

Most Immediate

**08/06/2010-CS.I(Trg)-Vol.II
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 30th July, 2010

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme at the ISTM for Officers of
CSS in the Grade of Under Secretary (16/08/2010 to 24/09/2010)**

The undersigned is directed to inform that Officers of the CSS in the Grade of Under Secretaries 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. **16/08/2010 to 24/09/2010**. It is requested that nominated officers may be relieved of their duties, **subject to vigilance clearance** and advised to report to **Ms Manisha Bhatnagar**, Deputy Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 16th August, 2010**. **Advance intimation about the officers being relieved may be sent to DOPT (CS Division) by 05/08/2010 positively.**


2. As the training of the officers and successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, the Cadre Authorities are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs 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. It is also informed that **as per DOP&T OM No.1/1/2009-CSI(Trg) dated 24th February, 2010, thrice nominated candidates who have not yet undergone training and who fail to attend again, will be debarred from future mandatory training modules, which will impact their next promotion adversely.**

3. The aforesaid training includes an overseas component, 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 project report presentation will be Rs.2,500/- which 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 Ms Manisha Bhatnagar, DD by email on **manisha@nic.in** by **05th August, 2010**.

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Ms Manisha Bhatnagar**, Deputy Director/Coordinator, ISTM, New Delhi by **05th August, 2010** with a copy to the undersigned. **Ms Manisha Bhatnagar**, Deputy Director/Coordinator, ISTM, is accessible on Phone No. 26185312(O).



(Ravindra Kumar)

Under Secretary to the Govt. of India
Phone : 24629413

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

Copy forwarded for information & necessary action to :-

- (1) Concerned officers.
- (2) ISTM, (**Shri Apendu Ganguly- Deputy Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. A-33099/1/2005-ISTM (Coord) dated 14th January, 2010. **ER Sheets of the participants may also be got filled up, as separately requested.**
- (3) ISTM, (**Ms Manisha Bhatnagar, Deputy Director**), Admn. Block, Old JNU Campus, New Delhi-11067 - **The list of officers, who report for training on 16th August, 2010 may please be furnished to this Department next day positively.**
- (4) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (5) PA to DS(CS.I)/PA to US(T)/US(U)/US(D)
- (6) Guard file
- (7) Web site of this Department (www.persmin.nic.in/CSS/ CSI-Training Circular - US)



(Ravindra Kumar)

Under Secretary to the Govt. of India
Phone : 24629413

Annexure I**Level 'E' Training Programme for Officers of the CSS in the Grade of
Under Secretary (16/08/2010 to 24/09/2010)**

S. No	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	4430	S Hariharan*	13.07.52	Industrial Policy & Promotion
2	4445	Surender Kumar *	04.02.56	UPSC
3	4448	K S Kusala Kumar *	17.05.55	Higher Education
4	4461	Kamal Prakash *	17.08.54	Agriculture & Cooperation
5	4518	K Unnikrishnan*	26.10.55	Civil Aviation
6	4537	S. Anandan	05/01/55	CBSE, Preet Vihar, Delhi
7	4542	B C Behera	15/07/58	Power
8	4543	P K Mittal	20/07/54	Steel
9	4544	S K Arora	14/09/53	Personnel & Training
10	4545	T K Gupta	11/09/54	Water Resources
11	4547	Jose Thomas	26/11/55	Commerce(Supply)
12	4548	V.K. Srivastava	01.07.52	Environment & Forests
13	4549	N Raja	13/03/60	Steel
14	4550	Sarita Puri	26/01/54	Agriculture & Cooperation
15	4551	B K Pant	16/09/54	Home Affairs
16	4554	N R Krishnan	01/01/57	Defence
17	4555	Balbir Singh	15/01/55	Textiles
18	4558	V M Ratnam	08/03/55	TRAI, Delhi
19	4562	Harish Kumar	01/03/58	Biotechnology
20	4565	G R Khetrapal	01/04/55	Health & Family Welfare
21	4566	Ashok Jha	29/07/54	Water Resources
22	4570	Dinesh Kumar	10/07/54	UPSC
23	4572	S P Singh	19/01/59	Rural Development
24	4574	N K Gupta	05/12/56	Water Resources
25	4578	G S Pundir	30/07/53	Personnel & Training
26	4580	K Raja Mohan	30/11/55	Urban Development
27	4582	Mahinder Singh	10/07/55	Petroleum & NG
28	4583	G Sridharan	05/07/54	Youth Affairs & Sports
29	4584	P Vijay Kumar	13/10/53	Agriculture & Cooperation
30	4586	A S Negi	30/08/55	Food & PD
31	4587	Raman Mehra	18/01/54	Home Affairs

* Renomination cases

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

CSS CADRE TRAINING PLAN
LEVEL 'E' TRAINING PROGRAMME
PROGRAMME BROCHURE
16th August to 24th September 2010

I Background

Government of India had constituted a Committee of senior officers on **22nd August 2001** to finalise a detailed Cadre Training Plan for Central Secretariat Service (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 the Institute of Secretariat Training & Management (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 the Department of Personnel & Training (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 six 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 developments 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 team 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 teams 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 team assignments. The participants will work on the analysis of their team assignments through out the programme duration. In the beginning of the programme, participants will be given their team assignments. Accordingly, they are required to initiate 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 team.

2. Opportunity will also be provided to discuss the latest legislative initiatives by the Government of India in the social and economic sectors.

3. 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.

4. There may be occasions of undertaking Field Visits during the programme and participants will be required to prepare reflection papers on their field visits.

5. Class room sessions will be designed to supplement the participants' efforts to update their knowledge and skills. The academic sessions will be taken by ISTM Faculty Members and external Faculty/Experts. Some eminent personalities will also be invited to interact with the participants, as deemed fit by the 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 team. 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 team formation.

2. **Prior to the commencement of Programme at ISTM Campus, 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 on **manisha@nic.in** by the **30th July 2010**. Participant's preferences will be used by faculty to make small team assignments. Every effort will be made to assign participants with shared policy interests within the same small team.

VI Level 'E' Programme Deliverables

The required programme deliverables are as follows:

1. Each team will submit a 15 – 20 pages (nicely bound with cover page, table of contents, bibliography etc., neatly typed in A-4 size paper in 1.5 space with font size of 12) Public Policy Analysis paper which will be evaluated by a panel of Faculty Members.

2. Public Policy Analysis paper presentation – Each team will make an oral presentation of their policy paper which will be evaluated by a panel of Faculty Members/Experts.
3. Discussion on recent Legislative Initiatives – each team 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. Peer Review – Each member of a team will evaluate the input of their fellow team members. Team evaluation forms will be given to each team prior to the end of the programme.
5. Report on Overseas Training Module – each participant will write a three to five pages 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.
6. Reflection paper on Field Visits – 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.
7. Internal evaluation will be based on parameters like attendance, punctuality, cooperativeness, team 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

i)	Policy paper report	:30%
ii)	Policy paper presentation	:20%
iii)	Recent legislative initiatives examination	:10%
iv)	Domestic study visits reflection paper	:10%
v)	Overseas training exposure paper	:10%
vi)	Peer evaluation	:10%
vii)	Attendance/initiative etc.	:10%

VIII Contents

- i) Public Policy Analysis
- ii) Recent Legislative Initiatives in the social/economic sector
- iii) Action learning through Field Visits
- iv) Economic / Financial Management
- v) Governance / E-governance Initiatives
- vi) Organisation Development / Behaviour, etc.
- vii) 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 2010-11.

X Expenditure to be borne by the Sponsoring Authority

An amount of Rs. 2500/- (rupees two thousand five hundreds only) per participant is estimated to be spent on preparation of reports/presentation to be made during the training. The concerned Ministry/Department will bear the expenditure on this component and sanction an advance accordingly. Advances are to be sanctioned in the name of the participants to meet expenditure on training. The final adjustments of such advances may be done by the Sponsoring Authority on certification by ISTM.

XI Course Capacity - 30 (Thirty)

XII Dates and Venue:

- 16th August to 24th September 2010
- Round Conference Hall, ISTM.

XIII Programme Coordinator:

Smt Manisha Bhatnagar
Deputy Director & Course Coordinator
Institute of Secretariat Training & Management
(Department of Personnel & Training)
Room No. 116, Administrative Block,
Old JNU Campus, Olof Palme Road, New Delhi – 110 067.
Tel.: 26175590; Fax. : 26104183
e-mail : manisha@nic.in , manisha362001@yahoo.co.in

To be submitted by the participant:-

Areas for Public Policy Analysis Project Study

1.

2.

3.

To be submitted positively by the 30th July 2010