

No. 13045/1/2013-Trg(LTDP)

Government of India  
Department of Personnel & Training  
Training Division

4<sup>th</sup> Floor, Block IV Old JNU Campus,  
New Delhi dated 26<sup>th</sup> September, 2014

To  
All Chief Secretaries/Administrators of UT

Sub: **Inter-Services Workshop on Best Practices to be organised by NIFM, Faridabad during 17-21 November, 2014 – request for nomination of IAS Officers**

Sir,

In the backdrop of the pivotal role being played by the Indian Civil Service at various levels of policy formulation, planning and implementation in the country, the need for having an institutional mechanism for inter institutional interaction among officers at senior level cutting across different services, has been long felt. Such a mechanism, apart from keeping the officers informed of the dynamic changes in different sectors of governance, could ideally serve as a platform for them to interact on different issues of governance, share experiences on best practices and come out with innovative/conceptual ideas.

2. Keeping in view the need for such a forum, the Deptt. of Administrative Reforms, PG & Pensions has decided to hold '**Inter-Services Workshop on Best Practices**' on a regular basis for officers belonging to Indian Civil Services, having 12 – 14 years seniority. The concept paper and summary of the said workshop is enclosed for ready reference. The next round of 'Inter Services Workshop is scheduled to be held at the **National Institute of Financial Management (NIFM), Faridabad during 17<sup>th</sup> to 21<sup>st</sup> November, 2014.**

3. It is therefore requested that nominations of suitable officers belonging to the Indian Administrative Service having 12 to 14 years of seniority may kindly be sent to the undersigned latest **by 17 October, 2014**. 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, four officers would be shortlisted and nominated by DoP&T for attending the "Inter-Services Workshop" at NIFM, Faridabad.

4. The course fee of Rs.22,500/- per participant, which includes Boarding/lodging charges, will be borne by DoP&T and would be directly reimbursed to NIFM, Faridabad.

Yours faithfully,

Encl: As above

(A.K Joshi)

Director (Trg.)

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Copy to:

1. Shri Aditya Joshi, Director  
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National Institute of Financial Management  
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3. NIC, DoPT, Trg Div., Old JNU Campus with request to upload this communication on the DoPT website

No. 13045/1/2013-Trg(L.TDF)  
Government of India  
Training Division

4<sup>th</sup> Floor, Block IV Old JNU Campus,  
New Delhi dated 26<sup>th</sup> September, 2014

Workshop on Best Practices to be organized by NIFM, Faridabad during 17-31 November, 2014 - request for nomination of IAS Officers

(A.K. Joshi)  
Director (Trg.)

In the backdrop of the pivotal role being played by the Public Administration in the process of policy formulation, planning and implementation in the country, the need for an institutional mechanism for inter-institutional interaction among various agencies across different services, has been long felt. Such a mechanism, which would be able to respond to the dynamic changes in different sectors of governance, would serve as a platform for them to interact at different levels of administration, share experiences and learn from each other with respect to various aspects of public administration.

Keeping in view the need for such a forum, the Government of India, Ministry of Personnel, Public Relations & Recruitment, has decided to hold Inter-Services Workshop on Best Practices in Public Administration for officers belonging to Indian Civil Services, Indian Police Service, Indian Administrative Service, Indian Forest Service, Indian Air Force, Indian Navy and Indian Coast Guard. The concept paper and summary of the said workshop are enclosed for your information. The said workshop is scheduled to be held from 17<sup>th</sup> to 31<sup>st</sup> November, 2014 at National Institute of Financial Management (NIFM), Faridabad.

It is requested that you may kindly nominate suitable officers for the said workshop. The said workshop is being held at NIFM, Faridabad from 17<sup>th</sup> to 31<sup>st</sup> November, 2014. The details of the workshop are enclosed for your information. The said workshop is being held at NIFM, Faridabad.

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Yours faithfully,

### 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*	Summation**
<b>Day 1 (Monday)</b>					
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 care 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)			
1315 – 1415 hrs	Lunch				
1415 – 1545 hrs	Technical Session II	Best Practices	1	Initiative which has won PM's Award	2 Eminent Persons
			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

1245 - 1345 hrs	Lunch				
1345 - 1445 hrs	Technical Session XIII	Group Work Presentatio n	2	Participa ting 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.

*[Handwritten signature]*