

Most Immediate

**08/07/2010-CSI(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 15th June, 2010

OFFICE MEMORANDUM

**Subject : Level 'F' Training Programme at the ISTM for Officers of CSS
in the Grade of Deputy Secretaries (12/7/2010 to 30/7/2010).**

The undersigned is directed to inform that Officers of the CSS in the Grade of Deputy Secretaries whose names are given in **Annexure-I** have been nominated to participate in the Level 'F' Training Programme being conducted by ISTM w.e.f. **12/7/2010 to 30/07/2010**. It is requested that officers mentioned in **Annexure-I** may be relieved of their duties, **subject to vigilance clearance wherever not yet received** and advised to report to **Dr. Khwaja M Shahid**, Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 12th July, 2010**.

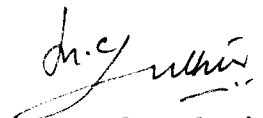
2. As the training of the officers and successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering 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 affect the promotion of the officers.

3. The aforesaid training includes an overseas component and participants will be required to prepare reflection papers on their overseas visits. The expenditure incurred on the overseas visits by the participants will be borne by the ISTM.

4. A copy of the course brochure prepared by ISTM is also enclosed for ready reference. As mentioned in 'Programme Methodology' each officer nominated is required to indicate at least three policy areas they would like to work during the training programme.

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5. Confirmation with regard to the release of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Dr. Khwaja M Shahid**, Director ISTM, New Delhi by **24th June, 2010**, at the aforesaid address with a copy to the undersigned. **Director, ISTM** is accessible on Phone No. 26185308 and email **khwajashahid@hotmail.com**.



(M C Luther)

Deputy Secretary to the Govt. of India

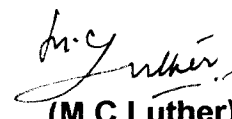
Tele : 24629411

To

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

Copy forwarded for information & necessary action to :-

1. Concerned officers.
2. Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. ISTM Letter No.A-33083/1/2010-ISTM dated 17th May, 2010. The list of officers, who report for training on 12th July, 2010 may please be furnished to this Department by **13/7/2010**. **ER Sheets of the participants may also be got filled up, separately as requested, in case any of them have not yet submitted the same to CSI Division.**
3. Sh. Shailendra Kumar, Deputy Secretary, Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
4. PA to DS(CSI)
5. US(D)
6. Guard file



(M C Luther)

Deputy Secretary to the Govt. of India

Tele : 24629411

Annexure I**Level 'F' Training Programme for Deputy Secretaries of CSS with
5 years approved service in the grade
(12/07/2010 to 30/07/2010)**

S. No.	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms. (SL year)	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	2523	B.B. Samaddar* SL-2000	03/07/54	DoNER
2.	2557	Parvinder Kaur * SL-2000	20/06/57	Food & Public Distribution (Deptn. to Scooter India Ltd., Lucknow)
3.	2562	V.K. Gauba* SL-2000	15/02/59	Commerce (ITPO, Pragati Maidan, New Delhi)
4.	3456	P.V. Sivaraman* SL-2002	16/05/53	Home Affairs
5.	2873	Geeta Narayan* SL-2003	10/04/63	Civil Aviation
6.	2888	K V S Rao * SL-2003	23/10/61	Cabinet Secretariat / HFW
7.	2903	Dr. Tarsem Chand* SL-2003	15/03/60	Financial Services
8.	2923	A K Singh* SL-2003	05/07/62	Rural Development
9.	3538	Ravinder K Malhotra*SL-2003	13/07/52	Mines
10.	2949	Umesh Kumar Tiwari*SL-2003	15/06/61	Health & Family Welfare
11.	2959	Ram Chander Dhankar*SL-2003	19/07/61	On Deputation to MCD
12.	3794	Raveesh Sanehwal* SL-2003	17/12/53	Revenue
13.	3111	C Indira Murthy* SL-2003	30/04/63	Commerce
14.	3665	Lalan Das Pra SL-2004	05/12/52	Supply
15.	3678	L N Anchal SL-2004	20/02/53	Telecommunication
16.	3682	Surender Das Banga SL-2004	08/09/53	Defence
17.	3245	G. R. Raghvender SL-2005	05/01/63	Higher Education
18.	3260	Sushma Rath SL-2005	27/07/64	On deputation to NHSRC
19.	3815	R Shyamal Mohan SL-2005	23/04/55	Home Affairs
20.	3817	S Ramanan SL-2005	23/11/52	Expenditure(SIU)
21.	3957	Mohinder Kumar SL-2005	10/04/53	DOP&T
22.	3983	Rohtash Singh SL-2005	03/01/55	DoNER
23.	3275	Subha Thakur SL-2005	10/10/67	Civil Aviation
24.	3310	Aparna S Sarma SL-2005	02/06/67	Health & Family Welfare
25.	3320	Sagar Mehra SL-2005	15/06/66	Economic Affairs
26.	3330	Narayan Dass SL-2005	01/04/61	Environment & Forests
27.	3827	R Rajagopal SL-2005	23/11/52	Health & Family Welfare

* Renomination cases.



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 as Deputy Secretary
Select List year _____

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) Office Address _____
Ministry/Department _____
Room No. & Name of Building _____
Place of Office, Tele./Fax Nos. _____
(ii) Residential Address _____
with Tele. No, _____
e-mail, if any. _____

CSS CADRE TRAINING PLAN
LEVEL 'F' TRAINING PROGRAMME
PROGRAMME BROCHURE

CONTEXT

Level F is mandatory programme for Deputy Secretaries of CSS successful completion of which will make them eligible for promotion to the post of Directors.

AIM

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

OBJECTIVES

- Participation in and successful completion of training is mandatory for the purpose of consideration for promotion to the next higher grade.
- The emphasis in training at this level would be on recap of the knowledge already acquired, experience sharing and
- In-depth study of public system management and latest development in social and economical field.
- To visit organizations overseas and to analyse the applicability and probability of implementation of best practices abroad.

COURSE CAPACITY 20 to 25

ELIGIBILITY & NOMINATION PROCEDURE

The level 'F' training programme is for Deputy Secretaries who have rendered five years' of approved service in the grade.

Nomination procedure

Step-1 CS Division will intimate to ISTM the number of participants to be trained in a particular training calendar by October of the preceding training calendar year.

Step-2 ISTM will schedule the required number of courses in their annual training calendar.

Step-3 CS Division will nominate participants for each course at least 45 days before the commencement of the course.

TIME FRAME

- The duration of the training will be three weeks.

PROGRAMME METHODOLOGY

Level F training programme for the Deputy Secretaries will be run on highly participative mode. It is intended to involve participants working in groups to conduct an analysis of important public policy issue facing the Government of India. Participants will be contacted by the course coordinators prior to the programme to indicate at least three policy areas they would like to work during the training programme. Participants preference will be used by the faculty to make group assignments. The participants will work on the analysis of their group assignments through out the programme duration. In the beginning of the programme participants will be given their group assignments and commence the process of examination and research that will be necessary to produce a comprehensive policy analysis document. The programme will conclude with presentations on the results of the analysis that have been conducted by each group.

Overseas visits will be arranged during the programme and participants will be required to prepare reflection papers on their overseas visits.

Class room sessions will be designed to supplement the participants' efforts to up date their knowledge and skills.

LEVEL 'F' PROGRAMME DELIVERABLES

The required programme deliverables are as follows:

1. Each group will submit a 8 - 10 page concept paper public policy analysis paper which will be evaluated by a panel of faculty members.
2. Reflection papers - each participant will individually write a 3-4 pages paper regarding specific aspects of their foreign tour that impressed them and could be replicated in India.

CONTENTS

- Concept Paper
- Economic / Finance Management
- Indian Security Concerns
- India's role in changing geo-political scenario
- Changing role of public organisations
- Organisational Communication
- Managerial Roles
- Self Awareness & Self Actualization
- Motivation for Organisational Excellence
- Management of Change

EXPENDITURE

The expenditure incurred on the overseas visit by the participants in. will be borne by the ISTM.

ASSESSMENT CRITERIA FOR SUCCESSFUL COMPLETION OF THE COURSE

	Component	Weightage	Qualifying %
i.	Concept Paper and Presentation	: 40%	40%
ii.	Reflection Paper on foreign visit	: 20%	40%
iii.	Internal Assessment	: 30%	50%
	(a) Time Management		
	(b) Leadership qualities		
	(c) Analytical abilities		
iv.	Peer evaluation	: 10%	50%

50% marks in aggregate have to be obtained for successful completion of the course.

EXEMPTIONS

Normally no exemptions will be given under any circumstances from any of the component listed above. However, waiver can be granted by Director, ISTM to deserving candidates for overseas visit in following circumstances:

- i. Extreme compassionate circumstances
- ii. Medical grounds/ confinement of self or immediate family members
- iii. Unforeseen happening at the place of visit/on the way to it.
- iv. Denial of visa/passport to the participant by the competent authorities.

In the above circumstances assessment will be made as if the overseas visit component does not exist and will not be added to the total marks.