Officers / Officials. The SSA/Unit Heads may actively coordinate with RGMTTC for conduct of FTP / Webinars etc to achieve the target set.
2. The courses that could not be conducted through Webinar / FTPs can be arranged at RGMTTC after assessing the actual requirements for the training by the training centre from the field units through the training coordinators of the SSAs / units
3. For the Circle Office functional units, the nominations need to be recommended by the concerned GM and forwarded to Circle HRD wing for obtaining approval from competent authority

Therefore the Heads of SSAs / Units are requested to scrupulously follow the

above instructions while deputing the Officers / Officials for training.

Encl. a/a



[D.Thamizhmani]

Addl. General Manager (HR)

O/o. Chief General Manager Telecom,

BSNL, T.N.Circle, Chennai-600 002.

**MODEL PROFORMA**

**Requst for nomination for inservice training**

**Name :**

**HRMS No :**

**Date of Birth :**

**Working Unit / Place :**

**Name of the Training wish to undergo :**

**Training centre :**

**Date of Training :**

**Duration of Course :**

**Signature of the employee**

**Recommendation of the controlling Officer**

**Approval of GM / Head of Unit**

**Note I**

**Before recommending, the relevancy & usefulness of the proposed training may be assessed and recommended.**

**Note II**

**As per BSNL HQrs letter no. 13-1/2002-trg dated 10-05-2007, the agelimit for various inservice trainings is up to 58 years. However for the technical courses of 2 weeks and above duration, the age limit is 55 years for all staff.**