

06/01/2007-CSI(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section

New Delhi, dated the 20th September, 2007

OFFICE MEMORANDUM

25 SEP 2007

Subject : Level 'E' Training Programme for Under Secretaries with 5 years' approved service of the CSS at the ISTM (05/11/2007 to 28/12/2007)

The undersigned is directed to inform that Under Secretaries with 5 years' approved service of CSS whose names are given in Annexure have been nominated to participate in the first Level 'E' Training Programme being conducted by ISTM w.e.f. 05/11/2007 to 28/12/2007. It is requested that these officers may be relieved of their duties and advised to report to Sh. M. S. Kasana, Joint Director, ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 **at 9 A.M. on 5th November, 2007.**

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. All the sponsoring Ministries/Departments are advised to sanction an advance of the estimated amount of Rs. 3,32,500/- to the nominated officers to enable them to meet the required expenditure. The advance may be sanctioned in the name of nominated officer and the same will be collected by ISTM from the participating officers on requirement basis. A certificate of expenditure incurred for each participant will be furnished by ISTM at the end of the training programme, on the basis of which each officer may settle the claim with their respective Ministries/Departments.

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

P.T.O

the training programme for the public policy analysis project study. This information may be sent to the Course Coordinator by email – ms.kasana@nic.in or kgrajulu@hotmail.com positively by **22nd October, 2007 positively.**

5. Confirmation with regard to the release of the officers along with their respective bio-data (Annexure-II) may please be sent to Sh. M.S. Kasana, Joint Director (Co-ordinator), ISTM, New Delhi by **3rd October, 2007** at the aforesaid address with a copy to the undersigned. Sh. M.S. Kasana, Joint Director (Co-ordinator), ISTM, is accessible on Phone No. 26180589.

(Signature)
(DEEPAK ISRANI)

Under Secretary to the Govt. of India
Phone : 24629413
(Signature)

To

All Cadres (Joint Secretary (Admn.) concerned)

Ministry/Department of
New Delhi.

Copy forwarded to :-

1. Concerned officers.

2. ISTM, (Sh. M.S. Kasana-Joint Director), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/1/2007-ISTM(Coord) dated 12th September, 2007.

3. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.

4. NIC for uploading on the web site of this Department.

(Signature)
(DEEPAK ISRANI)

Under Secretary to the Govt. of India
Phone : 24629413
(Signature)



Annexure I**Level 'E' Training for Under Secretaries with 5 years approved service of CSS
(5/11/2007 to 28/12/2007)**

S.No	NAME OF THE OFFICER Sh./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	Subha Thakur	10.10.67	Civil Aviation
2.	Sanjeev Kumar Jindal	12.10.65	Economic Affairs
3.	Aparna S Sarma	02.06.67	DOP&T
4.	Anita Parkash Tripathi	07.09.63	Commerce
5.	Sagar Mehra	15.06.66	DOP&T
6.	R.K.Aggarwal	24.07.65	Road Transport & Highways
7.	Narayan Das	01.04.61	New & Renewable Energy
8.	S.P.S. Sangwan	01.06.51	Banking Division
9.	Kanhiya Lal Lala	12.12.49	IP&P
10.	S. Twickly	13.05.49	Home Affairs
11.	Diwakar	15.06.50	Defence
12.	Gopal Das	17.05.51	Water Resources
13.	S. Jainendra Kumar	30.05.54	DOP&T
14.	R Rajagopal	23.11.52	Defence
15.	J.P.Mehta	02.01.51	Social Justice & Empowerment
16.	V.B.Bhatia	18.01.51	Post
17.	S.T.Vijayaraghavan	26.10.50	Shipping
18.	Ranbir Singh	02.09.48	DOP&T
19.	S.N.Haldar	12.11.49	Defence
20.	F.K.Pande	28.01.50	Defence
21.	R.K.Chopra	15.11.48	Secondary & Higher Education
22.	S.C.Aggarwal	07.03.50	Biotechnology
23.	S.V.Singh	10.07.52	Rural Development
24.	P.K.Mandal	15.02.51	Staff Selection Commission
25.	Kaushlya Pardasani	16.07.50	Secondary & Higher Education
26.	S.K.Ohri	08.11.50	Secondary & Higher Education
27.	Shaik A Rahim	15.01.52	Planning Commission
28.	K.S.Palachandan	09.12.49	Economic Affairs
29.	G.C.Pande	02.07.49	DOP&T
30.	V.K.Gupta	04.12.53	Commerce
31.	Ravinder Monga	09.07.50	Power
32.	Surinder Kumar	11.01.52	Urban Development
33.	Inder Singh Berwal	06.05.50	Telecommunication
34.	R.B.Chawla	01.01.54	Health & Family Welfare

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 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
05 NOVEMBER – 28 DECEMBER 2007

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 eight weeks including a component of about three 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 examine 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 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.
5. Few in -India 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.

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 ms.kasana@nic.in or kgrajulu@hotmail.com positively by 22nd October 2007 (Monday). Participants 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 make critical examination of 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.

VII Evaluation / Assessment

➤	Policy paper report	:30%
➤	Policy paper presentation	:15%
➤	Recent legislative initiatives critical examination	:10%
➤	Concept paper presentation	:10%
➤	Domestic study visits reflection paper	:10%
➤	Overseas training exposure paper	: 15%
➤	Peer evaluation	: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 to be borne by the Sponsoring Authority

1.1 Overseas Training

The expenditure on this training to be borne by the respective ministries is estimated to be Rupees Three Lakhs (Rs. 3 lakhs) per participant. This will include charges for airfare, DA, institutional fee (inclusive of accommodation and visits) and miscellaneous. Advance may accordingly be sanctioned to the participants by concerned ministries / departments.

1.2 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/DA etc. will be borne by the concerned ministries / departments. The estimated expenditure will be Rs. 30,000/- per person. Advance may accordingly be sanctioned to the participants.

1.3 Project Report Preparation

An amount of Rs.2500/- per person is estimated to be the expenditure 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 borne 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.

X Course Capacity - 30 (Thirty)

XI Dates and Venue :

- 05 / 11/2007 to 28/12/2007,
- Seminar Hall No. 1, ISTM.

XII Programme Coordinator

Sh. M.S. Kasana, Joint Director & Course Coordinator, Institute of Secretariat Training & Management, R.No. 108, Administrative Block, Old JNU Campus, Olof Palme Marg, New Delhi - 110 067. Tel # 26180589 Fax # 26104183, 26102597 Email: ms.kasana@nic.in	Sh. K. Govindarajulu, Deputy Director & Associate Coordinator, Institute of Secretariat Training & Management, R.No. 214, Administrative Block, Old JNU Campus, Olof Palme Marg, New Delhi - 110 067. Tel # 26177058 Fax # 26104183, 26102597 Email: kgrajulu@hotmail.com
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