

No.06/01/2009-CS.I(Trg)-Vol.III
Government of India
Ministry of Personnel , Public Grievances & Pensions
(Department of Personnel & Training)

Lok Nayak Bhavan, Khan Market,
New Delhi, dated the **23rd October, 2009**

OFFICE MEMORANDUM

Subject : Revised Course Brochure for Nomination of 9th Level 'E' Training Programme scheduled to commence from 9th November to 18th December, 2009 (06 weeks).

Reference is invited to DOP&T OM of even No. dated 15th October, 2009 nominating Under Secretaries for the 9th Level 'E' CSS Cadre Training Programme, which is scheduled to be conducted from 9th November 2009 to 18th December 2009. ISTM has informed that due to economy cut instructions, the existing domestic study tour component has been taken off in the revised course design. Hence the participants may be advised to bring advance of Rs.2,500/- only for the expenditure towards project report preparation, etc. The revised brochure received from ISTM is enclosed herewith.

2. All cadres (Ministries/Departments) are requested to read the DoP&T Circular dated 15th October, 2009 alongwith updated instructions being issued through this OM.

Encls.: As above. (5 pages)

R Sethi

(Dr. Reena Sethi)

Under Secretary to Government of India
Tele : 24629412

To

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

Copy forwarded for information & necessary action to :-

- (1) Concerned officers.
- (2) ISTM, (Shri K Govindarajulu- Deputy Director), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. A-33099/5/2009-ISTM (Level E) dated 22nd October, 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

R Sethi

(Dr. Reena Sethi)

Under Secretary to the Govt. of India
Tele : 24629412

CSS CADRE TRAINING PLAN
9th LEVEL 'E' TRAINING PROGRAMME
PROGRAMME BROCHURE (Revised)
9th November to 18th December, 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 and skills of the target group on the latest concepts, approaches, etc. and to develop their skills and competencies necessary for shouldering the higher responsibilities.

IV Programme Design & Duration of the Programme

The duration of the training shall be six weeks. The revised programme design consists of two components namely:

- a) In-house class room inputs/ activities/ industrial visit
near NCR only [4 Weeks]
- c) Overseas Training / exposure [2 Weeks]

All components are compulsory and no exemption shall be granted to any participants. Evaluation is carried out for all the components individually and participants has to clear/pass in all the components for qualifying the course.

V Contents

1. Public Policy Analysis
2. Recent Legislative Initiatives in the social/economic sector
3. Action learning through local Industrial Visit
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. Indian heritage and cultural issues
13. Strategic Issues
14. Gender sensitization and minority issues
15. 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 VII (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 share the experiences of other countries for replication.
4. **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 kg.rajulu@nic.in by 1st November 2009. 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 30-40 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 submit a report of about 10 pages on 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. **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 (for 100 Marks)

➤ Policy paper report	: 30%
➤ Policy paper presentation	: 20%
➤ Recent legislative initiatives examination	: 20%
➤ 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. 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. Overseas Training - Learning for replication

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

[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.]

XII Course Capacity: 30 (Thirty)

XIII Programme Coordinator:

Shri K. Govindarajulu

Deputy Director & Course Co-ordinator

Institute of Secretariat Training & Management,

Olof palme Marg,

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

Areas for

Public Policy Analysis Project Study

1.

2.

3.

To be submitted positively by 01 November, 2009.