

No.12017/01/2020-TNP(S)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
[Training Division]

Block-4, Old JNU Campus  
New Mehrauli Road, New Delhi-67  
Dated: February 26, 2020.

To

(To be uploaded on DoPT's website for inviting proposals from various institutes for One Week In-Service Training program during the year 2020-21)

Sub: One Week In-service Training (IST) program for Officers of All India Service (IAS, IPS & IFoS), officers working under the Central Staffing Scheme, officers of Central Secretariat Service (CSS) and officers of Central Secretariat Stenographer Service (CSSS) (DS/Sr. PPS and above level):Inviting proposals from Institutes for In-Service Training during 2020-21.

Sir/Madam,

The Training Division of the Department of Personnel and Training is the nodal agency for training of various government functionaries and is primarily responsible for formulating policies with regard to training. With the objective of addressing competency gaps of government employees, the Division also directly implements certain training components. Under One Week In-Service Training (IST) Scheme, officers of All India Services (IAS, IPS & IFoS), officers working under Central Staffing Scheme and officers of CSS/CSSS (DS/Sr. PPS level officers and above) are offered one week training programmes at various reputed institutes in India.

2. The interested institutes are hereby requested to furnish their proposals for conducting one week in-service training programme for 2020-21 in diverse and broad thematic areas, such as, Administrative Law, Agricultural & Rural Development, Climate Change (preparedness), Competition Law (policy formulation), Corruption (eradication strategy), Education (reforms & challenges), E-governance (opportunities & challenges), Environment & Natural Resource (management), Environmental Impact Assessment (development projects), Ethics (Public Governance and Administration), Financial Markets (regulation), Fiscal Policy (Macroeconomic Management), Governance (IT management and improving through accountability), Infrastructure (Finance), Innovations (public service), Land Acquisition (rehabilitation & resettlement), Leadership, Participatory Management (Community Mobilization), PPP (negotiating strategies and urban development), Procurement (procedure & contracting), Project Analysis/Appraisal (risk analysis/management), Public Policy (management/governance), Quantitative Methods (management), Service Delivery (management), Social Policy

(Governance), Social Sector (financing/marketing), Urban Development, WTO (basic/advance course), Citizen Centric, Cyber Crime, Stress Management, etc.

3. The proposal should include:

- (a) A brief about the institute, infrastructure, faculty, core competence, and previous experience in conducting such programmes;
- (b) Thematic focus of the course and the course title;
- (c) Two sets of suitable dates for each course between July 2020 to February 2021;
- (d) CVs of the faculty members who would be imparting the training;
- (g) CVs of proposed Course Coordinator along with contact details;
- (f) How will the training be relevant to government servants and help them discharge their duties more effectively;
- (g) Specific skills proposed to be instilled in the participants with regard to governance and administrative/technical skills;
- (h) Draft programme design, content and pedagogy, draft time table—starting on Monday and closing on Friday;
- (i) A paragraph on how the proposed course will be different from those offered by competing institutions;
- (j) One page flyers with regard to programs the institute proposes to conduct for the academic year 2020-21 for the information of potential participants;
- (k) Allocation of one day of the IST programs for field visit to important organizations or public sector bodies so as to give greater exposure to the government officers to policy implementation and ground level working;
- (l) Feedback received from participants

4. Formal proposal may be sent to this Department before March 31, 2020.

Yours faithfully,



(Biswajit Banerjee)

Under Secretary to the Government of India

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