

Most Immediate

**06/01/2009-CSI(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 23rd March, 2009

OFFICE MEMORANDUM

Subject : 5th Level 'E' Training Programme for ad-hoc Deputy Secretaries/ Under Secretaries with 5 years' approved service of the CSS at the ISTM (30/3/2009 to 15/5/2009)

The undersigned is directed to inform that ad-hoc Deputy Secretaries/Under Secretaries with 5 years' approved service of the CSS whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM w.e.f. **30/3/2009 to 15/5/2009**. It is requested that these officers may be relieved of their duties and advised to report to **Sh. P.S. Sareen**, Deputy Director/Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 30th March, 2009**.

2. As the training of the officer and successful completion is mandatory, the Cadre Authorities are requested to ensure that the officers nominated to the above training are released in time. The performance of the officers in the training will be evaluated and the reports thereof would be added in their CRs while considering for their next promotion. No request for withdrawal of nomination either from the Ministry/Department or the officer concerned shall be entertained by this Department or the Institute as this would have an effect on the promotion of the officers.

3. The aforesaid training includes an overseas tour, Domestic Project study/field visit and project preparation/ presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/-(Rupees three lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of TA etc. and on project report presentation will be Rs. 30,000/- and Rs.2500/- respectively. The total expenditure of Rs. 32,500/- will be borne by the concerned Ministries/Departments. This amount may be released in **Cash** only.

P.T.O.

4. A copy of the course brochure prepared by ISTM is also enclosed for ready reference. As mentioned at Para V-2 of the brochure, each officer nominated is required to indicate at least three public policy areas they would like to work during the training programme in the project study. This information may be sent to the Course Coordinator by email on pssareen555@rediffmail.com by **25th March, 2009**.

5. Confirmation with regard to the release of the officers along with their respective bio-data (Annexure II) may please be sent to **Sh. P.S. Sareen**, Deputy Director/Coordinator, ISTM, New Delhi by **26th March, 2009** at the aforesaid address with a copy to the undersigned. **Sh. P.S. Sareen**, Deputy Director/Coordinator, ISTM, is accessible on Phone No. 26175590(O).


(M.C.LUTHER)

Deputy Secretary to the Govt. of India
Tele : 24629411

To
All Cadres { Joint Secretary (Admn.) concerned }
Ministry/Department of
New Delhi.

Copy forwarded to :-

1. Concerned officers.
2. ISTM, (Sh. P.S. Sareen –Deputy Director), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. A-33099/1/2009-ISTM (Level E 5th) dated 3rd March, 2009.
3. Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi for information.
4. US(U)
5. US(D)
6. PA to DS(CSI)
7. PA to US(T)
8. Guard file


(M.C.LUTHER)

Deputy Secretary to the Govt. of India
Tele : 24629411

Annexure I**5th Level 'E' Training Programme for ad-hoc Deputy Secretaries /Under
Secretaries with 5 years' approved service of CSS****(30/3/2009 to 15/5/2009)**

S. No.	Name of the Officer Sh./Smt. /Ms.	Date of Birth	CSL No.	Select Lists of Deputy Secretary	CADRE WHERE WORKING Ministry / Department
1	V B Dubey	25.03.59	2989	2005	Agriculture & Cooperation
2	S K Chakravarti	13.02.52	3704	2005	Panchayati Raj
3	Anju Bhalla	10.11.62	3170	2005	Women & Child Development
4	Saheli Ghosh Roy	15.05.65	3175	2005	Environment & Forests
5	Gayatri Mishra	22.06.63	3185	2005	Health & Family Welfare
6	Prakash Nevetia	19.09.63	3200	2005	NHAI (on Deputation)
7	Ashok Kumar	09.07.61	3205	2005	Home Affairs
8	S Jainendra Kumar	30.05.54	3826	2005	DOP&T
9	Anil Malhotra	16.10.51	3197	2006	Planning Commission
10	Santosh Kumari	30.01.58	2777	2006	Tribal Affairs
11	D K Goel	04.09.57	1844	2006	Rural Development
12	Rameshwar Dayal	06.06.51	3788	2006	UPSC
13	Preeti Pant	15.12.65	3585	2006	Water Resources
14	V K Sharma	17.01.53	3944	2006	Home Affairs
15	R K Prasad	01.01.55	4345	2007	Labour
16	Mohan Charan Chand	04.07.53	4051	2007	Power Generation Company Ltd.,
17	P A K Vinayak	16.11.67	3882	2007	Prime Minister's Office
18	L.L. Kamsun	20.11.70	3922-A	2007	Health & Family Welfare
19	A. Dhanalaxmi	25.01.69	3938-A	2007	NIRD, Hyderabad
20	Deen Bandhu Singh	31.12.67	3942-A	2007	Agriculture & Cooperation (On Deputation)

21	Sreyasi Chaudhury	16.11.66	3946	2007	Economic Affairs
22	Rajiv Manjhi	12.09.68	3962-A	2007	Power
23	A Mahalingum	15.01.55	4092	2007	Economic Affairs
24	Shiv Kumar Gandotra	10.05.52	4094	2007	Food & Public Distribution
25	A Prabhakaran	10.05.53	4099	2007	Telecommunications
26	R. S. Dudani	23.05.52	4100	2007	Textiles
27	A.K. Paul	04.08.51	4102	2007	Water Resources
28	K.P. Hari Kumar	20.05.52	4104	2007	OIA-POE, Trivandrum
29	V.K. Mehta	28.09.54	4107	2007	Corporate Affairs
30	B Saravanan	07.07.53	4108	2007	Defence
31	S Jacinta Jose	25.05.51	4109	2007	Chemical & Petro Chemicals
32	Sarvijit Singh Ahluwalia	04.01.53	4110	2007	Human Resource Development
33	Sunita	26.09.52	4118	2007	Posts
34	P K Santra	06.06.52	4121	2007	Urban Development
35	K K Bajaj	30.09.51	4124	2007	DOP&T
36	L K Chawla	17.06.52	4129	2007	Science & Technology
37	A K Chaturvedi	24.10.52	4131	2007	DOP&T
38	V B Saxena	30.06.51	4138	2007	Defence
39	S P Shokhanda	09.08.53	4139	2007	Shipping
40	Vinod Kumar	29.11.54	4140	2007	Civil Aviation

Annexure II

CURRICULAM VITAE

1. Name of the Officer Nominated _____
2. Date of Birth _____
3. Designation & Scale of Pay _____
4. Office in which employed _____

5. Academic Qualification _____

6. Date of joining as Under Secretary
Year of Select List _____

7. Whether the nominee is a member Yes/No
Of SC/ST. If yes, please specify SC/ST
8. Previous Training undergone
(i) ISTM _____
(ii) Other Training Instt. _____
9. (i) Nominee _____
(ii) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Place of Office, Tele. No. _____
(iii) Residential Address _____
with Tele. No, if any. _____

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**CSS CADRE TRAINING PLAN
LEVEL 'E' TRAINING PROGRAMME
PROGRAMME BROCHURE**

30th March - 15th May, 2009

I Background

Government of India had constituted a Committee of senior officers on 22nd August 2001 to finalise a detailed cadre training plan for CSS officers working at various levels. The committee submitted its report in 2005. One of the main recommendations of the committee is to conduct mandatory training programmes for CSS officers up to the level of Deputy Secretaries. Training programmes will not be simply participatory, but every officer is required to successfully complete the training programme, so as to become eligible for consideration for promotion to the next higher post. The recommendations made by the committee have been accepted by the Government and ISTM has been mandated to implement the recommendations of the committee as accepted by the Government.

II Level 'E' Training Programme

The level 'E' training programme is for Under Secretaries who have rendered five years' of approved service in the grade. The CS Division in DOPT would nominate these Under Secretaries who are likely to be in the zone of consideration for promotion to the selection grade of CSS (Deputy Secretary).

Main Features

- The duration of the training shall be seven weeks including a component of about two weeks duration for overseas exposure.
- Participation in and successful completion of training is mandatory for the purpose of consideration for promotion to the selection grade of CSS (Deputy Secretary).

- The emphasis in training at this level would be on recap of the knowledge already acquired, experience sharing and in-depth study of public policy analysis, public system management and latest development in public administration, economics / management, action learning and study tour-cum-syndicate project.

III Aim of the Programme

Level 'E' training programme aims at updating the knowledge of the target group about the latest concepts, approaches, etc. and to develop their skills and competencies necessary for shouldering the higher responsibilities.

IV Programme Methodology

1. Level E training programme for the Under Secretaries will be run on highly participative mode. One of the main features of learning by doing is to involve participants working in groups to conduct an analysis of an important public policy issue facing the Government of India. Participants will send their preferences prior to the programme as explained in Para V (2) below, which will be used by the faculty to make group assignments. The participants will work on the analysis of their group assignments through out the programme duration. In the beginning of the programme participants will be given their group assignments and commence the process of examination and research that will be necessary to produce a comprehensive policy analysis document. The programme will conclude with presentations on the results of the analysis that have been conducted by each group.
2. Opportunity will also be provided to discuss the latest legislative initiatives by the Government of India in the social and economic sector.
3. Concept paper presentation methodology will be used to facilitate participants to share the latest trends having relevance to good governance.
4. Overseas training for about two weeks is planned to enable the officers to acquire knowledge into areas of planning, execution, monitoring and evaluation of successful projects and to share the experiences of other countries.

5. Few domestic visits are also planned during the programme and participants will be required to prepare reflection papers on their field visits.
6. Class room sessions will be designed to supplement the participants' efforts to up date their knowledge and skills. The academic sessions will normally be taken by ISTM faculty members. However, external faculty/experts will be invited to interact with the participants as deemed fit by Director, ISTM.

V Public Policy Analysis Project Study

1. As mentioned above public policy analysis project is an integral component of the level 'E' learning experience. It will also serve as an evaluation device to gauge the quality of participants' performance. It will be important for participants to plan their time during the programme carefully to complete their analysis and be able to submit a final document that reflects the collective wisdom of participants within each group. Detailed guidelines indicating schedule with firm dates linking completion of task associated with the project process will be given on the day one of the programme along with group formation.

2. Prior to the Programme:

Each officer nominated by CS Division is required to indicate at least three public policy areas they would like to work in during the training programme in the project study. This information needs to be sent to the Course Coordinator by email fifteen days before the commencement of the course. Participant's preferences will be used by faculty to make small group assignments. Every effort will be made to assign participants with shared policy interests to the same small group.

VI Level 'E' Programme Deliverables

The required programme deliverables are as follows:

1. Each group will submit a 15 - 20 page public policy analysis paper which will be evaluated by a panel of faculty members.

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2. Public Policy Analysis paper presentation – each group will make a presentation of their policy paper which will be evaluated by a panel of faculty members.
 3. Discussion on recent legislative initiatives – each group will examine the identified recent legislative initiatives in the social and economic sector and will make presentation of their work which will be evaluated by the faculty.
 4. Concept Paper Presentation – each group will examine the concept paper assigned and identify its implications and applications to the governance in India. Group will prepare and make presentation with the objective to make other fellow participants understand the concept and its relevance. Concept paper presentation will be evaluated by faculty members.
 5. Team Evaluation – each member of a group will evaluate the input of their fellow group members. Team evaluation forms will be given to each group prior to the end of the programme.
 6. Overseas training exposure paper – each participant will write a three to five page paper regarding specific aspects of overseas training that impressed them. Explain the nature of policy or project and its relevance for replication as such or with suggested modifications. It will be evaluated by the faculty participating in the programme.
 7. Domestic study visits Reflection paper – each participant will individually submit reflection paper regarding specific aspect of field visits bringing out the learning points having relevance to the government functioning. It will be evaluated by the faculty participating in the visit.
 8. Internal evaluation will be based on parameters like, attendance, punctuality, cooperativeness, group cohesiveness, initiative, willingness to take responsibility etc. Of these parameters, punctuality and attendance are accorded utmost importance and the institute will not compromise on these aspects.

VII Evaluation / Assessment

➤ Policy paper report	:25%
➤ Policy paper presentation	:15%
➤ Recent legislative initiatives examination	:10%
➤ Concept paper presentation	:10%
➤ Domestic study visits reflection paper	:10%
➤ Overseas training exposure paper	: 10%
➤ Peer evaluation	:10%
➤ Attendance/initiative etc.	:10%

VIII Contents

1. Public Policy Analysis
2. Recent Legislative Initiatives in the social/economic sector
3. Action learning through Field Visits
4. Economic / Financial Management
5. Governance / E-governance Initiatives
6. Organisation Development / Behaviour, etc.
7. Quantitative Management

IX Expenditure on Overseas Training

The expenditure on this component is estimated to be Rupees Three Lakhs (Rs. 3 lakhs) per participant. The expenditure towards this will be met by the institute for which budgetary provision has already been made for the year 2008-09.

X Expenditure to be borne by the Sponsoring Authority

1.1 Domestic Project Study / Field Visits

The expenditure incurred on domestic project field visits / study visits to the States for action learning by the participants in terms of TA etc. will be borne by the concerned ministries / departments. The estimated expenditure will be Rs. 30,000/- per person. TA advance may accordingly be sanctioned to the participants. This amount is **not to be brought in cheque favouring Director, ISTM.** The participants have to spend from out of the advance drawn on requirement basis to be indicated by ISTM.

1.2 Project Report Preparation

An amount of Rs.2500/- per person is estimated to be spent on preparation of the following reports:

- Public Policy Analysis Project
- Study tour cum Syndicate Project
- Field visits for Action Learning Project

The concerned ministry / department will bear expenditure on this component and sanction an advance accordingly.

2. All advances are to be sanctioned in the name of participants to meet expenditure on training. The final adjustments may be done on certification by ISTM.

XI Course Capacity - 30-35 (Thirty-Thirty Five)

XII Dates and Venue :

- 30/3/2009 to 15/05/2009
- Seminar Hall No. 6, ISTM.

XIII Programme Coordinators

1.	Dr. K.M. Shahid Director, Institute of Secretariat Training & Management, Administrative Block Old JNU Campus, Olof Palme Marg, New Delhi - 110 067.
2.	Sh. P.S. Sareen Deputy Director & Course Coordinator, Institute of Secretariat Training & Management, R.No. 116, Administrative Block, Old JNU Campus, Olof Palme Marg, New Delhi - 110 067. e-mail: pssareen555@rediffmail.com Tel # 26175590 Fax # 26104183, 26104038