

**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 22<sup>nd</sup> June, 2009

**OFFICE MEMORANDUM**

**Subject : Level 'E' Training Programme at the ISTM for Officers of  
CSS in the Grade of Under Secretary (13/7/2009 to 28/8/2009)**

\*\*\*

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. **13/7/2009 to 28/8/2009**. It is requested that these officers may be relieved of their duties, **subject to vigilance clearance wherever not yet received** and advised to report to **Ms. Poonam Goila**, Joint Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 13<sup>th</sup> July, 2009**.

2. As the training of the officers 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 component, 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 [goilapoonam@yahoo.com](mailto:goilapoonam@yahoo.com) by **26<sup>th</sup> June, 2009**.

5. Confirmation with regard to the release of the officers along with their respective bio-data (Annexure II) may please be sent to **Ms. Poonam Goila**, Joint Director/Coordinator, ISTM, New Delhi by **30<sup>th</sup> June, 2009** at the aforesaid address with a copy to the undersigned. Smt. Poonam Goila, Joint Director/Coordinator, ISTM, is accessible on Phone No. 26161375(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 for information & necessary action to :-

1. Concerned officers.
2. ISTM, (Smt. Poonam Goila- Joint Director), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. A-33099/3/2009-ISTM (CSS- 'E' ) dated 20<sup>th</sup> May, 2009.
3. Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
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****7<sup>th</sup> Level 'E' Training Programme for Officers of the CSS in the Grade of  
Under Secretary  
(13/7/2009 to 28/8/2009)**

Sl. No.	Name of the Officer Sh./Smt./MS.	Year of SL	Date of Birth	CSL No.	Cadre where working Ministry/Department
1.	Sanjukta Roy *	US- 2002	21-05-70	3878A	V.V. Giri National Labour Institute, P.O. 68, Sector-24 Noida-201301
2.	Thianglemlian	--	21-02-70	3950-A	Water Resources
3.	A Prabhakaran *	--	10-05-53	4099	Telecommunication
4.	Vinod Kumar *	--	29-11-54	4140	Defence(Finance)
5.	S R Parasher	--	01-04-53	4157	Civil Aviation
6.	Urmila Sharma	--	04-09-52	4160	Water Resources
7.	A K Chopra	--	25-10-51	4164	Agri. & Cooperation
8.	Rabindra Narayan Mishra	--	02-01-54	4170	DGHS
9.	G K Gautam	--	07-01-53	4176	Urban Development
10.	J Sriraman	--	19-04-54	4185	Commerce
11.	Suraj Bhan	--	07-07-55	4659	Rural Development
12.	Hari Pal	--	03-03-54	4660	UPSC
13.	Maya Prakash	--	09-10-57	4664	Health & Family Welfare
14.	J K Mehra	--	04-04-56	4665	UPSC
15.	Harpartap Singh	--	01-10-53	4667	Water Resources
16.	Om Prakash	--	24-06-53	4669	UPSC
17.	Lalit Chauhan	--	11-09-54	4698	Food & PD
18.	S B Mandal	--	09-12-59	4726	Home Affairs
19.	Bharti Dutta #	--	01-12-51	4732	Telecommunications
20.	S P Katnauria #	--	14-04-58	4794	Commerce
21.	LK Haldar #	--	03-04-52	4805	Department of Revenue
22.	Ms.M B Barla	--	22-09-57	4819	Heavy Industry
23.	Khatchin Langel	--	01-03-59	4821	Agri. & Cooperation
24.	J N Basumatory	-	01-03-55	4886	UPSC
25.	L Thangen	--	01-03-59	4893	I&B
26.	R Vijay #	US- 2003	30-07-71	4132-A	Health & Family Welfare
27.	A B Chavan	--	16-10-72	4136-A	Health & Family Welfare
28.	A K Kanoujia	--	01-06-66	4149-A	Home Affairs
29.	Ashok Kumar Arora	--	01-09-51	4188	Commerce(DGFT)
30.	Swapan K Chakrabarty	--	06-08-54	4191	Tourism
31.	K P K Nambissan	--	02-03-53	4196	Culture
32.	Arun Kumar Marwaha	--	20-03-54	4200	Petroleum & NG
33.	P R Achuthan Nair	--	10-08-51	4209	School Education

<b>Sl. No.</b>	<b>Name of the Officer Sh./Smt./MS.</b>	<b>Year of SL</b>	<b>Date of Birth</b>	<b>CSL No.</b>	<b>Cadre where working Ministry/Department</b>
34.	Rattan L. Raichandani	US-2003	03-04-57	4212	Commerce(Supply)
35.	Visheshwar N Gaba	--	10-04-53	4216	Corporate Affairs
36.	Manjit Kumar	--	11-05-56	4225	UPSC
37.	Shashi Prabha Munjal	--	02-03-53	4227	Women & Child Development
38.	Ravinder Nath Malhotra	--	01-07-53	4228	I&B
39.	T V Dinesh	--	15-11-54	4230	UPSC
40.	Udyan Chatterjee	--	05-02-53	4231	Environment & Forests
41.	V. K. Sharma	--	23-06-52	4232	Defence(Finance)
42.	Pratap Singh	--	26-08-54	4233	Higher Education
43.	Harish Chander	--	06-11-56	4235	Personnel & Training
44.	Dinesh C. Sharma	--	24-06-54	4240	Environment & Forests
<p><b>* Re-nomination of officer on request</b></p> <p><b># Subject to vigilance clearance from Ministry/Deptt. where currently posted</b></p>					

**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 US \_\_\_\_\_  
\_\_\_\_\_
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) Nominee \_\_\_\_\_  
(ii) Office Address \_\_\_\_\_  
Ministry/Department \_\_\_\_\_  
Name of Building & Room No. \_\_\_\_\_  
Place of Office, Tele. No. \_\_\_\_\_  
(iii) Residential Address \_\_\_\_\_  
with Tele. No, if any. \_\_\_\_\_

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

13<sup>th</sup> July - 28<sup>th</sup> August, 2009

**I Background**

Government of India had constituted a Committee of senior officers on 22<sup>nd</sup> 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).

- (3)
- 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 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. 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. Few domestic visits are also planned during the programme and participants will be required to prepare reflection papers on their field visits.

16

5. Class room sessions will be designed to supplement the participants' efforts to up date 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 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 on [goilapoonam@yahoo.com](mailto:goilapoonam@yahoo.com) by 22<sup>nd</sup> June, 2009. 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.
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. 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.
5. 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.
6. 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.
7. 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	:30%
➤ Policy paper presentation	:20%
➤ Recent legislative initiatives examination	: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 2009-10.

## 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:

- o Public Policy Analysis Project
- o Study tour cum Syndicate Project
- o 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 the participants to meet expenditure on training. The final adjustments may be done on certification by ISTM.

9

**XI Course Capacity - 30 (Thirty)**

**XII Dates and Venue:**

- o 13/07/2009 to 28/08/2009
- o Seminar Hall Complex, ISTM.

**XIII Programme Coordinator**

1.	Smt. Poonam Goila Joint Director & Course Coordinator, Institute of Secretariat Training & Management, R.No. 104, Administrative Block, Old JNU Campus, Olof Palme Marg, New Delhi - 110 067.  Tel # 26161375 Fax # 26104183, 26104038 Email- goilapoonam@yahoo.com
----	--