

Most Immediate

**08/05/2012-CS.I(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 30th April, 2012

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme for Under Secretaries of CSS
for the period 21/05/2012 to 29/06/2012.**

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. **21/05/2012 to 29/06/2012**. It is requested that nominated officers may be relieved of their duties, **subject to vigilance clearance** and advised to report to **Shri Ranjan Kumar**, Deputy Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 21st May, 2012**. **Advance intimation about the officers being relieved may be sent to DOPT (CS Division) by 30/04/2012 positively.**

2. As the training of the officers and its 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 from the officer concerned shall be entertained by this Department or the Institute as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**

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 VII-(2)** of the brochure, every nominated officer 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 **Shri Ranjan Kumar**, Dy. Director by email on **ranjan.adjustment@gmail.com** by **14th May 2012**.

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Shri Ranjan Kumar**, Dy. Director/Coordinator, ISTM, New Delhi by **14th May, 2012** with a copy to the undersigned. **Shri Ranjan Kumar**, Dy. Director/Coordinator, ISTM, is accessible on Phone No. 26175590(O).



(**Vidyadhar Jha**)

Under Secretary to Government of India

Tele. : 24624046

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

Copy forwarded for information & necessary action to :-

- (1) ISTM, (**Shri K Govindarajulu - Deputy Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their OM No. A-33090/01/2005-ISTM(Coord) dated 19th March, 2012. **ER Sheets of the participants may also be got filled up, as separately requested.**
- (2) ISTM, (**Shri Ranjan Kumar, Dy. Director**), Admn. Block, Old JNU Campus, New Delhi-11067 - **The list of officers, who report for training on 21st May, 2012 may please be furnished to this Department next day positively.**
- (3) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (4) PA to Dir(CS.I)/PA to US(T)/US(U)/US(D)
- (5) Guard file
- (6) Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat> CSS/Training Nomination Circulars/US**)



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Annexure I**Level 'E' Training Programme for Under Secretaries of CSS
(21/05/2012 to 29/06/2012)**

| S. No. | CSL No. | NAME OF THE OFFICER Sh./Smt./Ms. | DATE OF BIRTH | CADRE WHERE WORKING Ministry/Department |
|--------|---------|----------------------------------|---------------|---|
| 1 | 4639 | Oma Nand | 20/05/58 | Civil Aviation |
| 2 | 4640 | S M Sundram * | 26/12/58 | UPSC |
| 3 | 4644 | Smt. Shailaja Joshi * | 29/08/54 | AR&PG |
| 4 | 4686 | Smt. Anita Tipra | 23/04/60 | Animal Husb., D & F |
| 5 | 4705 | Amarjit Singh | 11/07/55 | Defence |
| 6 | 4714 | H.C. Bhanot | 02/07/55 | Home Affairs |
| 7 | 4719 | S.R. Ghosh * | 27/07/56 | SSC (Kolkatta) |
| 8 | 4727 | Smt. Molly Tewari * | 24/12/55 | IPP |
| 9 | 4738 | S K Dev-II | 22/11/56 | Defence |
| 10 | 4739 | Ms. Maitreyee Roy | 31/12/56 | Culture |
| 11 | 4740 | Rajendra Chaturvedi * | 18/12/57 | Power |
| 12 | 4741 | Mohan Kandwal S.M. | 26/06/56 | Home Affairs |
| 13 | 4756 | Smt. Surinder Kaur | 10/08/56 | Women & Child Dev. |
| 14 | 4758 | P.G. Kaladharan | 10/09/60 | OSD to MOS(Power) |
| 15 | 4760 | Ms. Meena Sharma | 15/04/58 | Civil Aviation(DGCA) |
| 16 | 4761 | Ashok Shukla | 01/12/55 | Home Affairs |
| 17 | 4763 | Smt. Rita Dogra | 19/01/57 | Corporate Affairs |
| 18 | 4773 | C. Gangadharan | 20/05/61 | Commerce(DGFT) |
| 19 | 4775 | Amarjit Singh | 06/02/60 | Personnel & Training |
| 20 | 4778 | S.K. Ahuja | 02/02/61 | Home Affairs |
| 21 | 4781 | G.B. Upadhyay | 01/08/59 | Commerce |
| 22 | 4784 | S. Shankar | 11/05/60 | Defence |
| 23 | 4785 | SSS Sarma | 01/07/60 | Defence/(Naval Dockyard, Visaka) |
| 24 | 4786 | Ms. Niranjana Kaur | 02/05/59 | Commerce(DGFT) |
| 25 | 4788 | Arun Kumar Dhawan | 06/12/55 | Economic Affairs |
| 26 | 4789 | Ram Phal | 08/08/54 | Information & Broadcasting |
| 27 | 4793 | Abdul Kareem Qasim | 01/03/59 | Revenue |
| 28 | 4806 | S.K. Sharma | 26/03/59 | Commerce |
| 29 | 4809 | P.K. Ravi | 21/01/57 | Personnel & Training |
| 30 | 4813 | Baljit Singh | 28/02/58 | UPSC |
| 31 | 4830 | Pradeep Kumar | 29/05/57 | Defence |
| 32 | 4835 | Angna Ram | 04/02/56 | Defence |
| 33 | 4839 | N.K. Kashmira | 20/10/60 | Defence |
| 34 | 4840 | Malay Mukhopadhyaya | 27/08/54 | UPSC |
| 35 | 4841 | Amar Nath Singh | 07/08/60 | Information & Broadcasting |
| 36 | 4842 | Smt. Sunita Sharma | 13/02/61 | Ayush |
| 37 | 4844 | Ravindra Kumar | 07/03/59 | Personnel & Training(ISTM) |
| 38 | 4845 | S. Ashraf | 12/11/58 | Defence |
| 39 | 4847 | Gopal Sadhwani | 04/05/64 | Agriculture & Cooperation |
| 40 | 4849 | Madhukar Sood | 22/04/56 | Power |
| 41 | 4850 | Smt. T. Kundhavi | 12/04/57 | Revenue |
| 42 | 4852 | S.C. Lather | 15/07/54 | Animal Husb. & Dairying |
| 43 | 4855 | G Vijayraghavan | 16/11/59 | Science & Technology |
| 44 | 4858 | C.K. Rawat | 02/07/55 | Mines |
| 45 | 4859 | V.D. Arora | 15/04/55 | UPSC |

* Re-nomination 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
(a) ISTM _____
(b) Other Training Institute _____
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**

21st May to 29th June, 2012

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).

Participation in and successful completion of training is mandatory for the purpose of consideration for promotion to the selection grade of CSS (Deputy Secretary).

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 Design & Duration of the Programme

The duration of the training shall be six weeks. The programme design consists of two components namely:

- a) In houses Class room inputs/activities (4 weeks)
- b) Overseas Training /exposure (2 weeks)

All components are compulsory and no exemption shall be granted to any participants. Evaluation is carried out for all the components individually and participant has to clear/pass in all the components for qualifying the course.

V Contents

- i) Public Policy Analysis
- ii) Recent Legislative Initiatives in the social/economic sector
- iii) Action learning through Field Visits
- iv) Macro concepts in Finance, relevant law
- v) Economic Management
- vi) Latest trends in Public Administration
- vii) Governance / E-governance Initiatives
- viii) Behavioural Skills
- ix) Project Management concepts
- x) Salient features of public system Management

- xi) Management of change in Govt.
- xii) Indian heritage and cultural issues
- xiii) Strategic Issues
- xiv) Gender sensitization and minority issues
- xv) Exposure to best practices of progress in similarly placed countries

VI Programme Methodology

1. Level E training programme for the Under Secretaries will be run on highly participative mode. Experiential learning and learning by doing will be the main features of the programme. Participants will be working in groups to conduct an analysis of an important Public Policy issue facing the Government of India. They will send their preferences prior to the programme as explained in Para VII (2) below, which will be used by the faculty to make group assignments. The participants will work on their group assignments during the programme and produce a comprehensive policy analysis report. They will also present their analysis in front of other participants and the faculty members.
2. Opportunity will also be provided to examine and discuss the latest legislative initiatives of the Government of India in the social and economic sectors.
3. Overseas training for about two weeks is planned to enable the officers to get exposure to the new trends in Public Administration and emerging concepts in management, governance and organizational developments. They will be given firsthand experience on execution, monitoring and evaluation process of successful projects and share the experiences of other countries for replication.
4. Class room sessions will be conducted to update their knowledge and skills. The academic sessions will be taken by ISTM faculty members and external faculty/experts. Some eminent speakers will also be invited to interact with the participants, as deemed fit by the ISTM.

VII Public Policy Analysis Project

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 ranjan.adjustment@gmail.com by the 14th May 2012. Groups and public Policy issues will be decided by the faculty keeping in view the participants preferences.

VIII Level 'E' Programme Deliverables

1. Public Policy Analysis paper Each group 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 - The groups will make a presentation of their policy paper which will be evaluated by a panel of Faculty Members.
3. Discussion on recent Legislative Initiatives - The groups 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 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 - The participant will individually submit a report of about 10 pages on specific aspects of overseas training that impressed them. Explain the nature of a policy, project or best practice and its relevance for replication as such or with suggested modifications. It will be evaluated by the faculty participating in the visit.
6. 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.

IX Evaluation / Assessment (for 100 Marks)

| | | |
|------|--|------|
| 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% |

X 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 2012-13.

XI Expenditure to be borne by the Sponsoring Authority

An amount of Rs. 2500/- (rupees two thousand five hundreds only) per person is estimated to be spent on preparation of the following:

- Public Policy Analysis Project Report
- Overseas Training - Learning for replication

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.)

XII Course Capacity - 30 (Thirty)

XIII Programme Coordinator:

Shri Ranjan Kumar
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 : ranjan.adjustment@gmail.com

(Please indicate your e-mail address and contact number in your bio data. Also please see the page down for necessary action)

Areas for
Public Policy Analysis Project Study

1.

2.

3.

To be submitted positively by the 14th May 2012