

MOST IMMEDIATE

No. 11011/12/2011-Trg(MDIG)
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

Block-IV, 3rd Floor, Old JNU Campus,
New Mehrauli Road, New Delhi-110067
Dated : 19 June, 2012

To

1. Chief Secretaries to all State Governments and UTs
2. Secretaries (All Ministries / Departments-Government of India)
3. Joint Secretary(dealing with UT) in Ministry of Home Affairs, Government of India

Subject: 7th Post Graduate Diploma Programme in Public Policy and Management during 2012-14 at the Management Development Institute, Gurgaon.

Madam/Sir,

The Department of Personnel and Training is sponsoring a fifteen months' Post- Graduate Programme in Public Policy and Management (PGP-PPM) at the Management Development Institute Gurgaon. So far five programmes have been completed and 6th Programme is currently in progress. The 7th programme is scheduled to commence from 19 November, 2012.

2. This programme has been designed as a high quality programme with a set of core courses as well as a range of electives. It includes an **international module of six weeks' duration at a foreign university**. The participants will undergo institutional training for one year at MDI in Gurgaon. The remaining period of three months will be at their work place and devoted to complete the dissertation.

3. This is a compulsory residential programme and MDI will provide suitable accommodation at their campus at the rate of Rs.10,000/- per month per participant. Only 35 officers are proposed to be selected to participate in the 7th programme in order to ensure a high degree of excellence.

4. Please find enclosed herewith particulars of the programme along with **terms and conditions** for officers admitted to the programme. I would request you to kindly circulate the programme amongst your officers and encourage as many as possible to apply. The details of the programme are available on the website of the Ministry of Personnel, Public Grievances and Pensions (www.persmin.nic.in) and on the website of MDI Gurgaon i.e. www.mdi.ac.in.

5. Course fee: The course fee will be paid as under:

- i) The cost of the international component of the program will be met by DoPT for all the participants (except for officers working on deputation basis in a PSU).
- ii) The cost of the domestic component of the program - **Rs. 4.40 lakhs (Rupees four lakhs and Forty thousand only) per participant** will be met by the respective cadre controlling authority in the Government of India (for example, DoPT for IAS officers, MHA for IPS officers etc.). In case of Central Secretariat Service (CSS) officers, the domestic course fee will be met by the Ministry/Department where the officer is working.


6. The sponsoring organizations, namely the organization where the officer is currently posted, will meet the cost of (a) pay and allowances during the training period (b) travel from place of posting to Gurgaon and back, (c) travel cost towards field visit of the participants for collection of data/ information on their dissertation and visit to Gurgaon for presentation of the dissertation (d) a one time allowance of Rs.1500/- for stationery etc. and (e) cost of residential accommodation (@ Rs 10,000/- per month per participant) to be provided by the MDI during the programme.

7. In case of officers working on deputation basis in a PSU, the entire cost (domestic as well as international component) for the programme shall be borne by the concerned PSU in which the officer is working at the time of applying for the programme. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

8. Nomination of suitable officers, in the prescribed proforma, may please be sent to this Department through the appropriate cadre controlling authority so as to reach us on or before **30th August, 2012**. Nominations received after this date will not be considered. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by MDI-G. The interview dates and time will be intimated to the officers by MDI-G. In order to save time, the officers are permitted to send an advance copy of their application directly to this office/MDI-G. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their cadre controlling authorities along with Vigilance Clearance; therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

8. A copy of the application may also be sent to Prof. Ashok Kapoor, Dean-EGP, Management Development Institute, M.G. Road, Sukhrali, Gurgaon-122001. Further details of this programme may be ascertained from School of Public Policy & Governance, Management Development Institute, Mehrauli-Gurgaon Road, Sukhrali, Gurgaon-122007 (Haryana) 01224-4560553 (from Delhi dialling code is: 95124) 0124-4560000 Ext.553, website: www.mdi.ac.in. This circular may also be downloaded from the website of Ministry of Personnel, Public Grievances and Pensions (www.persmin.nic.in).

Yours faithfully,



(Upma Srivastava)
Joint Secretary (Trg)
Tel: 26106314
Fax: 26107962

Copy to:

1. Comptroller & Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. Election Commission of India, New Delhi
4. All Cadre Controlling Authorities
5. All State Training Institutes
6. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
7. Director(Training), Railway Board , Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers.
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N.Delhi
13. Director (HRD) Ordnance Factory Board, 10-A S K Bose Road, Kolkatta.
14. Dean-EGP, Management Development Institute, PO Box No.60, Mehrauli Road, Sukhrali,
Gurgaon-122001

Terms and conditions

7th Post Graduate Programme in Public Policy and Management 2012-14 at Management Development Institute, Gurgaon

The Training Division of Department of Personnel & Training is sponsoring Post Graduate Programme in Public Policy and Management (PGPPM) at Management Development Institute, Gurgaon. The 7th Programme will commence from 19.11.2012.

2. Eligibility:

The programme is open to officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also officers of the State Civil Services subject to the following eligibility conditions:

(i)	Length of service	Officers of All India Services, Central Services should have put in 7 years of Group 'A' service. The State Civil Service Officers should have put in at least 9 years of service in Group A (Class-I).
(ii)	Age	The officers should not be more than 50 years of age as on the date of commencement of the programme (53 years in case of officers belonging to Scheduled Caste and Scheduled Tribes)
(iii)	Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.

3. Course Fees:

(a) DoPT will meet the cost of the international component of the programme (including travel) for all the participants. The cost would be met out of the Scheme of Domestic Funding of Foreign Training [please also see sub para (c) below]. The cost of visa fee, medical insurance etc will be met by the sponsoring authority on actual basis.

(b) The cost of the domestic component of the programme **Rs. 4,40,000/- (Rupees four lakhs and forty thousand only) per participant** will be met by the respective cadre controlling authority (for example, DoPT for IAS officers, MHA for IPS officers etc.). In case of Central Secretariat Service (CSS) officers, the domestic course fee will be met by the Ministry/Department where the officer is working.

(c) In case of officers working on deputation basis in a PSU **the entire cost (domestic as well as international component) for the programme—shall be borne by the concerned PSU** in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

(d) The sponsoring organizations, namely the organization where the officer is currently posted, will meet the cost of [a] pay and allowances during the training period [b] travel from place of

posting to MDI Gurgaon and back, (c) travel cost towards field visit of the participants for collection of data/information on their dissertation and visit to MDI Gurgaon for presentation of the dissertation and (d) a one time allowance of Rs 1500 (Rupees fifteen hundred only) for stationery etc., and (e) cost of residential accommodation (**@ Rs 10,000/- per month per participant**) to be provided by the MDI during the programme.

(e) During international training, the daily allowance will be paid to the participants on the basis of extant approved rates for short-term training programmes under the Scheme of 'Domestic Funding of Foreign Training of DoPT.

4. **Conditions for officers admitted to the programme:**

In case of officers, sponsored by the Government of India for this programme, the following conditions will apply:

(i) The entire period of training (institutional training of 12 months) will be treated as on duty under FR 9(6)(b)(i);

(ii) The Ministries/ Departments/ State Governments may fill up the vacancy caused by the deputation of the officers;

(iii) For the grant of special pay/ Central deputation (Tenure allowance) (CDTA), the participants will be regulated as under:-

(a) The officers who proceed for training during their tenure of central deputation will continue to receive CDTA for the period of their entitlement against Central deputation tenure. If any period of training falls beyond the tenure of Central deputation or the officers proceed for training at the end of their tenure at the Centre, CDTA will not be admissible.

{Note-The tenure of central deputation in so far as it relates to this program, would also include the period of leave upto 2 months that may be granted by the central Ministry/ Department to the officers before their repatriation to the parent cadre}

(b) The officers not on central deputation and also not in receipt of CDTA, whether they proceed on training from Delhi, or outside Delhi will not be entitled to any Special pay drawn before proceeding for the training.

(iv) Officers of the Central Government, State Government and Union Territories coming from outside Gurgaon to participate in the program will be allowed one of the following two options by the sponsoring authorities:-

(a) The officers will be treated as on duty on tour. They will draw travelling allowance as on tour and allowances as per para II(a) of the Ministry of Finance, Department of Expenditure O.M. 19030/2/86-E-IV dated 24.3.86 amended from time to time.

OR

(b) The officers will be treated as on transfer. They will not be entitled to the Government accommodation at the original place of posting.

(v) In case an officer proceeding on training is a *bona fide* occupant of Government accommodation in the general pool controlled by the Directorate of Estates, he/she could retain the residential accommodation for the full period of training at his/her place of posting provided the residence is required for *bona fide* use of members of his/her family.

(vi) 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 1st August, 1979 as amended from time to time.

(vii) The salary and other claims of the officers be paid by the Ministry/Department/Office where they were last working before joining this programme.

5. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the long term training programme or failing to complete the training programme, or quitting the service at any time within a period of FIVE (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training i.e. all monies paid to him/her or expended on his/her account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India and together with all costs between the attorney and the client.

6. **Hostel Facilities**

This is a fully residential programme. Management Development Institute, Gurgaon, will provide lodging facilities to the participants of the programme at their campus at the rate of **Rs.10,000/- (Rupees ten thousand only)** per month per participant. The expenditure will be met by the sponsoring authorities of the participants.

7. **Selection procedure and forwarding of nominations**

The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time. Officers whose names have been recommended for central deputation should not be nominated for the PGP-PPM programme. Failure to withdraw the names of officers on offer who are nominated for programme, may result in debarment of officers for central deputation for five years.

Officers on deputation to Government of India under the Central Staffing Scheme must complete at least two years of their tenure on deputation on the date of this notification to become eligible to apply for this programme.

The faculty members of the State ATIs who have completed at least three years on the date of starting of the programme are also eligible to apply for the programme. However, those faculty members who belong to state civil services need not necessarily fulfil this condition. The selected

faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

8. **Forwarding of nominations**

Concurrence of State Governments, wherever necessary, would have to be obtained by the sponsoring authority before sending the nominations to DoP&T. Nomination of suitable officers (**who are clear from vigilance angle**) may be forwarded to this Department in the prescribed proforma as per MDI-G brochure (may be accessed on MDI-G website www.mdi.ac.in) through the appropriate cadre controlling authority so as to reach us **on or before 30 August, 2012**. Nominations received after this date will not be considered. In order to save time, the officers are permitted to send an advance copy of their application directly to this office/MDI-G. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their cadre controlling authorities along with Vigilance Clearance; therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

The nominations would be screened / scrutinized and suitable officers will be called for an interview by MDI-G.

FORMAT OF BOND TO BE EXECUTED BY A GOVERNMENT SERVANT BEFORE PROCEEDING FOR the 7th POST GRADUATE PROGRAMME IN PUBLIC POLICY AND MANAGEMENT (PGPPM) OF Management Development Institute (MDI), Gurgaon for the year 2012-14

KNOW ALL MEN BY THESE PRESENTS THAT I, -----, resident of -----, at present employed as --- in the Ministry/Department-----, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my training i.e. all monies paid to me or expended on my account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the govt./agency concerned, etc. at MDI Gurgaon, together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, -----, am being deputed for training at MDI Gurgaon which includes 6-8 weeks international exposure under the Scheme of DFFT, by the Department of Personnel and Training (DoP&T), Government of India,

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of training, OR failing to complete the training programme, OR quitting the service at any time within a period of FIVE (5) years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the ---- day of ----- month of the year Two Thousand and twelve.

Signed and delivered by ----- (Name and designation)

In the presence of ----- and -----

Witnesses: 1. _____

2. _____

ACCEPTED
on behalf of the President of India by the Cadre Controlling Authority
(Authorised Signatory)