

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 19th February, 2010

OFFICE MEMORANDUM

**Subject : Level 'F' Training Programme at the ISTM for Officers of CSS
in the Grade of Deputy Secretaries (15/3/2010 to 02/4/2010).**

The undersigned is directed to inform that Officers of the CSS in the Grade of Deputy Secretaries whose names are given in **Annexure-I** (S.No. 1 to 30)have been nominated to participate in the Level 'F' Training Programme being conducted by ISTM w.e.f. **15/3/2010 to 02/04/2010**. It is requested that officers at S.No. 1 to 30 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 **15th 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.

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 26th February, 2010. at the aforesaid address with a copy to the undersigned. Director, ISTM is accessible on Phone No. 26185308 and email khwajashahid@hotmail.com.

A.K. Cashyap

(A.K. CASHYAP)

Under Secretary to the Govt. of India

Tele : 24629414

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

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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 do letter No. Dir/ISTM/2010 dated 12th February, 2010. The list of officers, who report for training on 15th March, 2010 may please be furnished to this Department by 16/3/2010. 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

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A.K. Cashyap

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कार्यिक और सुविधा विभाग Deptt. of Personnel & Training प्राप्ति और निष्पत्ति विभाग Receipt & Issued Section
22 FEB 2010 <i>JL</i>
जारी किया गया <i>JL</i>
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Annexure I**Level 'F' Training Programme for Deputy Secretaries of CSS with 5 years approved service****(15/03/2010 to 02/4/2010)**

S.No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	Anil Kumar SL-2000	18/10/52	Statistics & Programme Implementaion
2.	Jeewan Lal	22/03/52	Cabinet Sectt.
3.	Hari Ram Joshi	01/09/52	Health & Family Welfare
4.	L.T. Tluanga	16/12/52	DONER
5.	S.K. Nag	10/10/54	Disinvestment
6.	B.B. Samaddar	03/07/54	DONER
7.	R.K. Ojha	01/07/56	Commerce/DGFT
8.	Parvinder Kaur	20/06/57	Food & Public Distribution (Scooter India Ltd., Lucknow - On deputation)
9.	V.K. Gauba	15/02/59	Commerce (ITPO, Pragati Madain, New Delhi)
10.	C.V. Dharma Rao	06/08/59	National Disaster Management Authority (A-1, Safderjung Enclave, New Delhi- 110029)
11.	K.K. Mittal	21/12/58	Food & Public Distribution (Deputy Registrar in the Central Vigilance Committee, 675, Asiad Village Complex, New Delhi)
12.	T.K. Murgan	22/05/56	Commerce/DGFT
13.	M.C. Luther	11/10/58	DOP&T
14.	S Chandrasekhar SL-2001	21/01/54	Telecommunication
15.	Subhash C Sharma	20/04/53	Chemical & Petro Chemical
16.	Nanak Chand	05/11/52	Scientific & Industrial Research
17.	Charanjit Lal	12/04/52	Defence
18.	Mukul Ratra	01/02/60	IP&P
19.	T. N. Dwivedi	28/10/57	Labour & Employment
20.	Renu Jain	28/10/57	Expenditure
21.	Dr.S Keshari Agrawal	15/07/58	Science & Technology
22.	Bina Bahri	22/10/57	Expenditure
23.	Santosh Kumari	30/01/58	Tribal Affairs
24.	R.K. Ghatwal	23/05/61	Defence
25.	S.L. Negi SL-2002	12/01/56	Telecommunication
26.	B.S. Negi	02/10/52	Rural Development
27.	P.V. Sivaraman	16/05/53	Home Affairs
28.	K.K. Miglani	15/07/52	Telecommunication
29.	Jiwan Lal Sharma	22/08/53	Home Affairs (On Deputation - SPG)
30.	Anup Seth	01/01/53	Water Resources

CURRICULAM VITAE

1.	Name of the Officer Nominated	_____
2.	Date of Birth	_____
3.	Designation & Scale of Pay	_____
4.	Office in which employed	_____ _____ _____ _____
5.	Academic Qualifications	_____ _____
6.	Date of joining as DS Year of Select List	_____ _____
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	_____ _____ _____
	Tele./Mob. No.,	_____
	e-mail ID, 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%

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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 Break s at 1100 hrs. and 1530 hrs. Lunch Break at 1.00 PM to 2.00 PM					
LEGENDS KMS =					

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

Work Schedule (Week 11 - *RS*)

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

Session	Monday	Tuesday	Wednesday	Thursday	Friday
FN	FOREIGN VISIT				
09.30 to 1.00					
AN 2.00 PM to 4.30 PM					
4.45 to 5.30 PM					
Tea Breaks at 1100 hrs. and 1530 hrs. Lunch Break at 1.00 PM to 2.00 PM	LEGENDS				

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

Level 'F' Training Programme for Deputy Secretaries

Work Schedule (Week III)

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 =		