F.No. T-22/01/2022-IST/IIPA
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
[Training Division (IST/IIPA)]

Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi-67

Dated: December 2, 2022

**(Uploaded on DoPT website for the information of All India Service (IAS, IPS & IFoS) Officers, Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) [ Officers of the level of DS/Sr. PPS and above]**

## OFFICE MEMORANDUM

Subject: One Week In-Service Training Program (Offline/Physical) and 3-5 day Online In-Service Training Programs calendar for the year 2022-23.

Department of Personnel and Training sponsors One Week In-Service Training Program (Offline/Physical) and 3-5 day Online In-Service Training Program for All India Service (IAS, IPS & IFoS) Officers, Officers working under Central Staffing Scheme and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr. and above)
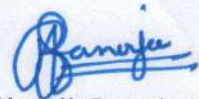
2.      The calendars for the One Week In-Service Training Programs (Physical mode) and 3-5 day Online In-Service Training Programs for 2022-23 have been finalized and uploaded on the website of this Department at [**dopttrg.nic.in -- Circulars**]. All AIS (IAS, IPS and IFoS) Officers with minimum 4 years of service and up to the rank of Secretary to the Government of India/Chief Secretary and equivalent, Group 'A' Officers working under the Central Staffing Scheme in the Government of India and Officers of CSS/CSSS (Of the level of DS/Sr. PPS and above) are eligible to attend the aforesaid training programs.

3.      All eligible IAS Officers are required to give their willingness through **https://mctp-inservice.nic.in**. The IAS Officers have to login with their government domain email address and its password. Other Group 'A' Officers should apply online in the proforma linked at [**dopttrg.nic.in – Domestic Training Programs – In Service Training**]. All the Officers have to forward their online application duly approved by the Competent Authority to this Division. For login related queries or any other technical issues, kindly send a mail mentioned with names and concise description of the issue to **tdp-trg@nic.in**

4.      It is also requested that the Officers may be encouraged to opt for those training programs which are relevant to their current job as well as the kind of assignments they are likely to hold in future.

5.      All Ministries/Departments of the Government of India and State Governments/Union Territories are requested to give wide publicity of the same amongst the officers for facilitating the attendance of a large number of officers in these programs.

Encl:  1. In-Service Training (Physical mode) calendar 2022-23 (Annexure-I)
       2. 3-5 day Online In-Service Training Calendar 2022-23 (Annexure-II)
       3. General Guidelines for In-Service Training.
       4. Application for In-Service Training for the officers other than IAS.

(Biswajit Banerjee)
Under Secretary to the Government of India
Tel. 011-26194167

The following In-Service Training Programmes shall be conducted Offline/Physically during the year 2022-23

| S.No. | Name of the Institute | Program | Tentative Dates |
|---|---|---|---|
| 1. | Isha Yoga Centre, Coimbatore | Inner Engineering Leadership Program | January 16, 2023 to January 20, 2023 |
| 2. | Tata Institute of Social Science Mumbai | Social Policy and Governance | January 16, 2023 to January 20, 2023 |
| 3. | National Law School of India University, Bengaluru | Training Programme on Procurement and Allied Laws | January 16, 2023 to January 20, 2023 |
| 4. | Institute of Management in Government, Thiruvananthapur | Change Management & Leadership | February 6, 2023 to February 10, 2023 |
| 5. | Sri Sathya Sai Central Trust, Andhra Pradesh | Human Values in Governance and Public Policy | February 6, 2023 to February 10, 2023 |
| 6. | Management Development Institute, Gurugram | Advanced Leadership Development Programme | February 21, 2023 to February 25, 2023 |
| 7. | Indian Institute of Management, Visakhapatnam | Digital Governance and Management | March 6, 2023 to March 10, 2023 |
| 8. | Nani Palkhivala Arbitration Centre (NPAC), Chennai | The Theory and Practice of Dispute Resolution | March 13, 2023 to March 17, 2023 |
| 9. | IC Centre for Governance, Panchgani | Ethics in Public Services | March 13, 2023 to March 17, 2023 |
| 10. | Dr. R.S. Tolia Uttarakhand Academy of Administration, Uttarakhand | Sustainable Urbanization Solution in Mountainous Regions: The Way Forward | April 24, 2023 to April 28, 2023 |
| 11. | The Art of Living, Bengaluru | Building Competencies for Personal Excellence | May 15, 2023 to May 19, 2023 |
| 12. | Indian Institute of Human Settlement, Bengaluru | Exploring Blue-Green Infrastructure for Climate Action in Indian Cities | May 15, 2023 to May 19, 2023 |

The following In-Service Training Programmes shall be conducted on Online mode during the year 2022-23

| S.No. | Name of the Institute | Program | Tentative Dates |
|---|---|---|---|
| 1. | Heartfulness, Telangana | Kaushlam – Excellence in Action | March 13, 2023 to March 15, 2023 |
| 2. | National Institute of Public Finance and Policy, Delhi | Fiscal Policy: Management and Emerging issues | April 5, 2023 to April 7, 2023 |
| 3. | National Law University, Jodhpur | Corporate Law | January 18, 2023 to January 20, 2023 |
| 4. | Housing and Urban Development Corporation Limited (HUDCO), Delhi | Financing Urban Infrastructure and Services in India | March 14, 2023 to March 16, 2023 |
| 5. | Indian Institute of Foreign Trade, Delhi | MDP on Fin Techs in International Business | March 15, 2023 to March 17, 2023 |

General Guidelines/Instructions/Information for In- Service Training Programmes (Offline/Physical) and 3-5 day Online In-Service Training Programmes for AIS Officers (IAS, IPS & IFoS), officers working under the Central Staffing Scheme, Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) Officers.

The following general guidelines/instructions/information are with regard to One-Week In-Service Training Programmes (Offline/Physical) and 3-5 day Online In-Service Training Programme for the year 2022-23 for AIS (IAS, IPS & IFoS) Officers, Officers working under the Central Staffing Scheme and Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) Officers (of the level of DS/Sr. PPS and above)

2.    **Eligibility:**

    (a) AIS (IAS, IPS & IFoS) Officers;
    (b) Officers working under the Central Staffing Scheme in the Government of India.

        with minimum of 4 years of Service up-to the rank of Secretary to the Govt. of India and Chief Secretary in the State Govt. and equivalent;

    (c) Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) Officers of the level DS/ Sr. PPS and above.

3.    All the training programmes (Offline/Physical Mode) are residential in nature. Accommodation facilities will be provided to the participants by the training institutes who are organizing the training programme. The concerned training institute will provide accommodation only for duration of course (i.e. 5 day). If, any officer stay beyond five days, they may claim TA/DA by their respective Department/ Ministry/ State Government/ Cadre controlling authority.

4.    The 3-5-day Online Training Programmes are attended through virtual mode. These programmes are not residential programmes.

5.    The IAS officers are required to apply on-line through the **Intra IAS portal**. All other Officers are also required to apply online through the prescribed proforma available at [**dopttrg.nic.in – Domestic Training Programs – In Service Training**].

6.    The Officers who are due for retirement may not be sponsored for the training programme scheduled in the month in which they are due to retire.

7.    The Officers posted abroad are exempted from participation in the programme and their applications will not be considered.

8.    The Officers are not allowed to apply or change options, if, less than 15 days remains for the commencement of the respective program. If the Officers want to change their options in case of emergency, they have to separately send a mail to meena.rajesh13@nic.in.

9.    The Officers may not apply for the training program which they had already attended during the last three years. The preference will be given to the officers who have not participated in training program during the past years. However, other officers will be nominated depending upon the availability of slots.

10.    The ideal size of the batch will be 25 and not more than 40 participants will be allowed in a program.

11.    The Officers can attend only one In-Service Training Programme either Physically OR online during the financial year 2022-23.

# Application Proforma for Offline In- Service Training Programme and 3-5 day Online In-Service Training Programme for officers other than IAS for the year 2022-23

| | | | |
|---|---|---|---|
| Name | | | |
| Service/Cadre | | | |
| Gender | | | |
| Allotment Year/Year of posting in the present post | | | |
| Present Designation | | | |
| Ministry/Department | | | |
| Official Address | | | |
| Contact details | | | |
| Office Telephone number | | Mobile Number | |
| Email Id | | | |
| Details of In-Service Training Programs attended during the last three years | | | |
| Eligibility: Minimum 4 years of Group 'A' service as on 01/04/2022. | | | |
| Date of Joining/Appointment in Group 'Á' Service | | | |
| Training programmes opted (in the order of preference. Kindly mention whether the program is on offline/physical mode or online mode) | (1) | (2) | (3) |
| Date: | Place: | | Signature of applicant: |

- ✓ It is certified that the officer has not earlier been nominated/attended any One-Week In-Service Training Programme during the calendar 2022-23.
- ✓ It is also certified that the details filled by the applicant in the form are correct as per official records.

(Signature, Name and Designation of Controlling Authority)