

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 26th March, 2012

OFFICE MEMORANDUM

Subject : Level 'F' Training Programme at ISTM during 28/05/2012 to 15/06/2012 – renomination regarding.

The undersigned is directed to inform that the officers, whose particulars are given below, have been **re-nominated** for **Level 'F' Training Programme** which is being conducted by ISTM w.e.f. **28/05/2012 to 15/06/2012**.

S. No	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE Ministry/Department
1.	Anuradha S. Chagti	28/02/1967	DOP&T
2.	VK Wadhavan	06/12/1953	Minority Affairs

2. It is requested that the officers 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**. No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute.

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 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.
9. **Director, ISTM**, Administrative Block, Old JNU Campus, New Delhi-110067.
10. **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.**
11. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi.
12. PA to Director(CSI)
13. US(D)
14. Guard file
15. 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

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.	_____

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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. 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.

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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.

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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.