

Most Immediate

**08/06/2011-CS.I(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 28th March, 2011

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme at the ISTM for Officers of
CSS in the Grade of Under Secretary (04/04/2011 to 13/05/2011)**

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. **04/04/2011 to 13/05/2011**. It is requested that nominated officers may be relieved of their duties, **subject to vigilance clearance** and advised to report to **Shri R. K. Kundi**, Deputy Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 04th April, 2011**. **Advance intimation about the officers being relieved may be sent to DOPT (CS Division) by 30/03/2011 positively.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, 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 for their next promotion. No request for withdrawal of nomination either from the Ministry/ Department or from the officer concerned shall be entertained by this Department or the Institute as this would have an effect on the promotion of the officers. It is also informed that **as per DOP&T OM No.1/1/2009-CS.I(Trg) dated 24th February, 2010, thrice nominated candidates who have not yet undergone training and who fail to attend again, will be debarred from future mandatory training modules, which will impact their next promotion adversely.**

3. The aforesaid training includes an overseas component, 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 project report presentation will be Rs.2,500/- 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, every nominated officer 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 **Shri R. K. Kundi**, Deputy Director by email on **rajeev.kundi@nic.in** by **30th March, 2011**.

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Shri R. K. Kundi**, Deputy Director/Coordinator, ISTM, New Delhi by **30th March, 2011** with a copy to the undersigned. **Shri R. K. Kundi**, Deputy Director/Coordinator, ISTM, is accessible on Phone No. 26185314(O).



(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

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

Copy forwarded for information & necessary action to :-

- (1) Officers concerned.
- (2) ISTM, (**Shri K Govindarajulu - Deputy Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. A-33090/1/2005-ISTM (Coord) dated 05th January, 2011. **ER Sheets of the participants may also be got filled up, as separately requested.**
- (3) ISTM, (**Shri R. K. Kundi, Deputy Director**), Admn. Block, Old JNU Campus, **New Delhi-11067 - The list of officers, who report for training on 4th April, 2011 may please be furnished to this Department next day positively.**
- (4) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (5) PA to Dir(CS.I)/PA to US(T)/US(U)/US(D)
- (6) Guard file
- (7) Web site of this Department (www.persmin.nic.in<CS Division<CSS<Training Circular<US)



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Annexure I

Level 'E' Training Programme for Officers of the CSS
in the Grade of Under Secretary
(04/04/2011 to 13/05/2011)

S. No.	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	4517	Veena Bhalla *	10/07/54	Agriculture & Cooperation
2	4587	Raman Mehra *	18/01/54	Home Affairs
3	4595	P K Ahuja*	17/10/53	Youth Affairs & Sports
4	4609	Sanjeev Sinha*	17/09/54	Financial Services (DRT Allahabad)
5	4627	Pawan Gupta*	06/08/55	Labour & Employment
6	4640	S. M. Sundram	26/12/58	Petroleum & NG
7	4642	S.K. Mishra	07/04/57	Home Affairs
8	4644	Shailaja Joshi	29/08/54	AR&PG
9	4646	J. S. Gupta	28/10/55	Corporate Affairs
10	4651	C.V.L.N. Prasad	01/01/56	Defence
11	4673	Harjit Singh	26/04/59	Pension & PW
12	4676	Pradeep Gaur	25/12/53	Labour & Employment
13	4677	K. V. Krishna Kumar	15/09/60	Eco. Affairs.(Dep. Transco)
14	4680	Vinod Kumar Dhand	24/10/55	OSD to MOS(I&B)
15	4682	Sujasha Choudhery	23/09/59	HRD
16	4687	S.S. Gupta	06/08/56	Food & PD
17	4688	Dr. Reena Sethi	26/07/56	Personnel & Training(AERA)
18	4689	B.V.K. Aggarwal	17/05/54	Higher Education
19	4690	R. Pandiyan	25/02/57	DRT Chennai
20	4692	G.S. Audhkaji	22/10/55	Water Resources
21	4694	S. K. Mohanty	02/01/54	Revenue
22	4695	Indrani Gupta	02/03/61	Labour & Employment
23	4697	Lajpat Rai Gupta	04/10/57	Urban Development
24	4710	Prakash Chandra Singh	16/07/56	Posts
25	4715	Anita Puri	01/10/56	Textiles
26	4716	Arun Gaur	06/09/56	Shipping
27	4719	S.R. Ghosh	27/07/56	SSC (Kolkatta)
28	4722	Alok Mukhopadhyay	08/04/54	Industrial Policy & Promotion
29	4725	Bharti Sridar	28/11/55	UPSC
30	4727	Molly Tewari	24/12/55	UPSC
31	4728	Arun Malik	08/01/56	Posts
32	4729	C.M. Sharma	23/02/58	Environment & Forests
33	4730	V.S. Chauhan	13/07/54	Home Affairs
34	4733	Daya Krishna Palival	10/01/58	Water Resources
35	4734	T.C. Sharma	03/07/56	Defence
36	4740	Rajendra Chaturvedi	18/12/57	Power

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 Under 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
14th LEVEL 'E' TRAINING PROGRAMME
PROGRAMME BROCHURE
4th April to 13th May, 2011

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 programme design consists of two components namely:

- (a) In-house class room inputs/ activities [4 Weeks]
- b) Overseas Training / exposure [2 Weeks]

All components are compulsory and no exemption shall be granted to any participant. Evaluation is carried out for all the components individually and participant 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 rajeev.kundi@nic.in by 31st March 2011. 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 pages (nicely bound with cover page, table of contents, bibliography etc., neatly typed in A-4 size paper in 1.5 space with font size of 12) **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. **Peer 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 2011-12.

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:

Sh. R.K. Kundi

Deputy Director & Course Co-ordinator

Institute of Secretariat Training & Management,

Administrative Block, JNU, Old Campus,

Room No 114, New Delhi- 110 067

Tel No: 26185314 Fax # 26104183

E-mail:rajeev.kundi@nic.in

[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 31st March, 2011.