

**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> April, 2009

**OFFICE MEMORANDUM**

**Subject : 5<sup>th</sup> Level 'E' Training Programme for Deputy Secretaries/ Under Secretaries with 5 years' approved service of the CSS at the ISTM (04/5/2009 to 19/6/2009)**

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The undersigned is directed to inform that 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. **04/5/2009 to 19/6/2009**. It is requested that these officers may be relieved of their duties and advised to report to **Sh.Mukesh Chaturvedi**, Deputy Director/Co-ordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 4<sup>th</sup> May, 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 [vigadvice@yahoo.com](mailto:vigadvice@yahoo.com) by 24<sup>th</sup> April, 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. Mukesh Chaturvedi**, Deputy Director/Coordinator, ISTM, New Delhi by 29<sup>th</sup> April, 2009 at the aforesaid address with a copy to the undersigned. Sh. Mukesh Chaturvedi, Deputy Director/Coordinator, ISTM, is accessible on Phone No. 26185314(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, (Sh. Mukesh Chaturvedi –Deputy Director), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their letter No. A-33099/2/2009-ISTM (Level E ) dated 20<sup>th</sup> April, 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****6<sup>th</sup> Level 'E' Training Programme for Deputy Secretaries /Under Secretaries  
with 5 years' approved service of CSS****( 04/5/2009 to 19/6/2009)**

S No	Name of the Officer Sh./Smt./Ms.	Date of Birth	CSL No.	Cadre Where working Ministry/Department
1	V A Chavda	01.06.59	3159	DRT, Ahmedabad
2	Prakash Nevetia	19.09.63	3200	NHAI ,Dwarka, New Delhi
3	Sri Prakash	01.06.64	3220	Petroleum & Natural Gas
4	Moti Lal	12.12.61	3230	Urban Development
5	G R Raghvender	05.01.63	3245	Secondary & Higher Education
6	Rajneesh Tingal	16.09.63	3255	Director (Admn.), NDMC(Hq), Parliament Street, New Delhi.
7	Sushma Rath	27.07.64	3260	National Institute of Health & Family Welfare, Munirka, N.Delhi-110067.
8	Ashwini Kumar	07.09.62	3263	Shipping
9	Devinder Kumar	10.12.51	3711	Home Affairs
10	N C Gaur	30.03.52	3723	Financial Services (BIFR)
11	M Bhakthavathsalu	02.06.52	3725	OSD to Minister Road Transport & Highways
12	Satish Chander Sharma	09.05.51	3730	Addl. Commissioner(Admn.),MCD (Hq), Town Hall, N.D.
13	R R Sharma	10.12.51	3733	Urban Development
14	R C Arora	02.03.52	3739	Central Vigilance Commission
15	K B Arora	15.11.51	3743	Overseas Indian Affairs
16	M K Roy	30.07.52	3765	Steel
17	Sanjeev Kr Jindal	12.10.65	3300	Financial Services
18	Anil Malhotra	16.10.51	3197	Planning Commission

19	D K Goel	04.09.57	1844	D/o Land Resources Rural Development
20	Anita Prakash Tripathi	07.09.63	3315	Commerce
21	Meenakshi Jolly	24.09.67	3417	Culture
22	S K Tripathi	15.12.60	3447	CS Div., DOP&T
23	V Srinivas	27.05.61	3457	PS to Minister, Minor Irrigation, Bangalore
24	Suparna S Pachauri	28.08.65	3565	National Institute of Health & Family Welfare, Munirka, New Delhi-67.
25	Som Dutt Sharma	04.06.68	3615	Road Transport & Highway NHAI, Dwarka, ND
26	Surinder Pal Singh	30.06.66	3640	OSD to CM(Punjab) Chandigarh
27	V K Sharma	17.01.53	3944	Home Affairs
28	Sisir Das	30.11.52	4045	Prime Minister Officer
29	Sanjukta Roy	21.5.70	3878A	Labour & Employment
30	A Perindevi Rao	13.10.65	3894A	Economic Affairs
31	A Dhanalaxmi	25.01.69	3938-A	NIRD, Hyderabad
32	A Prabhakaran	10.05.53	4099	Telecommunications
33	A K Paul	04.08.51	4102	Water Resources
34	A K Singh	01.03.55	4145	H&FW
35	Prit Pal Singh	24.07.53	4146	Home Affairs
36	Sumit Chatterjee	26.01.52	4147	Urban Development
37	P S Sareen	06.09.53	4149	ISTM
38	O P Guliani	24.06.51	4151	Labour & Employment
39	N Sukumaran	20.11.56	4154	Power
40	Ashim Bose	03.02.52	4155	DRT, Kolkata

**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 Year of Select List	
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  
04 May - 12<sup>th</sup> June, 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).
- The emphasis in training at this level would be on recap of the knowledge already acquired, experience sharing and in-depth study and analysis of public policy, 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. Overseas training for about three 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.

5. 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 on [vigadvice@yahoo.com](mailto:vigadvice@yahoo.com) by 24<sup>th</sup> April, 2009 (Friday). 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	:25
➤ Policy paper presentation	:15
➤ Recent legislative initiatives examination	:10
➤ Domestic study visit (including reflection paper)	:10 + 10
➤ Overseas training (including exposure paper)	: 10 + 10
➤ Peer evaluation	:10
➤ Attendance/team spirit etc.	:20

#### **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 2009-2010.



**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. 35,000/- 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 :**

- 4-5-2009 to 19-6-2009
- Seminar Hall No.6 ISTM.

**XIII Programme Coordinators**

1.	Dr. K.M. Shahid Director, ISTM Old JNU Campus, Olof Palme Marg, New Delhi - 110 067 Tel # 26185309 Fax # 26104183, 26104038
2.	Sh. Mukesh Chaturvedi Deputy Director & Course Coordinator, Institute of Secretariat Training & Management, R.No. 114, Administrative Block, Old JNU Campus, Olof Palme Marg, New Delhi - 110 067.  Tel # 26185314 Fax # 26104183, 26104038 E-mail : <a href="mailto:vigadvice@yahoo.com">vigadvice@yahoo.com</a>