

No.11011/26/2013-Trg(NDC)  
Government of India  
Ministry of Personnel, P.G and Pensions  
Department of Personnel and Training  
Training Division

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated 24 June, 2013

To

1. The Chief Secretaries of all the State Governments/ Administrators of UTs.
2. The Secretaries of all the Ministries/Departments

Subject: Training Programme on Defence/Internal Security at the National Defence College, New Delhi- Beginning January 2014 for a duration of 11 months.

Sir/Madam,

Department of Personnel & Training, Government of India sponsors the names of suitable IAS officers every year for the National Defence College (NDC) Training Programme in New Delhi.

2. Conditions of Eligibility:

- (i) Only IAS officers may apply to this Department in response to this circular. For officers of other services, the Ministry of Defence has been addressing to the respective cadre authorities directly. Accordingly, officers of other services may apply for NDC course, if and when their cadre authorities invite applications in response to the communication from the Ministry of Defence.
- (ii) The officer should have completed 14 years of Service.
- (iii) The officer should be below 50 years of age as on 01.01.2014, with sound physical health.
- (iv) While sending nominations, it should be certified that the officer does not have any departmental proceedings pending or contemplated against him; i.e. the officer nominated should be clear from vigilance and disciplinary angle.
- (v) While sending nominations, it should also be certified that there is no standing adverse entry in the ACR of the officer and that the officer nominated possesses excellent record of past performance, revealed from his/her ACRs.

- (vi) Officers who have been debarred from Central Deputation for having failed to join a post under the Central Government, and those who have been debarred from nomination for foreign training on their failure to attend the training programmes to which they might have been nominated, will not be considered until the debarment period is over.
- (vii) The officers should not have undergone a training program of 12 weeks or more duration in India during a period of 5 years preceding the date of commencement of this course. Further, the officer should not have undergone a program of training abroad of more than 2 weeks in preceding 2 years, more than 1 month in preceding 3 years or more than 6 months in preceding 5 years.
- (viii) Officers serving under Central Staffing Scheme :

In the case of officers who are serving on deputation under the Central Staffing Scheme, the following criteria may be kept in view while forwarding their nomination:

- a) Only such officers as would have completed a minimum of two years of service in the Centre in January, 2014 should be recommended.
- b) In the cases of officers whose tenure under the Central Staffing Scheme is due to come to an end within two months before the commencement of the training, or during the currency of the training, their nominations should be forwarded by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Government/UT on whose strength the officers are borne. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases.
- c) Officers whose tenure is due to come to an end more than two months before the commencement of the training programme, may be sponsored **only with the concurrence of the concerned State Government/UT**. In such cases, the concurrence of the cadre concerned on whose strength the officer is borne shall be obtained by the concerned Ministry/Department, as those officers would be proceeding on training after their reversion to the cadre, and **the parent cadre would be bearing their salary and the cost of training during the period of training.**

3. *It may be noted that Officers appointed under the Central Staffing Scheme should obtain 'NOC of EO's office before applying the NDC course. For grant of NOC, a proposal with the approval of the competent authority needs to be sent to EO Division.*

*Further extension/exclusion of the period of the Course from the central deputation tenure of the officer is **NOT** automatic. The administrative Ministry/Department concerned should send a proposal for exclusion /extension of the training period from the central deputation tenure of the officer with the approval of Minister-in-Charge.*

4. As already conveyed vide Secretary DoPT's D.O. letter No.12037/6/2010-FTC(Trg.) dated 7.5.2012 addressed to Secretaries of all Ministries/Departments of Government of India, the officers may be encouraged to opt for undertaking the NDC course on national security at the mid-tenure stage of the Central Staffing Scheme as participation in this course is excluded for calculating tenure at the Centre so that the knowledge and skills acquired by the officers could be optimally used by the Government of India.

5. **The fees for the course payable to NDC and the expenditure on internal and foreign countries tour of the nominated officers are required to be borne by the Ministry/State Government/UT concerned.** Applications of officers should be forwarded by Ministries/State Governments/UTs, keeping this factor in view that **such costs will be borne by the Ministries/State Governments/UTs concerned.** The details of course fee etc. as projected by NDC are given below:

Tuition fees : Rs.2,10,000/\*-

Internal Tours : On the basis of actual expenditure incurred  
(to be intimated later)

Foreign Tours : On the basis of actual expenditure incurred  
(to be intimated later)

\*Subject to change (to be intimated subsequently).

6 (a). The sponsoring Ministry /Department/Office should undertake to pay the pay and allowances and other entitlements in respect of the officer(s) throughout the duration of the course.

6 (b). In case an officer proceeding on training is a bonafide occupant of Government accommodation in the general pool controlled by the Directorate of Estate, he could retain the residential accommodation for the full period of training at his place of posting provided the residence is required for bonafide use of members of his family.

6(c). Officers of the Central Government entitled to facility of residential telephone at the time of joining this programme will be allowed to retain the residential telephone sanctioned to them on usual terms for six months and thereafter on the condition that the officers will pay all calls in excess of the free calls allowed by the Telecommunication Department as stipulated in Ministry of Finance (Department of Expenditure) O.M. No. 7(10)E(Coord)/79 dated 1<sup>st</sup> August, 1979 as amended from time to time.

6(d). Officers who are CGHS beneficiaries in Delhi and at the other CGHS covered cities will be entitled to receive medical facilities under the CGHS during the training period in Delhi provided they obtain the authority letter from the officers which have issued token card to them. Officers not covered by the CGHS at their place of duty will, however, not be able to avail themselves of this facility.

7. If an officer nominated by this Department does not file his nomination papers or withdraws his request at any stage or the officer is not relieved for attending the training

programme by the Administrative Ministry/State Department/Cadre Authority, he/she will be debarred from any foreign/long term training for 5 years. Officers debarred from foreign/long term training, in the past, should not be nominated until the debarment period is over.

8. The officer selected for the NDC Course will be required to execute a 'Bond' prior to his/her joining the NDC Course and submit the same to his/her Cadre Controlling Authority stating that he/she would serve the Government for a period of five years and he/she would be willing to working in Ministry of Home Affairs, Ministry of Defence, Ministry of External Affairs, NSCS and other security-related organizations on completion of the Course, or to repay the total expenses incurred on the NDC Course in the event of his/her resignation, voluntary retirement or quitting the NDC Course without completing it.

9. It is requested that the nominations of officers of your Department/State Government/UT along with the details, as per the enclosed proforma, may be sent to this Department latest by 31.7.2013 supported with necessary certified statements as per paras 2(iv) and 2(v) and for officers on Central Staffing Scheme, cadre clearance as stipulated in para 2 (viii)(b) and (c) and para 3 in respect of NOC from EO Office.

Encl: As above

  
( Aditya Kumar Joshi)  
Director (Training)  
Tel : -011-26165058  
E-mail address: adityaj0185@gmail.com

Copy to:

- i) Office of Establishment Officer ( Attention: Dr. Amarpreet Duggal, Director), DoPT, North Block , New Delhi with reference to their I.D.No.5/2/2007-EO)MM-1 dated 4.6.2013
- ii) Technical Director (NIC), JNU (Old Campus), New Delhi with the request that the circular may be posted on the DoPT's website and send to all IAS Officers through E-mail.

  
( Aditya Kumar Joshi)  
Director (Training)

**Proforma**

Sl. No.	Name of the Officer	Cadre of IAS officers with batch and ID No.	Present posting with date of appointment to the present post with complete postal address and Tel/Fax/e-mail.	Date of Birth	Date of Joining Service	Whether belong to SC/ST Others Category	Academic Background	If serving in the Centre, the period of Central Tenure	Previous domestic/foreign training		
									Name of the course and country	Duration of the course and the year in which attended	Whether nominated by DoPT or if not, the nominating Department
1	2	3	4	5	6	7	8	9	10	11	12

Signature:

Name:

Designation:

Dated: