

Most Immediate

**08/07/2011-CSI(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 20th March, 2012

OFFICE MEMORANDUM

Subject : Level 'F' Training Programme for Officers of CSS in the grade of Deputy Secretaries during 28/05/2012 to 15/06/2012.

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. **28/05/2012 to 15/06/2012**. It is requested that officers mentioned in **Annexure-I** may be relieved of their duties, **subject to vigilance clearance** and advised to report to **Shri MP Sethy**, Additional Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 28th May, 2012**.

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.

Contd. Page.2.....

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Shri MP Sethy**, Addl. Director, ISTM, New Delhi at the earliest, at the aforesaid address with a copy to the undersigned. **Shri MP Sethy, Addl. Director, ISTM** is accessible on **Phone No. 26164182** and email **mpsethy@nic.in**.



(**Vidyadhar Jha**)

Under Secretary to the 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. **Director, ISTM**, Administrative Block, Old JNU Campus, New Delhi-110067.
3. **Shri MP Sethy, Addl. Director, ISTM**, Old JNU Campus, New Delhi. The list of officers, who report for training on 28th May, 2012 may please be furnished to this Department the next day positively. **ER Sheets of the participants may also be got filled up, as already requested vide DOP&T Letter No.21/36/2006-CS.I(C) dated 2nd July 2009.**
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
5. PA to Director(CSI)
6. US(D)
7. Guard file
8. Web site of this Department (www.persmin.nic.in>DOPT>Central Secretariat >CSS/Training Nomination Circulars/DS)



(**Vidyadhar Jha**)

Under Secretary to the Government of India
Tele. : 24624046

**Level 'F' Training Programme for Deputy Secretaries of CSS
(28/05/2012 to 15/06/2012)**

S. No.	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	3432A	Rohit Mathur	20/09/68	Food Processing
2.	3756A	S K Jha	02/10/67	UPSC
3.	3768A	Satyajit Mishra	21/05/67	ISTM (on dep)
4.	3776A	Alok Agarwal	20/12/63	Environment & Forests
5.	3780A	Shailendra Kumar	05/01/65	DOPT
6.	3784A	R K Singh	14/09/68	NDMA
7.	3788A	Rabindra Prasad	04/04/65	Defence
8.	3878A	Sanjukta Roy	21/05/70	PMO
9.	3882A	PAK Vinayak	16/11/67	Petroleum & Natural Gas
10.	3890A	K Gurumurthy	01/06/67	Corporate Affairs
11.	3894A	A Perindevi Rao	13/10/65	Health & Family Welfare
12.	3918A	Balmiki Prasad	31/08/62	Civil Aviation
13.	3922A	Lucas L Kamsuan	20/11/70	Minority Affairs
14.	3938A	Dhanalakshmi	25/01/69	NIRD, Hyderabad
15.	3942A	Deen Bandhu Singh	31/12/67	Steel
16.	3946A	Sreyasi Chaudhuri	16/11/66	Home Affairs
17.	3962A	Rajiv Manjhi	12/09/68	DOP&T
18.	4020	R. Vaidyanathan	09/11/54	DRAT, Chennai (on dep)
19.	4031	Girish Kumar	05/09/54	UPSC
20.	4052	Shashi Bhushan Kaushik	15/08/55	Science & Technology
21.	4056	Dinesh Kumar	25/11/55	UPSC
22.	4064	K. Muralidharan	20/01/56	Home Affairs
23.	4070	J A Vaidyanathan	17/02/55	NII (on dep)
24.	4072	Vijay Kumar	15/03/55	Revenue
25.	4092	A. Mahalingam	15/01/55	RML
26.	4107	V. K. Mehta	28/09/54	Chemical & Petro Chemicals
27.	4133	Maha Bir Prashad	10/03/55	Panchayati Raj
28.	4140	Vinod Kumar	29/11/54	Home Affairs
29.	4210	P. Vinayagam	26/03/57	Financial Services
30.	4343	Swaran Dass	19/04/56	Economic Affairs
31.	4363	H. C. Azad	04/05/55	Legislative Department
32.	4498	Ram Swaroop	10/07/56	Water Resources
33.	4504	B. L Tikania	06/04/55	Labour & Employment

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.	_____

457/c

**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. Participation in and successful completion of training is mandatory for the purpose of consideration for promotion to the next higher grade.

AIM

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

TRAINING - FOCUS/EMPHASIS

The emphasis in training at this level would be:

- On recap of the knowledge already acquired and experience sharing
- In-depth study of public system management and latest developments 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.

46/c

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.

47/2

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.