To
The Officer In-Charge
All Sections in Main Office & all Sub Offices
PCDA (WC) Chandigarh

Subject:- Absenteeism of participants in the In-house and Out-house training courses.

Absenteeism of participants in the training courses has been viewed with concern by the competent authority as it results in defeating the purpose of organizing training classes with wastage of resources and man power.

In order to ensure regularity and punctuality in attendance during In-house and Out-house training programmes, the following points should be kept in mind by all the staff members and officers concerned:-
1. The nominated participants should attend in all types of trainings.
2. The exemption from attending the scheduled training courses in emergent cases require prior intimation with sufficient reason and duly recommended by the Officer In-charge of the concerned office/section.
3. The faculty member who has been appointed as faculty should intimate in advance, in case of inability to give lecture so that alternative faculty may be notified in time.
4. In case of exemption by faculty member, he/she has to arrange a substitute for delivering a lecture.
5. Contents of this circular may be got noted from all the Officers/staff for strict compliance.

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The Officer In-Charge
IT & S Cell, PCDA (WC) Chandigarh For Uploading on the website.

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