



केन्द्रीय मृदा एवं जल संरक्षण अनुसंधान और प्रशिक्षण संस्थान  
२१८ कौलागढ़ रोड, देहरादून २४८ १६५ (उत्तराखण्ड)

**Central Soil & Water Conservation Research and Training Institute**  
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डा. प्रशान्त कुमार मिश्रा  
निदेशक  
**Dr. P.K. Mishra**  
Director

No. 401 / (111) / HRD&SS/2014  
Date: 2<sup>nd</sup> August, 2014

To

**Subject:** Four months regular training (111<sup>th</sup> batch) entitled, “**Certificate Course on Soil & Water Conservation and Watershed Management**” from 08<sup>th</sup> October, 2014 to 07<sup>th</sup> February, 2015 at Central Soil & Water Conservation Research & Training Institute, 218, Kaulagarh Road, Dehradun (Uttarakhand)

Sir,

Nominations are invited for four month regular training entitled “**Certificate Course on Soil & Water Conservation and Watershed Management**”, commencing from 08<sup>th</sup> October, 2014 (Wednesday) at Dehradun. The following points may kindly be taken into account while nominating the officials from your department/organization:

1. This certificate course is common for all the officials as per the qualification given in **Annexure-I**.
2. The nomination is required to be sent in prescribed proforma (**Annexure-II**). The details regarding qualifications, age limit and other conditions are given in Annexure- I.
3. Though sufficient time is given to the State Governments for sending the nominations, only few State Governments follow the time schedule. Most of the State Governments departments/organizations continue to send nominations even after the last date for the receipt of nominations. No application will be entertained after the last date for receipt of application.
4. Some State Governments change the nominations approved by the Institute and depute substitutes. This may be avoided.
5. Some State Governments direct more number of nominees to report for training, irrespective of allotment of seats. Such officers will not be accepted.

6. Officers are expected to join the training on 1<sup>st</sup> day of the course i.e., October 8<sup>th</sup>, 2014 failing which they will not be admitted. Hence, it is advised that officers should report one day in advance at the Institute viz; October 7<sup>th</sup>, 2014.
7. Under utilization of the seats may be avoided by timely selection of the candidates. Once the candidate is nominated his candidature may not be withdrawn.
8. In urgent cases, only **4 days Casual Leave** (one CL per month) and **one day R.H.** will be permitted during the training period. This will be restricted to the availability of CL and RH in his/her account for a particular year as provided by the sponsoring department / organization. (**Annexure – II, Sl. No. 9**)
9. **Long leave will not be permitted. Officers who proceed on long leave during the training will not be allowed to rejoin the training programme and they will not be given certificate.**
10. In order to avoid difficulties and select suitable candidate in time, the State Governments are requested to observe following procedure while sponsoring the Officers.
  - a) Intimation regarding requirement of seats along with detailed bio-data of officers in the prescribed proforma (Annexure-II) must reach this Institute by **September 5<sup>th</sup>, 2014** positively. Demands received after this date will not be accepted. The confirmation of admission to the course shall be intimated by **September 15<sup>th</sup>, 2014**.
  - b) While intimating requirement of seats the availability of the candidates must be ascertained.
  - c) If the State Governments are not in a position to utilize the allotted seats, they should surrender the seats within 10 days from the date of issue of allotment letter from this Institute.
  - d) No candidate should be deputed for training without proper confirmation of his nomination by the Institute.
11. **It is therefore, requested that:**
  - a) The nomination with complete bio-data should reach to the Institute on or before **September 5<sup>th</sup>, 2014**.
  - b) The candidates sponsored may be so decided that the possibilities of change of candidature is minimized.

**\*For further details please contact:  
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Yours sincerely,

  
(P.K. Mishra)