

No.13014/1/2015-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

3rd Floor, Block IV Old JNU Campus,
New Delhi-67 dated 23 January, 2015

To

All Chief Secretaries/Administrators of UT

Sub: Inter-Services Workshop on Best Practices to be organised by National Academy of Audit and Accounts, Shimla for Civil Services Officers during 9 to 13 February, 2015 - request for nomination of IAS Officers

Madam/Sir,

I am directed to say that an 'Inter-Services Workshop on Best Practices' is scheduled to be held at National Academy of Audit and Accounts (NAAA), Shimla during 9 to 13 February, 2015. In this regard a copy of O.M. dated 09.12.2014 issued by Department of Administrative Reforms & Public Grievances, the concept paper and summary of the said workshop are enclosed for ready reference.

2. It is, therefore, requested that suitable officers belonging to the Indian Administrative Service having 12 to 14 years of seniority may kindly be sent to the undersigned latest by 3rd February, 2015. Brief C.V in respect of the nominated officer (s) indicating their significant achievements, outstanding work done by them in official or co-curricular fields may also be forwarded. On the basis of nominations received, officers would be shortlisted and nominated by DoP&T for attending the "Inter-Services Workshop" at NAAA, Shimla.

3. The course fee approximate Rs.22,500/- per participant, which includes Boarding/lodging charges, will be borne by DoP&T and would be directly reimbursed to NAAA, Shimla.

Encls: As above

Yours faithfully,

(N Raja)

Director (Training)

Tele No.011-26165058

E-mail: ds2v3-dopt@nic.in

Copy to:

1. Shri Aditya Joshi, Director
Department of Administrative Reforms and Public Grievances
Sardar Patel Bhawan
New Delhi

2. Shri L V Sudhir Kumar
Director General
National Academy of Audit & Accounts
Shimla-171004

3. NIC, DoPT, Trg Div., Old JNU Campus with request to upload this communication on the DoPT website

9/c

No. K-11022/112/2013-AR
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

5th floor, Sardar Patel Bhawan,
Sansad Marg, New Delhi.
Dated: 9th December, 2014

OFFICE MEMORANDUM

Subject: Inter Services Workshop to be organized by National Academy of Audit and Accounts (NAAA), Shimla from 9th to 13th February, 2015.

The undersigned is directed to refer to the subject cited above and to say that the Indian Civil Service has been instrumental in the overall socio-economic development of the country. There are certain measures through which the coordination among the different wings of civil services has been introduced, the Foundational Course being one such example. But, an inter-service interaction, on a regular basis has somehow been missing. In the absence of such a mechanism, the officers remain confined to the domains of their respective services, thereby at times oblivious of the dynamic changes in other sectors of governance.

2. Considering the above, this Department has attempted to institutionalize inter-service consultations on matters common to all services by organising "Inter Services Workshop on Best Practices" on regular basis. Till date four "Inter Services Workshop on Best Practices" have been held. The fifth Inter Services Workshop is scheduled to be held at the Indira Gandhi National Forest Academy (IGNFA), Dehradun from 19th to 23rd January, 2015 for which this Department is in the process of receiving nominations.

3. The sixth Inter Services Workshop is scheduled to be held at the National Academy of Audit and Accounts (NAAA), Shimla during 9th to 13th February, 2015. The maximum number of participants for this workshop to be held at NAAA, Shimla during 9th to 13th February, 2015 is 30. The officers nominated for participation should have 12 to 14 years of seniority. The course fee for the workshop would be borne by the respective Cadre Controlling Authorities and reimbursed to the host academy. Exact amount will be communicated as and when received from NAAA, Shimla.

8/c

4. It is requested to nominate officers for the workshop directly to the NAAA, Shimla at the following address, under intimation to this Department.

Sh. B.K. Mukherjee,
Director,
National Academy of Audit & Accounts,
Shimla-171004,
Tel. No. 0177-2807883
Fax No. 0177-2658570

Aditya Joshi

(Aditya Joshi)
Director (AR)
Tel. No. 23360369
E-mail joshi.aditya@nic.in

To:
As per list attached

Copy to:
Sh. B.K. Mukherjee, Director, National Academy of Audit and Accounts,
Shimla-171004.

11/12
ISSUED

7/c

List of Cadre Controlling Authorities

S.No.	Services	Cadre Controlling Authorities
1	Indian Administrative Service	The Secretary, Department of Personnel & Training, M/o Personnel, Public Grievances & Pensions, North Block, New Delhi.
2	Indian Police Service	The Home Secretary, M/o Home Affairs, North Block, New Delhi
3	Indian Forest Service	The Secretary, Ministry of Environment & Forest, Paryavaran Bhawan, CGO Complex, New Delhi-110003.
4	Indian Foreign Service	The Foreign Secretary, Ministry of External Affairs, South Block, New Delhi
5	Indian Revenue Service (C&E)	The Chairperson, Central Board of Excise & Customs, North Block, New Delhi
6	Indian Revenue Service (Income Tax)	The Chairperson, Central Board of Direct Taxes, North Block, New Delhi
7	Indian Audit & Accounts Service	The Comptroller and Auditor General, Office of Comptroller and Auditor General of India, 9, Deendayal Upadhyay Marg, New Delhi-110124
8	Indian Railway Traffic Service	The Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
9	Indian Railway Personnel Service	The Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
10	Indian Railway Accounts Service	The Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
11	Indian Postal Service	The Secretary, Department of Posts, Dak Bhawan, New Delhi.
12	Indian Civil Accounts Service	The Controller General of Accounts, C-Wing, 7 th floor, Lok Nayak Bhawan, New Delhi
13	Indian Defence Accounts Service	The Controller General of Accounts, Ulaanbaatar Marg, Delhi Cantt.-10

6/c

14	Indian Trade Service	The Secretary, Department of Commerce, M/o Commerce & Industry, Udyog Bhawan, New Delhi.
15	Indian Defence Estate Service	The Director General Defence Estates, Directorate General of Defence Estates, Raksha Sampada Bhawan, Ulaanbaatar Marg, Delhi Cantt. - 10
16	Indian Corporate Law Service	The Secretary, Ministry of Corporate Affairs, Shastri Bhawan, New Delhi.
17	Indian Information Service	The Secretary, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi.
18	Indian P&T Accounts & Finance Service	The Secretary, D/o Telecommunication, Sanchar Bhawan, New Delhi.
19	Indian Ordnance Factory Service	The Secretary, Department of Defence Production, 136, South Block, New Delhi.
20	Indian Economic Service	The Secretary, D/o Economic Affairs, Ministry of Finance, North Block, New Delhi.
21	Indian Statistical Service	The Chief Statistician of India & Secretary, Ministry of Statistics and Programme Implementation, Sardar Patel Bhawan, New Delhi.
22	Indian Legal Service	The Secretary, Department of Legal Affairs, Ministry of Law & Justice, Shastri Bhawan, New Delhi.
23	Central Secretariat Services (DS and above)	The Secretary, Department of Personnel & Training, M/o Personnel, Public Grievances & Pensions, North Block, New Delhi.

Concept Paper on Inter Service Workshop

The Civil Service has long been regarded as the 'steel frame' of administration in India. The responsibility of the civil services is running the administration of India effectively and efficiently. It is believed that the administration of a vast and diverse country like India requires efficient management of its natural, economic and human resources. The country is managed through a number of Government Ministries/ Departments, primarily the All India Services and the Central Civil Services, in accordance with the policy directions given by the ministries. The Civil Service in India, with its national character, has been a strong binding force to a Union of States. This institution has been instrumental in the overall socio-economic development of the country. Apart from other reasons its importance arises from pan-India presence, strong binding character, leadership at different levels, administrative and managerial capacities of different services, effective policy making in different institutions and effective coordination between the different institutions of governance. There are certain governmental measures through which the much needed coordination between the different institutions of governance is introduced. The Foundation Course is one such course for a period of around 100 days, which introduces the young civil servants to the various avenues of governance, as well as serves as launching pad for inter-service camaraderie. Besides, deputations and empanelment at certain higher echelons of civil services provide opportunities for inter institutional interactions. Apart from this, there is no institutional mechanism by which officers at senior levels cutting across different services can come together and interact on a regular basis. It has been observed and felt that in absence of such a mechanism the officers remain confined to the narrow domains of their respective services, thereby defeating the very purpose for having such an extensive civil service in the country.

Annual workshop of the officers who have put in some years in the service (at least 12 to 14 years) and at the same time who still have a long career ahead will be a good initiative to begin with. It is believed that sharing of experiences of respective services, best practices adopted in policy, procedures and delivery mechanisms and the excellent work done by the officers of different departments and other sectors, discussions on common problems affecting different services and having a brainstorming on the role and future of civil services in this rapidly changing scenario will go a long way in strengthening the civil services in India and in turn having a strong and vibrant administrative framework in India.

Thus, it is proposed that annually, atleast one Group A Officer of 12 to 14 years of experience should be nominated by Central Services and All India Services for a workshop of Civil Servants in India at different Academies of Central Services and All India Services. The minimum duration of such an event should be a week with about 50 participants. Training cost may be borne by the respective Cadre Controlling Authorities and reimbursed to the host Academy. Training cost may be fixed on similar rates as fixed by LBSNAA, Mussoorie.

The aim of such workshop will be to share experiences of respective services, best practices adopted in policy, procedures and delivery mechanisms and the outstanding work done by the officers of different departments and other sectors, discussions on common problems affecting civil services and having a brainstorming session/s on the role and future of civil services in this rapidly changing scenario in the globalised environment. A comprehensive 'Way Forward' may also be worked out.

Summary on Inter Service Workshop

VISION

1. Benefit to all citizens by integration and proper co-ordination amongst all services.

MISSION

2. Co – ordination between various services.
3. Better appreciation of roles played by different services and peer learning.
4. Convergence of approach and service delivery to citizens.

FRAMEWORK

5. **Title:** Inter Service Workshop

Service years:

6. 12 to 14 years
7. Officers have had field experience and at the same time have still a long career ahead of them
8. Conducive for sharing of experiences of respective services
9. Absence of an existing institutional framework for such interaction and knowledge sharing

10. **Duration:** 5 working days (Monday to Friday)

Venue:

11. National Academies [LBSNAA (IAS), NPA (IPS), IGNFA (IFoS), NADT (IRS(IT)), NACEN (IRS(C&CE)), NAAA (IAAS), RSC (Railway Services), etc.)
12. The first workshop may be held at NADT, Nagpur

Expenses:

13. Training cost may be borne by the respective Cadre Controlling Authorities and reimbursed to the host Academy.
14. Training cost may be fixed on similar rates as fixed by LBSNAA, Mussoorie

15. **Batch size:** 50 officers (approx.)

Composition of Service:

16. 5 Indian Administrative Service, 5 Indian Police Service, 5 Indian Forest Service, 2 Indian Foreign Service, 5 Indian Revenue Service (Income Tax), 5 Indian Revenue Service (Customs & Central Excise), 2 Indian Audit and Accounts Service, 2 Indian Railway Traffic Service, 2 Indian Railway Personnel Service, 1 Indian Railway Accounts Service, 2 Indian Postal Service, 1 Indian Civil Accounts Service, 1 Indian Defence Accounts Service, 1 Indian Trade Service, 1 Indian Defence Estates Service, 1 Indian Corporate Law Service, 1 Indian Information Service, 1 Indian P & T Accounts & Finance Service, 1 Indian Ordnance Factories Service, 2 Indian Economic Service, 1 Indian Statistical Service, 1 Indian Legal Service, 2 Central Secretariat Service (DS and above)

17. Some services, like the IAS provide for training at an interval of 2 years. The officers of these services who attend the workshop may be exempted from the 2 year training.

18. Course Schedule and Suggested Content

Time	Session Name	Topic of the Session	Number of Presentations	Presenter*	Summarization**
Day 1 (Monday)					
1000 – 1130 hrs.	Inaugural Session (The purpose of the workshop will be explained along with ice breaking games)				
1130 – 1145 hrs	Tea				
1145 – 1315 hrs	Technical Session I	Aptitude and Skill Test (In addition, all the officers will be divided into 4 groups with cars being taken that officers from same service are not grouped together. The groups will select a topic of their choice pertaining to Citizen centric Governance and present a report on that on the last day)	1	Initiative which has won PM's Award	2 Eminent Persons
1315 – 1415 hrs	Lunch				
1415 – 1545 hrs	Technical Session II	Best Practices	4	Participating Officers	
1545 – 1600 hrs	Tea				
1600 – 1730 hrs	Technical Session III	HRD, Planning	5	Participating officers	1 Eminent Person
2000 hrs	Formal Dinner				

Day 2 (Tuesday)					
1000 – 1130 hrs	Technical Session IV	Ethics in Civil Services	5	Participating officers	2 Eminent Persons
1130 – 1145 hrs	Tea				
1145 – 1315 hrs	Technical Session V	Organisation and Management	5	Participating officers	2 Eminent Persons
1315 – 1415 hrs	Lunch				
1415 – 1545 hrs	Technical Session VI	Citizen Centric Initiatives - I	5	Participating Officers	2 Eminent Persons
1545 – 1600 hrs	Tea				
1600 – 1730 hrs	Technical Session VII	Group Work			
Day 3 (Wednesday)					
1000 – 1730 hrs	Learning Journey and Sharing Experience				
2000 hrs	Movie				
Day 4 (Thursday)					
1000 – 1130 hrs	Technical Session VIII	Transparency and Accountability (RTI, etc.)	5	Participating Officers	2 Eminent Persons
1130 – 1145 hrs	Tea				
1145 – 1315 hrs	Technical Session IX	Citizen Centric Initiatives - II	5	Participating Officers	2 Eminent Persons
1315 – 1415 hrs	Lunch				
1415 – 1545 hrs	Technical Session X	Leadership	5	Participating Officers	2 Eminent Persons
1545 – 1600 hrs	Tea				
1600 – 1730 hrs	Technical Session XI	Healthy Living	-		2 Eminent Persons
1900 hrs	Cultural Programme (involving the participants)				
Day 5 (Friday)					
1000 – 1130 hrs	Technical Session XII	ICT (Use of social networking sites)	5	Participating Officers	1 Eminent Persons
1130 – 1145 hrs	Tea				
1145 – 1245 hrs	Technical Session XII	Group Work Presentation	2	Groups	2 Eminent Persons

44)

1245 – 1345 hrs	Lunch				
1345 – 1445 hrs	Technical Session XIII	Group Work Presentation	2	Participating Officers	2 Eminent Persons
1445 – 1500 hrs	Tea				
1500 – 1600 hrs	Valedictory Session (will feature summation of the reports prepared by each group followed by Way Forward to be given by the Director of the Academy)				

* Presentation by the officers may be made on a) their service; b) their experience; or c) any innovation carried out by them. The presentation may be of 10 minutes duration each.

** Summation of the presentations made will be done by eminent persons who are either serving or retired officers from various services. The names may be suggested by the CCAs.

Non-emptor

3