

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 13th August, 2007

OFFICE MEMORANDUM

Subject : Level 'F' Training Programme for Deputy Secretaries with 5 years' approved service of the CSS at the ISTM (17/9/2007 to 05/10/2007)

The undersigned is directed to inform that Deputy Secretaries with 5 years' approved service of CSS whose names are given in Annexure have been nominated to participate in the first Level 'F' Training Programme being conducted by ISTM w.e.f. 17/09/2007 to 5/10/2007. It is requested that these officers may be relieved of their duties and advised to report to Sh. K.S. Kumar, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at 9 A.M. on 17th September, 2007.

2. As the training of the officer and successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above training are released 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 for 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 have an adverse effect on the promotion of the officers.

3. The aforesaid training includes a short study/field visit and also project preparation/presentation on recent Legislative Initiatives. Officers nominated in Annexure I may be advised to draw necessary TA/DA advance of Rs. 32,000/- from their respective Ministry/Department. This amount may be released in the form of Demand Draft / Banker's cheque in favour of **Director, ISTM, New Delhi**. A copy of the course brochure prepared by ISTM is also enclosed for ready reference.

4. Confirmation with regard to the release of the officers along with their respective bio-data (Annexure-II) may please be sent to Sh. K.S. Kumar, Joint Director (Co-

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ordinator), ISTM, New Delhi by 22nd August, 2007 at the aforesaid address with a copy to the undersigned. Sh. K. S. Kumar, Joint Director(Co-ordinator), ISTM, is accessible on Phone No. 26108946 (O).


(DEEPAK ISRANI)

Under Secretary to the Govt. of India
Phone : 24629413

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

Copy forwarded to :-

1. Copy to officers included in Annexure -I to O.M. No. 7/1/2007-CSI(Trg.) dated 13th August, 2007
2. ISTM, (Sh. M.S.Kasana-Joint Director), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2005-Meet/ISTM(Coord) dated 2nd April, 2007.
3. ISTM, (Sh. K.S. Kumar - Joint Director/Co-ordinator), Administratiave Block, Old JNU Campus, New Delhi. It is requested that a list of officers who report for training on 17th September, 2007 may please be furnished to this Department.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.


(DEEPAK ISRANI)

Under Secretary to the Govt. of India
Tele : 24629413

Annexure I**Level "F" Training for Deputy Secretaries with 5 years approved service of CSS
(17/9/2007 to 5/10/2007)**

S.NO.	NAME OF THE OFFICER Sh.Ms./Smt.	DATE OF BIRTH	CADRE WHERE WORKING Ministry / Department
1	Suchitra Goswami	27.07.51	Food & Public Distribution
2	B A Khan	02.11.51	Social Justice & Empowerment
3	P L Kain	15.05.48	Industrial Policy & Promotion
4	D P Singh	28.01.51	Rural Development
5	Tarsem Lal	05.12.53	Labour
6	Gayatri Sharma	04.11.54	Rural Development
7	V Saraswathy	11.10.48	Defence
8	Ram Avtar	02.09.50	Agricultural Res & Education
9	Ashok Kumar Sethi	25.02.50	Petroleum & Natural Gas
10	O S Narula	08.04.49	Power
11	Nirmla Rao	03.04.48	Power
12	Raghunath Tripathi	03.03.50	Shipping
13	K K Chug	20.09.53	Power
14	J P S Verma	01.10.49	Home Affairs
15	N M L Bhatnagar	18.10.48	Food Processing Industries
16	Ashok Mehta	20.09.50	Rural Development
17	V A K Nambiar	20.02.50	Information & Broadcasting
18	A K Barua	12.04.51	Revenue
19	H G Kukreja	01.03.49	Labour
20	M S Chopra	01.04.50	Civil Aviation
21	K Ravindran	09.07.50	Defence
22	J K Trikha	10.02.48	Health & Family Welfare
23	Y P Dabas	05.06.51	Women & Child Development
24	Sudesh Kumar	15.06.48	Culture
25	S P Gupta	28.11.49	Labour
26	S K Sethi	15.02.48	Health & Family Welfare
27	B C Pant	01.01.48	Commerce
28	S P Tripathi	03.12.47	Overseas Indian Affairs
29	S P Verma	25.12.47	Home Affairs
30	S K Gupta	20.10.51	Tribal Affairs

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
Year of Select List _____

7. Whether the nominee is a member Yes/No
Of SC/ST. If yes, please specify SC/ST
8. Previous Training undergone
(i) ISTM _____
(ii) Other Training Instt. _____
9. (i) Nominee _____
(ii) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Place of Office, Tele. No. _____
(iii) Residential Address _____
with Tele. No. if any. _____

16

Course Brochure on

"Level F" Training Programme for Deputy Secretaries

*Government of India
Training Division
Department of Personnel and Training
Block 4, JNU Old Campus, Olof Palme Marg
New Delhi – 110 067.*

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CSS CADRE TRAINING PLAN
LEVEL 'F' TRAINING PROGRAMME
PROGRAMME BROCHURE

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. As such training programmes will not be simply participatory, but every officer is required to successfully complete the training programme, so as to become eligible for promotion to the next higher post. The recommendations made by the committee have been accepted by the Government and ISTM has been mandating to implement the recommendations of the committee as accepted by the Government.

Level 'F' Training Programme

2. The level 'F' training programme is for Deputy Secretaries who have rendered five years' of approved service in the grade.

Main Features

- The duration of the training will be three weeks.
- 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 policy analysis, public system, management and latest development in social and economical field.

Aim of the Programme

3. 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.

Programme Methodology

4. 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. The 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.

Opportunity will also be provided to critically examine the latest legislative initiatives by the Government of India in the social and economic sector.

Field visits will be arranged during the programme and participants will be required to prepare reflection papers on their field visits.

Class room sessions will be designed to supplement the participants' efforts to up date their knowledge and skills.

Public Policy Analysis Project Study

5. As mentioned above public policy analysis project is an integral component of the level 'F' 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.

Level 'F' Programme Deliverables

The required programme deliverables are as follows:

1. Each group will submit a 15 - 20 page public policy analysis paper which will be evaluated by a panel of faculty members.
2. Public Policy Analysis paper presentation - each group will make a presentation of their policy paper which will be evaluated by a panel of faculty members.
3. Critical examination of recent legislative initiatives - each group will make critical examination of 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 and also by the co-participants.
4. Reflection papers - each participant will individually write a 3-4 pages paper regarding one specific aspect of their field visit that impressed them.

Evaluation / Assessment

➤ Policy paper document	:40%
➤ Policy paper presentation	:20%
➤ Recent legislative initiatives critical examination	:20%
➤ Reflection paper	:10%
➤ Peer evaluation	:10%

Contents

- Public Policy Analysis
- Critical Examination of draft bills / recent legislations in the social / economic sector
- Field Visits
- Sevottam
- Management of Public Administration
- Economic / Finance Management
- Governance / E-governance Initiatives
- Organisation Development / Behaviour, etc.

10

Expenditure to be borne by the Sponsoring Authority

(i) Study / Field Visits

The expenditure incurred on the field visits / study visits by the participants in terms of TA/DA etc. will be borne by the concerned ministries / departments. The estimated expenditure will be Rs. 30,000/- per person. Advance may accordingly be sanctioned to the participants.

(ii) Public Policy Analysis Project Report Preparation

An amount of Rs.2000/- per person is estimated to be the expenditure on project report preparation, etc. The expenditure will be borne by the concerned ministry / department who will sanction an advance accordingly.

The final adjustments for (i) and (ii) may be done on certification by ISTM.

Course Capacity 20 to 25

Venue and Dates **Institute of Secretariat Training & Management
(OLD) JNU Campus, Olof Palme Marg,
New Delhi - 0067.**

17th September to 5th October, 2007.

Programme Coordinator: Shri K.S. Kumar, Joint Director
Tel. No.26108946
9811259805.