

Most Immediate

**06/02/2007-CSI(Trg.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the ^{9th} 6th June, 2008

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme for Under Secretaries
with 5 years' approved service of the CSS at the ISTM
(11/08/2008 to 03/10/2008)**

The undersigned is directed to inform that Under Secretaries with 5 years' approved service of 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. 11/08/2008 to 03/10/2008. It is requested that these officers may be relieved of their duties and advised to report to Sh. K.S.Kumar, Joint Director or Sh. Yogesh Dwivedi, Assistant Director, ISTM , Administrative Block, JNU Campus (Old), New Delhi-110067 **at 9 A.M. on 11th August, 2008.**

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. Three lakhs per participant. The expenditure towards this will be met by the ISTM. However, the expenditure on domestic project field visits /study visits to the states for action learning by the participants 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 kskumar53@hotmail.com or yogesh_u_dwivedi@yahoo.co.in positively by 15th July, 2008(Wednesday).

5. Confirmation with regard to the release of the officers along with their respective bio-data (Annexure-II) may please be sent to Sh. K.S. Kumar, Joint Director (Co-ordinator) or Sh Yogesh Dwivedi, Assistant Director, (Co-ordinator) ISTM, New Delhi by 22nd July, 2008 at the aforesaid address with a copy to the undersigned. Sh.K.S.Kumar, Joint Director(Co-ordinator) / Sh. Yogesh Dwivedi, Assistant Director (Co-ordinator) ISTM, are accessible on Phone No. 26108946(O)or 26105592(O) respectively.


(DEEPAK ISRANI)

Under Secretary to the Govt. of India
Phone : 24629413

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

Copy forwarded to :-

1 Concerned officers.

2. ISTM, (Sh K.S.Kumar, Joint Director), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33099/21/2008-ISTM(Level E 3rd) dated 6th June, 2008.

3. ISTM, (Sh. Yogesh Dwivedi, Assistant Director) Administrative Block, Old JNU Campus, New Delhi-110067.

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

5. US(U)

6. NIC for uploading on the web site of this Department (CS-I-Training Circular-US)


(DEEPAK ISRANI)

Under Secretary to the Govt. of India
Phone : 24629413

Annexure I**Level 'E' Training for Under Secretaries with 5 years approved service of CSS
(11.08.2008 to 03.10.2008)**

Sl. No.	Name of the officer Sh/Smt./Ms.	Date of birth	Cadre where working Ministry/Department
1.	B.R. Vij	07/01/1951	Labour
2.	R. Murlidhar	07/03/1954	D/O IP&P
3.	Y.P. Sehgal	30/04/1951	Youth Affairs & Sports
4.	V.K. Wadhavan	06/12/1953	AR & PG
5.	V. Rajendran	14/04/1951	Defence
6.	V.K. Sharma	17/01/1953	Defence
7.	K.K. Padmanabhan	28/12/1950	Civil Aviation
8.	Pradeep Kumar	07/11/1953	Tribal Affairs, Shastri Bhawan
9.	H.G. Sayal	12/08/1950	Defence
10.	S. Sasi Kumar	05/06/1951	Commerce
11.	M.K. Girdhar	23/07/1952	MHA (NIFT On deputation)
12.	Prem Kumar Hans	20/11/1953	Defence (On deputation)
13.	Prem Kumar	03/02/1951	Petroleum & Natural Gas
14.	Inder Kumar Narula	16/03/1951	UPSC
15.	Ms. Ratna Lalitha	26/08/1951	Commerce (DGFT)
16.	R K Sharma	30/11/50	Disinvestment
17.	J.C. Bain	01/03/1952	Supply Division
18.	P. Vinayagam	26/03/1957	Revenue
19.	Ram Sharan	16/05/1951	Economic Affairs
20.	Swaran Das	19/04/1956	Revenue
21.	R K Prasad	01/01/55	Supply
22.	S.S. Mehra	05/06/1951	Food & Public Distribution
23.	Rohit Mathur	20/09/1968	Economic Affairs
24.	S.K. Jha	02/10/1967	Defence
25.	Satyajit Mishra	21/05/1967	Urban Development
26.	Alok Agarwal	20/12/1963	Revenue
27.	Shailendra Kumar	05/01/1965	Economic Affairs
28.	R.K. Singh	14/09/1968	Heavy Industry
29.	Rabindra Prasad	04/04/1965	Company Affairs
30.	Vijay K. Sharma	13/03/1952	Revenue
31.	Mohan Lal Verma	20/10/1952	H&FW (On deputation)
32.	T H Franklin	02/11/1953	Telecommunication
33.	Mahesh C. Singh	15/12/1954	Petroleum & Natural Gas
34.	N. Meera	09/05/1956	ISTM
35.	Alice Chacko	03/03/1952	Secondary & Higher Educations
36.	T. Joseph	23/10/1950	Urban Development
37.	V. Subramanian	12/10/1950	MHA
38.	Surender K. Ahluwalia	30/08/1952	DOP&T
39.	R. Vaidyanathan	09/11/1954	Culture
40.	P.C. Pritihari	04/10/1953	Corporate Affairs



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

11th August – 05th October, 2008

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 discuss 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 domestic 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. 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 kskumar53@hotmail.com or yogesh_u_dwivedi@yahoo.co.in positively by 15th July 2008 (Wednesday). 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 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. 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.
8. 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%
➤	Concept paper presentation	: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 2008-09.

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:

- 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 (Thirty)

XII Dates and Venue :

- 11/08/2008 to 05/10/2008
- Seminar Hall No. 6, ISTM.

XIII Programme Coordinators

<i>Shri K.S. Kumar</i> Joint Director& Course Coordinator Institute of Secretariat Training & Management, R.No. 102, Administrative Block, Old JNU Campus, Olof Palme Marg, New Delhi - 110 067. Tel # 26108946 (Mobile : 9811259805) Fax # 26104183, 26104038 e.mail: kskumar53@hotmail.com	Sh. Yogesh Dwivedi, Assistant Director, Institute of Secretariat Training & Management, R.No. 107, Administrative Block, Old JNU Campus, Olof Palme Marg, New Delhi - 110 067. Tel # 26105592 Fax # 26104183, 26104038 Email: yogesh_u_dwivedi@yahoo.co.in
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