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JOINT SECRETARY  
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भारत सरकार  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
कार्मिक और प्रशिक्षण विभाग  
प्रशिक्षण प्रभाग  
ब्लॉक-4 पुराना जेएनयू कैम्पस  
नया महरौली रोड नई दिल्ली-110067  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
Training Division  
Block-IV, Old JNU Campus  
New Mehrauli Road, New Delhi-110067

D.O. No. 12017/02/2017-TNP (S)

19<sup>th</sup> June, 2017

Dear Sir/Madam,

As you are aware Department of Personnel & Training arranges one week In-Service Training Programme for All India Service (IAS, IPS & IFoS), Officers working under Central Staffing Scheme and officers of Central Secretariat Service (CSS)/ Central Secretariat Stenographers Service (CSSS) (DS/Sr. PPS and above level) every year.

2. The calendar for the In-Service Training Programme 2017-18 has been finalized and uploaded on the website of this Department at [www.persmin.nic.in](http://www.persmin.nic.in). I am also enclosing a copy of the training calendar for 2017-18. I request you that the calendar may kindly be circulated among the eligible officers requesting them to submit their options before commencement of the course. All eligible IAS Officers are required to give their willingness through the Intra IAS portal and all other officers through the proforma linked at [www.persmin.nic.in](http://www.persmin.nic.in). IAS officers are requested to send mail mentioning their names, Allotment Year and Cadre to [persinfotech@nic.in/tdp-trg@nic.in](mailto:persinfotech@nic.in/tdp-trg@nic.in) for Username/Password related queries.

3. 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 (DS/Sr. PPS and above) are eligible to attend the aforesaid training programme.

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

5. I solicit your kind cooperation for the successful conduct of the training programmes by enabling wide publicity of the programmes amongst the officers and facilitating the attendance of a large number of officers in these programmes.

*With regards*  
Yours sincerely,

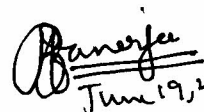
*Jishnu Barua*  
(Jishnu Barua) 19/6/2017

To

Secretaries to all Ministries/Departments of Govt. of India (As per DoPT's standard list)

**List of Institutes for In- Service Training Calendar for the year 2017-18:-**

<b>S.No.</b>	<b>Programme Shortlisted</b>	<b>Institute</b>	<b>Tentative dates</b>
1.	Inner Engineering Leadership programme	Isha (Foundation) Yoga Centre, Coimbatore	17-21 July, 2017
2.	Investigating Economic Crimes in Financial Markets	National Institute of Security Markets (NISM), Mumbai	28 Aug – 1 <sup>st</sup> September, 2017
3.	Building Competencies for Personal Excellence in Public Governance	The Art of Living Foundation, Bangalore.	11-15 September, 2017
4.	Capacity building on Urban Development	Indian Institute for Human Settlements, Bengaluru	18-22 September, 2017
5.	Building Competencies for Personal Excellence in Public Governance	The Art of Living Foundation, Bangalore.	9-13 October, 2017
6.	Ethics in Public Services	IC Centre for Governance (ICCG), Panchgani	6-10 November, 2017
7.	Developing Leadership Excellence	Tata Management Training Centre (TMTC), Pune	13-17 November, 2017
8.	Social Policy and Governance	Tata Institute of Social Sciences, Mumbai	20-24 November, 2017
9.	Fiscal Policy and Macroeconomic management	National Institute of Public Finance & Policy(NIPFP), New Delhi	11-15 December, 2017
10.	Public Procurement	Cuts Institute for regulation and competition, Hauz Khas, New Delhi	11-15 December, 2017
11.	Leadership, Innovation and Good Governance	Tata Institute of Social Sciences, Mumbai	8-12 January, 2018
12.	Developing a Culture of Innovation for Excellence in Public Services	Tata Management Training Centre, Pune	15-19 January, 2018
13.	Financial Market Regulation	NALSAR University of Law, Hyderabad	15-19 January, 2018
14.	Inner Engineering Leadership programme	Isha (Foundation) Yoga Centre, Coimbatore	22-26 January, 2018
15.	Fiscal Policy and Macroeconomic management	National Institute of Public Finance & Policy(NIPFP), New Delhi	5-9 February, 2018
16.	Ethics in Public Services	IC Centre for Governance (ICCG), Panchgani	12-16 February, 2018

  
June 19, 2017

General Guidelines for 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.

This is one-week In-Service Training Programmes for the year 2017-18 for AIS officers (IAS, IPS & IFoS) officers working under the Central Staffing Scheme and Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) Officers.

**2. Eligibility:**

- (a) AIS officers (IAS, IPS & IFoS)
- (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 are residential in nature. Accommodation facility will be provided to the participants by the training institutes who are organizing the training programme.

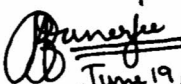
4. The IAS officers are required to apply on-line through the Intra IAS portal. All other Officers are required to apply through the prescribed proforma available with these guidelines after obtaining approval of the competent authority of the Department/ Ministry/ State Government/ Cadre controlling authority concerned.

5. 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.

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

7. The Officers are not allowed to apply or change options within 10 days of the commencement of an opted programme.

8. The Officers can attend only one In-Service Training Programme during 2017-18.

  
June 19, 2017

**Application for In- Service Training Programme for officers other than IAS for the year 2017-18**

Name	Service/Cadre		Allotment Year/Year of posting in the present post
Present Designation			
Ministry/Department			
Official Address			
Contact details	Office:	Mobile:	Email:
Eligibility: Minimum 4 years of Group 'A' service as on 01/04/2017.			
Date of Joining/Appointment in Group 'A' Service			
Training programmes opted (in the order of preference)	(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 2017-18.
- ✓ It is also certified that the details filled by the applicant in the form are correct as per official records.

(Signature, Name & Designation of Controlling Authority)