

Most Immediate

**07/01/2007-CSI(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 8th March, 2010

OFFICE MEMORANDUM

**Subject : Level 'F' Training Programme at the ISTM for Officers of CSS
in the Grade of Deputy Secretaries (22/3/2010 to 09/4/2010).**

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. **22/3/2010 to 09/04/2010**. 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 22nd March, 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 CRs 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 **12th March, 2010**, at the aforesaid address with a copy to the undersigned. **Director, ISTM** is accessible on Phone No. 26185308 and email khwajashahid@hotmail.com.

Rsew
(Dr. Reena Sethi)

Under Secretary to the Govt. 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. Director, ISTM, Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. ISTM e-mail dated 3rd March, 2010. The list of officers, who report for training on 22nd March, 2010 may please be furnished to this Department by **23/3/2010**. **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. US(D)
5. PA to DS(CSI)
6. PA to US(T)
7. Guard file

Rsew
(Dr. Reena Sethi)

Under Secretary to the Govt. of India
Tele : 24629412

Annexure I**Level 'F' Training Programme for Deputy Secretaries of CSS with
5 years approved service
(22/03/2010 to 09/4/2010)**

S.No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	Sudhir K Malhotra	22/08/53	Home Affairs
2.	Geeta Narayan	10/04/63	Civil Aviation
3.	K.V.S. Rao	23/10/61	Health & Family Welfare
4.	B.S. Rawat	01/04/59	Economic Affairs
5.	Dr. Tarsem Chand	15/03/60	Financial Services
6.	Vedantam Giri	26/07/60	DOP&T
7.	K M Brahme	11/09/55	Revenue
8.	A K Singh	05/07/62	Rural Development
9.	Kimbuong Kipgen	04/05/62	Social Justice & Empowerment
10.	P Prabhakaran	16/07/52	DOP&T
11.	Ravinder K Malhotra	13/07/52	Mines
12.	I PS Bakshi	01/09/52	HRD
13.	Babu Lal	01/01/54	IP&P
14.	C P S Nongule	20/02/63	Higher Education
15.	Umesh Kumar Tiwari	15/06/61	Health & Family Welfare
16.	Vandana Sharma	22/09/64	Labour
17.	Ram Chandar Dhankar	19/07/61	On Deputation to MCD
18.	Mallipudi Subbarayan	01/01/61	Agriculture & Cooperation
19.	S L Meena	25/01/60	Power
20.	Subhash Chander	04/05/52	Posts
21.	Lajpat Rai Agarwal	13/10/52	Revenue
22.	Narender Singh	16/10/52	Information & Broadcasting
23.	TA Srinivasan	30/08/52	Minority Affairs
24.	RS Kain	02/02/54	Earth Sciences
25.	Raveesh Sanehwal	17/12/53	Revenue
26.	Sri Bhagwan Saroha	04/06/54	UPSC
27.	Nand Kishore	07/07/52	Bio-technology
28.	T Srinivas	01/03/62	Rural Development
29.	K R Vaidheeswaran	14/12/65	IP&P
30.	Sudhesh Kumar Shahi	12/01/62	Inland Waterways Authority of India (On Deputation)

Reserve List :

31.	C Indira Murthy	30/04/63	Commerce
32.	Sweety Karta Ram	07/12/63	On Dep. To DRT, Chandigarh
33.	Visstali Peddanna	12/02/57	DOP&T
34.	Asholi Chalai	02/06/65	DONER
35.	R K Gupta	04/02/63	DOP&T
36.	L K Meena	26/02/61	Financial Services

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 as DS** _____
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 _____
Name of Building & Room No. _____
Place of Office, Tele. No. _____
(ii) Residential Address _____
with Tele. No, _____
e-mail, if any. _____

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**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.

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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.

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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%

JB

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.

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
 Level 'F' Training Programme for Deputy Secretaries

Work Schedule (Week 1 - 84)

Objectives:

- At the end of the Week the participants will be able to --
- Prepare a Power Point Presentation and browse the net
 - Conduct analysis of concept paper in the given sector
 - Identify India's security concerns
 - Describe India's role in changing geo-political scenario

Session	Monday	Tuesday	Wednesday	Thursday	Friday
FN 09.30 to 1.00	<ul style="list-style-type: none"> Introduction/Expectation Course Methodology Course Overview 	Presentation Skills	Security Concerns of South East Asia with specific reference to Indian Subcontinent	Changing Role of Public Organisations	Optimum management of public finances/fiscal resources
AN 2.00 PM to 4.30 PM	<ul style="list-style-type: none"> Concept Paper Group Formalities Allocation of Topic 	Group work on Concept Paper	India's role in changing geo-political scenario	Stress Management	Group work on Concept Paper
4.45 to 5.30 PM	Research & Library work				
Tea Breaks at 1100 hrs. and 1530 hrs. Lunch Break at 1.00 PM to 2.00 PM		<p align="center">LEGENDS KMS =</p>			

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
 Level 'F' Training Programme for Deputy Secretaries

Work Schedule (Week III)

[Signature]

Objectives: At the end of the Week the participants will be able to –

- a) List salient features of RTI Act
- b) Describe skills of negotiation and conflict management
- c) Explain issues involved in gender budgeting
- d) Practice techniques of Stress Management
- d) Public Private Partnership

Session	Monday 1 st Oct. '07	Tuesday 2 nd Oct. '07	Wednesday 3 rd Oct. '07	Thursday 4 th Oct. '07	Friday 5 th Oct. '07
FN 09.30 to 1.00 PM	Right to Information	Managerial Roles	Management of Change	Concept Paper Presentation	Concept Paper Presentation
AN 2.00 PM to 4.30 PM	Group work on concept paper	Gender Budgeting	Ethics and Leadership	Public Private Partnership	VALEDICTION
4.45 to 5.30 PM	Research & Library work				
Tea Break s at 1100 hrs. AM and 1530 hrs. Lunch Break at 1. 00 PM to 2. 00 PM			LEGENDS KMS =		