

Most Immediate

**06/01/2009-CSI(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 25th August, 2009

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme at the ISTM for Officers of
CSS in the Grade of Under Secretary (07/09/2009 to 23/10/2009).**

The undersigned is directed to inform that Officers of the CSS in the Grade of Under Secretaries whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM w.e.f. **07/09/2009 to 23/10/2009**. It is requested that these officers may be relieved of their duties, **subject to vigilance clearance** and advised to report to **Ms. Vinod Jindal**, Joint Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 7th September, 2009**.

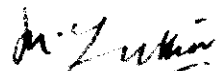
2. As the training of the officers and successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their CRs while considering for their next promotion. No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute as this would have an effect on the promotion of the officers.

3. The aforesaid training includes an overseas component, Domestic Project study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/-(Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of TA etc. and on project report presentation will be Rs. 35,000/- and Rs.2500/- (**Total Rupees Thirty Seven Thousand and Five Hundred only**) respectively which will be borne by the concerned Ministries/Departments. This amount may be released in **Cash** only.

P.T.O.

4. A copy of the course brochure prepared by ISTM is also enclosed for ready reference. As mentioned at Para VII-B of the brochure, each officer nominated is required to indicate at least three public policy areas they would like to work during the training programme in the project study. This information may be sent to the Course Coordinator by email on vjindal@nic.in by **1st September, 2009**.

5 Confirmation with regard to the release of the officers along with their respective bio-data (Annexure II) may please be sent to **Ms. Vinod Jindal**, Joint Director/Coordinator, ISTM, New Delhi by **28th August, 2009** at the aforesaid address with a copy to the undersigned. Smt. Vinod Jinal, Joint Director/Coordinator, ISTM, is accessible on Phone No. 26164285(O), Fax No.26104183.



(M.C.LUTHER)

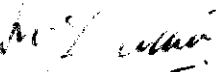
Deputy Secretary to the Govt. of India

Tele : 24629411

To
All Cadres { Joint Secretary(Admn.) concerned }
Ministry/Department of
New Delhi.

Copy forwarded for information & necessary action to :-

- 1 Concerned officers.
- 2 ISTM, (Smt. Vinod Jindal- Joint Director), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. A-33099/4/09-ISTM (CSS- 'E') dated 5th August, 2009.
- 3 Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- 4 US(U)
- 5 US(D)
- 6 PA to DS(CSI)
- 7 PA to US(T)
- 8 Guard file



(M.C.LUTHER)

Deputy Secretary to the Govt. of India

Tele : 24629411

**8th Level 'E' Training Programme for Officers of the CSS
in the Grade of Under Secretary
(07/9/2009 to 23/10/2009)**

S. NO.	NAME OF THE OFFICER Sh./Smt./Ms.	CSL No.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	A Dhanalaxmi	3938A	25.01.69	National Institute of Rural Development, Hyderabad
2	D K Banerjee	4112	20.03.52	Defence
3	R Vijay *	4132A	30.07.71	Health & Family Welfare
4	Mahabir Prasad	4133	10.03.55	Health & Family Welfare
5	Ashim Bose *	4155	03.02.52	DRT, Kolkata
6	S R Parasher *	4157	01.04.53	Tourism (on Dep. as Addl. PS to Minister)
7	SK Chakrabarty *	4191	06.08.54	Tourism
8	Arun Kr Marwaha *	4200	20.03.54	Home Affairs
9	Visheshwar N Gaba *	4216	10.04.53	Corporate Affairs
10	Sashi Prabha Munjal*	4227	02.03.53	Women & Child Development
11	Suresh C Misra	4242	13.02.52	Home Affairs
12	S Janaki Raman	4243	15.11.52	Agriculture & Cooperation
13	Narinder Kumar Saini	4244	15.06.54	Agriculture & Cooperation
14	K K Majumdar	4245	12.12.52	Home Affairs
15	Rajaram P Patil	4246	17.02.53	Agriculture & Cooperation
16	N Kaliappan	4248	15.09.53	Health & Family Welfare
17	K C Yadav	4252	05.05.54	Food & Public Distribution
18	P Mohanadasan	4254	15.03.59	Economic Affairs
19	S Kannappan	4266	19.06.52	Registrar General of India
20	Rakesh Kr Maggoo	4270	13.02.56	Home Affairs
21	Raj Kumar Parmar	4272	17.09.52	Health & Family Welfare
22	Om Prakash	4273	03.02.55	Home Affairs
23	Shyama Kutty	4275	16.02.53	AR&PG
24	Davinder Paul S Chowhan	4279	29.01.53	Health & Family Welfare
25	N K Sharma	4281	08.05.55	Planning Commission
26	Prabhat K Chakarvorty	4283	14.03.52	Water Resources
27	Ashok K Sinha	4284	07.02.52	Economic Affairs
28	T V Mahalaxmi	4286	05.06.53	Agriculture & Cooperation
29	Ram Swaroop	4498	10.07.56	Home Affairs
30	T S Negi	4647	06.05.52	ST Commission
31	Lalit Chauhan *	4698	11.09.54	Food & Public Distribution
32	JN Basumatory *	4886	01.03.55	UPSC
33	Mukesh Chaturvedi	4288	26.02.57	Under Posting (On leave)
34	V. Krishanaswamy	4290	10.02.56	Road Transport & Highways
35	P. K. Agarwal	4293	09.05.52	Environment & Forests

*Re-nomination OM already issued.

Annexure II

CURRICULAM VITAE

1. Name of the Officer Nominated _____
2. Date of Birth _____
3. Designation & Scale of Pay _____
4. Office in which employed _____

5. Academic Qualification _____

6. Date of joining _____
Year of Select List _____
7. Whether the nominee is a member of SC/ST. If yes, please specify Yes/No
SC/ST
8. Previous Training undergone
(i) ISTM _____
(ii) Other Training Instt. _____
9. (i) Nominee _____
(ii) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Place of Office, Tele./Contact No. _____
Fax No. /E-mail address : _____
(iii) Residential Address _____
with Tele. No, if any. _____

2637

CSS CADRE TRAINING PLAN
8th LEVEL 'E' TRAINING PROGRAMME
PROGRAMME BROCHURE
7th September to 23rd October, 2009

I Background

Government of India had constituted a Committee of senior officers on 22nd August 2001 to finalise a detailed cadre training plan for CSS officers working at various levels. The committee submitted its report in 2005. One of the main recommendations of the committee is to conduct mandatory training programmes for CSS officers up to the level of Deputy Secretaries. Training programmes will not be simply participatory, but every officer is required to successfully complete the training programme, so as to become eligible for consideration for promotion to the next higher post. The recommendations made by the committee have been accepted by the Government and ISTM has been mandated to implement the recommendations of the committee as accepted by the Government.

II Level 'E' Training Programme

The level 'E' training programme is for Under Secretaries who have rendered five years' approved service in the grade. The CS Division in DoPT would nominate these Under Secretaries who are likely to be in the zone of consideration for promotion to the selection grade of CSS (Deputy Secretary).

Participation in and successful completion of training is mandatory for the purpose of consideration for promotion to the selection grade of CSS (Deputy Secretary).

III Aim of the Programme

Level 'E' training programme aims at updating the knowledge of the target group on the latest concepts, approaches, etc. and to develop their skills and competencies necessary for shouldering the higher responsibilities.

IV Duration of the Programme

The duration of the training shall be seven weeks including a component of about two weeks duration for overseas exposure.

V Contents

1. Public Policy Analysis
2. Recent Legislative Initiatives in the social/economic sector
3. Action learning through Field Visits
4. Macro concepts in Finance, relevant law
5. Economic Management
6. Latest trends in Public Administration
7. Governance / E-governance Initiatives
8. Behavioural skills
9. Project Management Concepts
10. Salient features of Public System Management
11. Management of Change in Govt.
12. Exposure to best practices of progress in similarly placed countries

VI Programme Methodology

1. Level E training programme for the Under Secretaries will be run on highly participative mode. **Experiential learning** and **learning by doing** will be the main features of the programme. Participants will be working in groups to conduct an analysis of an important **public policy** issue facing the Government of India. They will send their preferences prior to the programme as explained in Para VI (2) below, which will be used by the faculty to make group assignments. The participants will work on their group assignments during the programme and produce a comprehensive policy analysis report. They will also present their analysis in front of other participants and the faculty members.

2. Opportunity will also be provided to examine and discuss the latest **legislative initiatives** of the Government of India in the social and economic sector.

3. **Overseas training** for about 2 weeks is planned to enable the officers to get exposure to the new trends in Public Administration and emerging concepts in management, governance and organizational developments. They will be given first hand experience on execution, monitoring and evaluation process of successful projects and will to share the experiences of other countries for replication.

4. **Domestic field visit** is also planned during the programme and participants will be required to prepare reflection papers on their field visits.

5. **Class room sessions** will be conducted to update their knowledge and skills. The academic sessions will normally be taken by ISTM faculty-members

and external faculty/experts. Some eminent speakers will also be invited to interact with the participants as deemed fit by Director, ISTM.

VII Public Policy Analysis Project

A] As mentioned above public policy analysis project is an integral component of the level 'E' learning experience. It will also serve as an evaluation device to gauge the quality of participants' performance. It will be important for participants to plan their time during the programme carefully to complete their analysis and be able to submit a final document that reflects the collective wisdom of participants within each group. Detailed guidelines indicating schedule with firm dates linking completion of task associated with the project process will be given on the day one of the programme along with group formation.

B] Prior to the Programme:

Each officer nominated by CS Division is required to indicate at least three public policy areas they would like to work in during the training programme in the project study. This information needs to be sent to the Course Coordinator by email on vjindal@nic.in by 21st August 2009 (Friday). Groups and Public policy issues will be decided by the faculty keeping in view the participants' preferences.

VIII Level 'E' Programme Deliverables

1. **Public Policy Analysis paper:** Each group will submit a 15 - 20 page **public policy analysis paper** which will be evaluated by a panel of faculty members.
2. **Public Policy Analysis paper presentation:** The groups will make a presentation of their policy paper which will be evaluated by a panel of faculty members.
3. **Discussion on recent legislative initiatives:** The groups will examine the identified recent legislative initiatives in the social and economic sector and will make presentation of their work which will be evaluated by the faculty.
4. **Team Evaluation:** Each member of a group will evaluate the input of their fellow group members. Team evaluation forms will be given to each group prior to the end of the programme.

5. **Overseas training/exposure paper:** The participants will individually write a paper consisting of 3-5 pages regarding specific aspects of overseas training that impressed them. Explain the nature of a policy, project or best practice and its relevance for replication as such or with suggested modifications. It will be evaluated by the faculty participating in the programme.
6. **Domestic study visits Reflection paper:** Each participant will individually submit reflection paper regarding specific aspect of field visits bringing out the learning points having relevance to the government functioning. It will be evaluated by the faculty participating in the visit & Course Co-ordinator.
7. **Internal evaluation** will be based on parameters like, attendance, punctuality, cooperation, group cohesiveness, initiative, willingness to take responsibility etc. Of these parameters, punctuality and attendance are accorded utmost importance and the Institute will not compromise on these aspects.

IX Evaluation / Assessment

➤ Policy paper report	: 25%
➤ Policy paper presentation	: 15%
➤ Recent legislative initiatives examination	: 20%
➤ Domestic study visits reflection paper	: 10%
➤ Overseas training exposure paper	: 10%
➤ Peer evaluation	: 10%
➤ Attendance/initiative etc.	: 10%

X Expenditure on Overseas Training

The expenditure on this component is estimated to be Rupees Three Lakhs (Rs. 3 lakhs) per participant. The expenditure towards this will be met by the institute for which budgetary provision has already been made for the year 2009-10.

XI Expenditure to be borne by the Sponsoring Authority:

1. Domestic Project Study / Field Visits

The participants will be taken on field visits / study visits to the States for action learning project. The estimated expenditure on the tour will be Rs. 35,000/- per person and will be borne by the concerned ministry / department.

- TA advance may accordingly be sanctioned to the participants. This amount is **not to be brought in cheque favouring Director, ISTM.** The participants will spend the advance drawn on requirement basis as indicated by ISTM.

2. Project Report Preparation

An amount of Rs.2500/- per person is estimated to be spent on preparation of the following:

- 1. Public Policy Analysis Project Report**
- 2. Reflection paper on Domestic Study Tour**
- 3. Overseas Training - Learning for replication**

The concerned ministry / department will bear expenditure on this component also and sanction an advance accordingly.

[All advances are to be sanctioned in the name of participants to meet expenditure on training. The final adjustments may be done on the basis of certification by ISTM.]

XI Course Capacity: 30 (Thirty)

XIII Programme Coordinator:

[Mrs.] Vinod Jindal
Joint Director,
Institute of Secretariat Training & Management,
Room No. 106, Administrative Block,
Old JNU Campus, Olof Palme Marg,
New Delhi - 110 067.

Tel # 26164285
Fax # 26104183
e-mail: vjindal@nic.in

[Please indicate your e-mail address and contact number in your biodata. Also please see the next page for necessary action]

[Please e-mail to vjindal@nic.in or fax at 26104183 the following information:]

A. DETAILS OF VISITS ABROAD DURING LAST THREE YEARS

Name of the Officer:

		2006	2007	2008	2009
(a)	No. of visits made				
(b)	Countries visited				
(c)	Period of deputation / stay in each country with dates				
(d)	Purpose of visit				

B. DETAILS OF EXISTING PASSPORT

a) Whether Official or Personal:

b) Passport No. :

c) Valid Upto/ Expired on :