



## KSCSTE-NATIONAL TRANSPORTATION PLANNING AND RESEARCH CENTRE

(An Institution under Kerala State Council for Science, Technology & Environment)  
K.Karunakaran Transpark, Aakulam, Thiruvikkal P.O, Thiruvananthapuram-695011  
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### CIRCULAR

**Sub:-** KSCSTE-NATPAC- Attending conference/workshops/trainings etc.  
guidelines-reg

It has come to notice that the conditions stipulated in the Council Rule Section II Part XI of KSCSTE Service Rules and Regulations are not seen observing scrupulously at NATPAC and employees are leaving for attending training without obtaining prior order/approval. In order to bring in better clarity to the existing rules an effort has been made to review and reiterate the existing guidelines for strict compliance.

The Director is the competent authority to sanction deputation of employees for attending short term training courses, conferences, workshops, seminars etc in India subject to the following conditions:

- Employees shall be sponsored for conferences, workshops, seminars etc. only if they submit a paper, which is duly approved by the organizers for presentation in such conferences, workshops, seminars etc. However, in exceptional cases the Director of the Centre may permit any scientific or technical staff to attend a conference etc. even though the employee is not presenting a paper.
- The short-term training course, conferences, workshops, seminars etc. should be useful to the employee for the research activities of the employee in the Council.
- The duration of short-term training course shall not normally exceed 31 days. The total absence from headquarters in any financial year in connection with seminar, workshops, conferences etc. (excluding any training course mentioned above) shall not normally exceed 31 days.
- Permission may also be granted to scientific/technical staff member who gets invitation (by name) to attend a conference, workshop, seminar etc. subject to merits of the case at the discretion of the Director of the Centre and on the recommendation of the Head/Head-in-charge of the

Division/Unit.

- The paper to be presented at a conference, workshop, seminar etc. should be on the work done in the Council by the Scientific and Technical Staff of the Council or on a subject coming within the purview of the activities of the Council.
- Employees deputed for short-term training courses, conferences, workshops, seminar etc. shall be eligible for normal TA and DA applicable to their grade from time to time in case they do not get TA and DA from the organizers of such courses etc. Registration fee/delegates fee, if any, paid by them for attending the short-term training courses/conferences/workshops/seminar etc. shall be reimbursed. The period of absence of the person during the attendance of the above courses shall be treated as on duty.
- Notwithstanding anything given above, Leave salary of employees deputed for training programmes leading to any formal qualification shall be subject to study leave rules.
- No employee will be sponsored for the short-term training course, conferences, workshops and seminars etc. unless there is specific budget provision or possibilities exist for re-appropriation from other budget heads.
- No employee will be sponsored for more than one training course during a financial year.
- Except with the permission of Executive Committee, no employee will be deputed outside India to attend short term training course, conference, seminars, workshops etc.

**DIRECTOR  
DR.SAMSON MATHEW**

To,  
All employees.  
Website  
Sf/O/C



Forwarded/By Order

Section Officer