

No. 12013/04/2011-Trg(TNP-38<sup>th</sup> APPPA)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

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Block-IV, 3<sup>rd</sup> Floor, Old JNU Campus,  
New Delhi-110067

Dated 17<sup>th</sup> November, 2011

Subject: 38<sup>th</sup> Advanced Professional Programme in Public Administration (APPPA)-  
2<sup>nd</sup> July 2012 to 31<sup>st</sup> March 2013.

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The Training Division of Department of Personnel and Training has been sponsoring a nine-months Advanced Professional Programme in Public Administration at the Indian Institute of Public Administration, New Delhi every year since 1975-76. The 38<sup>th</sup> Programme in the series would be held at the Institute from 2<sup>nd</sup> July 2012 to 31<sup>st</sup> March 2013.

**Scope and Course Details:-**

2. The aim of this nine-month course is to prepare the participants to make a greater contribution to better governance, develop attitudes that focus on citizen services and also to strengthen leadership qualities in the civil service. It provides an opportunity to the participants to analyze major contemporary issues in Governance, learn about recent developments in the social sciences and their application in administration; review their experiences by making a critical analysis of environmental and other factors, apply relevant concepts, skills and techniques relating to policy, behavioral and administrative sciences and to demonstrate their creative and analytical abilities individually and in groups. It also seeks to develop interpersonal skills and sensitiveness to the needs of the people with a view to making administration more responsive and result oriented.

3. The contents of the programme cover classroom studies relating to various facets of administration viz, Social, Political, Economic, Legal and Administrative Systems, Organizational Behavior, Social Science and Research Methods, Operational Research, Information Technology in Management and Financial Management. The participants would be expected to select an area for specialization relevant to their present and likely future assignments. The areas of specialization available for study in the programme include:

Advanced Information Technology and MIS, Comparative Development Experience, Computerized Project Management, Constitutional Law, Disaster Management, Economics of Regulation, Inter Governmental Relations, Management Systems, Organizational Needs Analysis, Public Expenditure Management, Public Organizational Theory and Total Quality Management. Finance, Personnel, Corporate or Public Sector Management, General Administration and Planning and Rural Development etc.

4. Participants of this programme will be required to conduct rural and urban field studies and prepare a project report and dissertation.

5. On successful completion of the programme, the participants are awarded a Masters Diploma in Public Administration (MDPA) by the Institute. Successful participants holding a post graduate degree with 50% marks (recognized by the Punjab University, Chandigarh as equivalent to their post graduate degree) will be eligible for the award of an M.Phil degree by the Punjab University, Chandigarh.

**Eligibility Conditions:-**

6. The course is open to officers of All India Services, Central services (organized and non-organized, technical and non-technical) and State Services, subject to the following eligibility conditions:

(a)	<b>Length of Service</b>	The officer should have put in at least 10 years of Group 'A'(class-I) service and should be of the rank of Director/Deputy Secretary in the Government of India or holding an equivalent post. The programme is also open for senior officers (Group 'A') from State Services.
(b)	<b>Age</b>	The officers should not be more than 50 years as on 1-7-2012 (53 years in case of officers belonging to Scheduled Caste and Scheduled Tribe)
(c)	<b>Earlier Training</b>	The officers should not have undergone a training programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this programme. Further the officer should not have undergone a programme of training abroad of more than 2 weeks in preceding 2 years, more than one month in the preceding 3 years or more than 6 months in preceding 5 years.

**Course Fees:-**

7. No course fee is payable, but the sponsoring authorities would be required to meet the expenditure on field visit, village study tour, project work and short duration foreign study visit. The expenditure towards the village study, project work, registration fee for M Phil and short duration foreign study visit is Rs.3,38,000/-(Rupees Three Lakh Thirty Eighth thousand only). While recommending officers for this programme, the sponsoring authorities must undertake to release the amount to the Indian Institute of Public Administration as soon as intimation in this regard is received from this Department (i.e. Training Division). The foreign study tour will be subject to the approval of the competent authority.

## Facilities for officers admitted to the Programme:

8. In case of officers, sponsored by the Government of India to this programme, the following facilities will be extended:
- (i) The entire period of training will be treated as duty under FR 9(6)(b)(i);
  - (ii) The vacancy caused by the deputation of officers can be filled up by the Ministries/Departments;
  - (iii) An ad-hoc allowance of Rs.3,000/- (Rs. Three thousand only) for purchase of books, stationary etc. will be sanctioned to the participants by Ministries/Departments/Offices from their contingent expenditure.
  - (iv) The entire period of the training will be excluded for the purpose of computing the tenure of the officer at the centre irrespective of whether the officer was on his first or subsequent deputation to the centre. If the selection for APPPA Course is towards the end of the tenure, the officer will get extension of tenure till the end of the course i.e. if the tenure of an officer who is attending the APPPA course is to end anytime during the course/training period, it is to be treated that the officer had proceeded on training towards the end of the tenure and in such cases, extension in tenure would be given till the end of the APPPA Course only.
  - (v) The officers on central deputation under Central Staffing Scheme will be eligible to apply for this programme only if they have completed a minimum of two years on Central Deputation as on the date of commencement of the programme.
  - (vi) For the grant of special pay/CDTA, the participants will be regulated as under:-
    - (a) The officers who proceed for training under their tenure of Central Deputation and are in receipt of Central deputation (Tenure allowance) will be entitled to CDTA for the period for which they are entitled to Central Deputation (Tenure Allowance) against Central deputation tenure. If any period of training falls beyond the tenure of Central deputation or the officers proceed for training at the end of their tenure at the Centre, CDTA will not be admissible.  
  
{Note-The tenure of central deputation in so far as it relates to this programme, would also include the period of leave up to 2 months that may be granted by the central Ministry/ Department to the officers before their repatriation to their parent cadre}
    - (b) The officers not on Central deputation and also not in receipt of CDTA, whether they proceed on training from Delhi, or outside Delhi will not be entitled to any Special pay drawn before proceeding for the training.
- ii) Officers of the Central Government, State Government and Union Territories coming from outside Delhi to participate in the programme will be allowed one of the following two options by the sponsoring authorities:-
- (a) The officers will be treated as on duty on tour. They will draw travelling allowance as on tour and allowances as per para II(a) of the Ministry of Finance, Department of Expenditure O.M. 19030/2/86-E-IV dated 24.3.86 amended from time to time.

(b) The officers will be treated as on transfer. They will not be entitled to the Government accommodation at the original place of posting. They will draw the pay and allowances as admissible to them when they are posted to Delhi.

- (viii) In case an officer proceeding on training is a bonafide occupant of Government accommodation in the general pool controlled by the Directorate of Estate, he could retain the residential accommodation for the full period of training at his place of posting provided the residence is required for bonafide use of members of his family.
- (ix) Officers of the Central Government entitled to facility of residential telephone at the time of joining this programme will be allowed to retain the residential telephone sanctioned to them on usual terms for six months and thereafter on the condition that the officers will pay all calls in excess of the free calls allowed by the Telecommunication Department as stipulated in Ministry of Finance (Department of Expenditure) O.M.No. 7(10)E(Coord)/79 dated 1<sup>st</sup> August, 1979 as amended from time to time.
- (x) Officers who are CGHS beneficiaries in Delhi and at the other CGHS covered cities will be entitled to receive medical facilities under the CGHS during the training period in Delhi provided they obtain the authority letters from the offices which have issued token cards to them. Officers not covered by the CGHS at their place of duty will, however, not be able to avail themselves of this facility.
- (xi) The salary and other claims of the officers be paid by the Ministry/Department/Office where they were last working before joining this programme. Sponsoring authorities are requested to issue suitable instructions in this behalf, and
- (xii) Central Service Officers, not working in Ministry/Departments, who successfully complete the programme may be considered for inclusion in the 'offer list' maintained by the Establishment Officer for posting at the Centre subject to the sponsoring authorities recommending their names to the Establishment officer and officers being otherwise eligible and their cadres being included in the Central Staffing Scheme.

### **Hostel Facilities:-**

9. The Indian Institute of Public Administration, New Delhi, will provide residential accommodation in the Institute's Hostel at the usual rates to the participants from outside Delhi who desire such accommodation.

### **Selection of officers and forwarding of nominations:-**

10. The Cadre Controlling Authority (CCA) should recommend only those Groups 'A' central service officers who are likely to stay with the CCA for some more time. Officers, whose names have been recommended for central deputation, should not be nominated for

the APPPA programme. The nominating authority must give a certificate to this effect in item-6 of part-B of the enclosed form. Failure to withdraw the names of officers on offer who are nominated for APPPA course, may result into debarment of officers for future central deputation for five years.

11. As this is a long term programme to be conducted for the middle management level, it is essential that officers deputed for this programme are of the requisite calibre with appropriate administrative experience, and potential to make full use of the long term training programme for the Government. It is, therefore, requested that the above-mentioned criteria of selection is borne in mind while nominating officers to this programme.

12. Nominations of suitable officers in the enclosed proforma together with the up-to-date photocopies of CR dossiers of the officers concerned may please be sent to Shri P.K.Subnani, Joint Director (Training), Department of Personnel and Training (Training Division), Block No IV, 3<sup>rd</sup> Floor, Old JNU Campus, New Mehrauli Road, New Delhi-110067 so as to reach him on or before **31<sup>st</sup> March 2012**. Nominations received after this date may not be considered. It is also requested to obtain cadre clearance and other clearances in respect of the officer(s) to be nominated for the programme. In case of IAS officers, who are on Central deputation, the concurrence of the State Government concerned on whose strength the officer is borne, shall be obtained.



(Upma Srivastava)

Joint Secretary to the Government of India

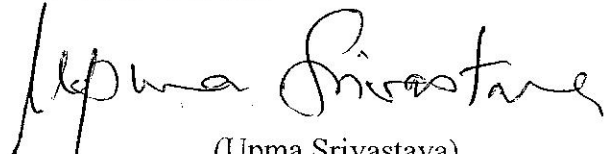
Tel: 26106314

Fax: 26107962

- To
- Chief Secretaries to all State Governments/Union Territories
  - All Ministries/Departments of the Government of India
  - All Cadre Controlling Authorities of Government of India.

Copy to:-

- Comptroller & Auditor General of India, New Delhi
- Secretary, Union Public Service Commission, New Delhi
- Election Commission of India, New Delhi
- Controller General of Accounts, New Delhi
- Deputy Director General (Training ), Department of Post, Dak Bhavan, New Delhi
- Deputy Director General (Training ), Ministry of Telecommunication, New Delhi
- Director, MS(X), Army Headquarters, DHQ PO, New Delhi-110011
- Director(Training), Railway Board , Rail Bhavan, New Delhi
- Director (Police), Ministry of Home Affairs for nomination of IPS Officers.
- Director General Health Services, Ministry of Health, New Delhi
- Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
- Director, Bureau of Police Research and Development, CGO Complex, New Delhi
- Establishment Officer, Department of Personnel & Training, New Delhi
- Financial Adviser, Ministry of Home Affairs, North Block, New Delhi
- Joint Secretary (E), Department of Personnel & Training, New Delhi
- Controller General of Defence Accounts, West Block-V R K Puram , New Delhi.
- Min. of Defence -CAO and JS(T), DHQ-PO, New Delhi.
- Director (HRD) Ordnance Factory Board, 10-A Auckland Road, Kolkata.
- Director, Indian Institute of Public Administration, I.P. Estate, New Delhi.



(Upma Srivastava)

Joint Secretary to the Government of India

**38<sup>th</sup> Advanced Professional Programme in Public Administration (APPPA),  
2<sup>nd</sup> July, 2012 to 31<sup>st</sup> March, 2013**

**PART-A**

(To be filled by the officer)

1	Name of the officer (in capital):	
2	Present designation:	
3	Official Address: Telephone No: e-mail	
4	Date of birth:	
5	Age as on 1-7-2012	
6	In case the officer is above the prescribed age, the special justification for nominating him for the course:	
7	Service to which the officer belongs (with year of allotment):	
8	Length of Service in Group 'A'	
9	Academic Background:	
10	Address for communication:	
11	Does the officer require accommodation in the IIPA hostel?	

12. Details of five previous posts held by the officer:

S. No	Post held	From	To	Pay Band/ Basic pay/ Grade pay	Nature of Duties

13. Details of in-service training programmes/ courses attended (in India and abroad) {duration should be at least two weeks or more}

S. No.	Name of the course/ training programme	Year	Name of the place/Institution	Duration (in Weeks)

14	Do you belong to a Scheduled Caste/Scheduled Tribe	
15(a)	Are you presently on deputation to the Government of India	Yes/No
(b)	If yes, from what date	
(c)	What is the date of completion of tenure?	
(d)	Whether this is your first deputation to the Centre	
16	Kindly indicate why you want to attend the APPPA programme.	

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(Signature of Officer)



**PART-B**

(To be filled by the Sponsoring authority)

1	Why are you interested to nominate the officer for the APPPA course?	
2	How will the training be useful for the organization?	
3	After completion of training what kind of work do you intend to assign the officer?	
4	Kindly indicate rating of the officer on the basis of his ACRs (Please attach photocopies of the last 3 years annual confidential reports of the officer)	
5	Whether cadre clearance has been obtained? If so, kindly enclose the same.	
6	Please certify that the officer has not been nominated for Central Deputation under Central Staffing Scheme. (Applicable in the case of officers working in their cadres)	

(Signature, Name & Designation  
of Sponsoring Authority)