No. T-13012/1/2016-LTDP

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: 5th January, 2017

To

1. Secretaries (All Ministries/Departments in Government of India)
2. Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. Directors General/Directors of State & Central Training Institutions

Subject: 11th Post Graduate Diploma Programme in Public Policy and Management (PGD-PPM) at the Management Development Institute, Gurgaon.

Madam/Sir,

The Department of Personnel and Training has been sponsoring Post- Graduate Diploma in Public Policy and Management (PGD-PPM) at the Management Development Institute Gurgaon. The 11th programme is scheduled to commence from **24th April, 2017 (Monday)**.

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 about Two weeks' duration at a foreign university.**

3. 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 **http://dopt.gov.in/ → About Us → Wings and Divisions in DoPT → Training → Programmes PGDPPM, MDI-Gurgaon** and on the website of MDI Gurgaon i.e. **www.mdi.ac.in**.

4. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/Department/State Government etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Department/State Government etc. at the end of the programme. The Ministries/Departments/States will also nominate a Nodal Officer of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with MDI-G in the matter.

5. 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 **24th February, 2017**. 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.

6. Further details of this programme may be ascertained from School of Public Policy & Governance, Management Development Institute, Mehrauli-Gurgaon Road, Sukhrali, Gurgaon-122007 (Haryana) Telephone: 0124-4560553, E-mail Id: pawan@mdi.ac.in, website: **www.mdi.ac.in**.

7. All Ministries/Departments/ State Governments/UTs/CCAs etc. are advised to give wide publicity to the programme and upload this circular on their websites for the information of all concerned.

Yours faithfully,

(N. Raja)
Director (Training)
Telephone: 011-26165058
Fax No.:011-26107962

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. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar 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, New Delhi
13. Dean (Graduate Programme), Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon-122001
14. NIC, Training Division, for uploading the notification on DoP&T website and Training Division's webpage.

(N. Raja)
Director (Training)

11th Post Graduate Diploma in Public Policy and Management at Management Development Institute, Gurgaon

The Training Division of Department of Personnel & Training is sponsoring 11th Post Graduate Diploma in Public Policy and Management (PGD-PPM), at Management Development Institute, Gurgaon, commencing from **24.04.2017**. This has been designed to be a high quality programme with a set of '**Core Courses**' as well as a range of '**Electives**'. The officers will complete the 'Domestic component' as well as the 'International component (Two weeks)' at MDI and an International School respectively during the year and will return to the departments for posting. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/Department/State Government etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Department/State Government etc. at the end of the programme. The Ministries/Departments/States will also nominate a **Nodal Officer** of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with MDI-G in this matter.

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 (SCS)/Non-State Civil Services (Non-SCS) subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least three years remaining service after completion of the programme.
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) (i) The Fee for the **Domestic Course** of the programme is **Rs. 4.84 lakh (Rupees Four Lakh Eighty Four Thousand only)** plus expenses towards Rural/NGO attachment subject to maximum of Rs. **25,000/-(Rupees Twenty Five Thousand only) [Total Domestic Component Rs. 5,09,000/-|.**

(ii) The Fee for the '**International Component'** of the programme is **Rs. 3.60 lakh (Rupees three lakh sixty thousand only)**, which will include air fare, course fees, Boarding and Lodging costs. During the International Immersion of the programme, the Perdiem Allowance will be paid to the participants on the basis of approved rates for short-term training programmes under the Scheme of 'Domestic Funding of Foreign Training' of DoP&T.

(b) The total Domestic Course fee plus NGO/Rural attachment plus International Component would be **Rs. 8,69,000/-** (Rs. Eight Lakh Sixty Nine Thousand Only).

(c) **The entire Course Fee** *(Domestic Course fee, expenses towards Rural/NGO attachment, International Course fee)* would be **met by the concerned Cadre Controlling Authorities** *(for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc*). However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/ Departments / State Governments where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be arranged by MDI through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.

(d) In case of officers belonging to any Group 'A' Service and working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme (domestic as well as international component containing course fee, *boarding* and lodging charges, airfare, per diem allowances etc.) 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.

(e) The entire Programme fee [**Rs. 8,69,000/-** (Rs. Eight Lakh Sixty Nine Thousand Only)] need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

(f) The Ministry/ Department/ State Government/ Organization etc. where the officer is currently posted, will meet the cost of (a) pay and allowances during the programme period, (b) travel from

place of posting to Gurgaon and back, (c) travel towards field visits of the participants for collection of data/information for the dissertation, (d) travel to Gurgaon for presentation of the dissertation at the end of the programme, (e) Perdiem allowance during international immersion and (f) one time allowance of Rs.5000/- (Rupees five thousand only) for stationery etc.

4. Hostel Facilities

This is a compulsory residential programme and MDI-G will provide suitable accommodation at their campus at the rate of Rs. 10,000/- (Rs. Ten Thousand only) per month per participant. The expenditure will be met by the Cadre Controlling Authority of the participants.

5. Conditions for officers admitted to the programme:

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

(i) The entire period of training programme (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 programme 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 programme falls beyond the tenure of Central deputation or the officers proceed for training programme 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 programme from Gurgaon, or outside Gurgaon will not be entitled to any Special pay drawn before proceeding for the programme.

(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 programme 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 the programme 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 will be paid by the Ministry/Department/Office where they were last working before joining this programme.

6. Selection procedure and forwarding of nominations

(i) The Cadre Controlling Authority (CCA) should recommend names of only those Groups 'A' officers who are likely to stay with the CCA for some more time. Officers whose names have been recommended for central deputation/ or figuring in the 'offer list' for central deputation under the 'Central Staffing Scheme' should not be nominated for the PGD-PPM programme. Failure to withdraw the applications of such officers for the PGD-PPM may result in debarment of officers for central deputation for five years.

(ii) 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. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for this Long Term Domestic Programme.

(iii) The faculty members of the State ATIs who have completed at least three years on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfill this condition. The

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

7. Forwarding of nominations

(i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.

(ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to MDI's website **www.mdi.ac.in** or DoP&T's website http://dopt.gov.in/ → About Us → Wings and Divisions in DoPT → Training → Programmes → PGDPPM, MDI-Gurgaon Cadre Controlling Authorities are requested to forward duly filled applications in respects of suitable officers (who are clear from vigilance angle) along with information in **PART- B** so as to reach us on or before **24th February, 2017.**

(iii) Nominations received after the due date will not be considered.

(iv) In order to save time, the Officers are permitted to send an Advance copy of the application to the Director, Management Development Institute, Mehrauli Road, Sukhrali, Gurgaon- 122007.

(v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by MDI-G. The interview date 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 the application directly to this office. The officers may 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; therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

8. 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 programme or failing to complete the 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 programme i.e. all monies paid to him/her or expended on his/her account during the programme period 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.

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MDI GURGAON | School of Public Policy and Governance
Making a difference to citizens' lives

Government of India

MANAGEMENT DEVELOPMENT INSTITUTE
School of Public Policy and Governance
M.G. Road, Sukhrali, Gurgaon-122007 (Haryana), India
Tel: +91-124-4560553, 4560000 (Extn-553) Fax-4560009
Email id: sppg@mdi.ac.in, Website: www.mdi.ac.in

Government of India
Department of Personnel & Training
Block- IV, 3rd Floor, Old JNU Campus,
New Mehrauli Road, New Delhi- 110067
Phone No: 011-26194167, Fax No: 011-26165058,
Website: **http://persmin.nic.in/DOPT.asp**

APPLICATION FOR ADMISSION IN 11th POST GRADUATE PROGRAMME IN PUBLIC POLICY & MANAGEMENT

(Programme Commences on **24th April, 2017** Last date of receiving application is **24th February, 2017**)

(For DoPT sponsored candidates)

PART-A

1. PERSONAL DETAILS

Paste a recent passport sized photograph

Title (Mr./Ms/Dr.)			
Full name in block letters (First name, Middle name, Surname)			
Father's full name			
Mother's full name			
Gender (Put √)	Male ☐ Female ☐	Date of birth	DD MM Year
Date of Superannuation	DD MM Year	Age as on 24-04-2017	Year MM
Nationality		Religion	
Caste category (Put √)	General ☐ OBC ☐ SC ☐ ST ☐		
Equivalent Rank in Govt. of India		Level in Pay Matrix as per 7th CPC/ Grade Pay with Pay Band	

2. MINISTRY/DEPARTMENT DETAILS

Name of the Ministry/ Department			
Designation			
Office Address			
	State	PIN	
Telephone No.		Fax	
Service cadre with year of allotment			
Length of service in Group-A			
Are you presently on deputation to the Govt. of India (Put √)	Yes ☐ No ☐	If yes, from which date:	
Date of completion of tenure?			

3. ADDRESS FOR CORRESPONDENCE					
Address					
City		State		PIN	
Telephone No		Fax No			
Mobile No					
Email ID *(In Capital Letters)* (Main and alternate)					

4. ACADEMIC RECORD					
S. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					

5. DETAILS OF WORK EXPERIENCE						
S. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

Total experience (in years) [ ]

6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD) [Duration should be at least two weeks or more](Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions)				
S. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

i. Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the programme period.

ii. Briefly describe your job responsibilities and your achievements at your work place.

iii. What are your career goals and how does this program fit in with your plans.

iv. Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.

v. Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place: (Signature)

Date:

Instructions:

- ***The application form is to be sent through the Cadre Controlling Authority.***
- ***However, you may kindly send the Advance Copy directly to Shri Anil Tripathi, Under Secretary (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No-310, 3rd Floor, Block-4, Old JNU Campus, New Delhi-110067 as well as to Chairperson (Admissions) Management Development Institute, Mehrauli-Gurgaon Road, Sukhrali, Gurgaon-122007 (Haryana).***
- ***Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 24th February, 2017.***
- ***The application envelop should be superscripted as "Application for admission in 11th PGD-PPM (2017-18) at MDI, Gurgaon"***

PART - B

(For the use of the Cadre Controlling Authority only)

1. Is there any vigilance case pending or contemplated against the officer? (put √)	Yes ☐	No ☐
If YES, please give details:		

2. Is there any standing adverse entry against the officer? (put √)	Yes ☐	No ☐
If YES, please give details:		

3. Is the applicant's overall ACR grading "Very Good"? (put √)	Yes ☐	No ☐
If NO, please give details:		

4. Whether cadre clearance has been obtained? (put √)	Yes ☐	No ☐
(For officers, who would be completing their deputation tenures prior to joining the PGD-PPM? In such cases, clearance of the State Government/Parent department has to be obtained)		
Has the candidate been offered a central deputation also?	Yes ☐	No ☐
If selected, will the candidate be released for the Programme?	Yes ☐	No ☐

5. Topic for Policy paper to be selected by the officer with the approval of the Ministry/ Department/ State Government etc. where the officer is currently working.

6. Details of Nodal Officer (of the rank of JS or above to the Government of India) nominated by the Ministry/Department/State Government etc. where the officer is currently working for mentoring and guidance to the Sponsored Officer for developing the policy documents.

a) Name: _____

b) Designation: _____

c) Office address: _____

d) Telephone No. : _____

e) Fax No. : _____

f) E-mail Id: _____

CADRE CONTROLLING AUTHORITY

Name of the Cadre Controlling Authority (Department/Ministry)	
Contact person	
Designation	
Address	
Tel No	
Fax No	
Email ID	

Place:

Date:

_____

(Signature of the

Cadre Controlling Authority)

File No. _____

_____

Office Seal (Compulsory)

PROCEEDING FOR THE 11TH POST GRADUATE DIPLOMA IN PUBLIC POLICY AND MANAGEMENT (PGD-PPM) OF MANAGEMENT DEVELOPMENT INSTITUTE (MDI), GURGAON

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 the programme i.e. all monies paid to me or expended on my account during the programme period 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 PGD-PPM programme at MDI-Gurgaon which includes about 2 weeks international exposure 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 the programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation which is earlier 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 Thirteen/Fourteen.

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

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

Witnessess: 1. _____

2._____

ACCEPTED

on behalf of the President of India by the Cadre Controlling Authority

(Authorised Signatory)