

No. T-13013/1/2020-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 07th February, 2020

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. Directors General/Directors of State & Central Training Institutions

Sub: 12th One year Diploma Programme in Public Policy and Sustainable Development (PP & SD)
at the TERI School of Advance Studies, New Delhi- Regarding.

Sir/Madam,

12th One year Diploma Programme in Public Policy and Sustainable Development at the TERI School of Advance Studies, New Delhi is scheduled to commence from **28th July, 2020**, for which Registration will be held on 27th July, 2020.

2. This programme has been designed as a high quality programme with a set of core courses as well as a range of electives. It includes an international module of about Two weeks' duration at a foreign Institute.
3. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/Departments/State Governments etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Departments/State Governments etc. at the end of the programme. The Ministries/Departments/States will also nominate a Nodal Officer of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with TERI School of Advance Studies in the matter.
4. The officers selected for the programme also have an option to continue with the programme for the second year for a Two year M.A. (Public Policy and Sustainable Development) Degree Programme, *if they so wish*, wherein they will be required to complete a dissertation while on the job during the second year. Such officers will work on a dissertation under the guidance of a faculty member of the TERI School of Advance Studies and will return to the Institute for presenting and defending the same at the end of the second year by sparing a couple of weeks. Such officers will be



awarded a degree in M.A. in Public Policy and Sustainable Development after they have completed the domestic component, International component and dissertation in the second year successfully.

5. It is requested that the circular may be given wide publicity among officers of your cadre. Applications complete in all respect, after obtaining necessary clearances including Vigilance Clearance from Cadre Controlling Authority/State Government (wherever necessary) may please be sent to this office, so as to reach us on or before **09th April, 2020**. Nominations received after this date will not be considered. A copy of the application may also be sent to the Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi-110070. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by TERI, New Delhi. The interview date and time will be intimated to the officers by TERI School of Advance Studies, New Delhi. In order to save time, the officers are permitted to send an advance copy of the application directly to this office and TERI School of Advance Studies. The officers may be called for interview based on their advance applications. However, final selection will be subject to receipt of their formal application, duly recommended by their Cadre Controlling Authorities. It is, therefore in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

6. Further details with regard to this programme may be ascertained from TERI School of Advance Studies, New Delhi (Phone No. 011-71800222, Fax No. 011-26122874, E-Mail: venkataraman.ln@teriuniversity.ac.in). Details of the programme are also available at TERI's website www.terisas.ac.in and DoP&T Training Division's website <http://dopttrg.nic.in/> → Programmes → M.A. at TERI, New Delhi.

7. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

Yours faithfully,



(Biswajit Banerjee)

Under Secretary to the Government of India

Telephone: 011-26194167

(E-mail: biswajitbanerjee.edu@nic.in)

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi

4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, New Delhi
13. Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi- 110070. The Vice Chancellor is requested to consider applications received on or before **09th April, 2020.**
14. NIC, Training Division, for uploading the notification on DoP&T website (<http://dopt.gov.in/>) and Training Division's website (<http://dopttrg.nic.in/>).

(Biswajit Banerjee)

Under Secretary to the Government of India

12th One year Diploma Programme in Public Policy and Sustainable Development at the TERI School of Advance Studies, New Delhi—commencing from 14th July, 2020

The 12th One year Diploma Programme in Public Policy and Sustainable Development at the TERI School of Advance Studies, New Delhi, will commence from **28-07-2020**. This has been designed to be a high quality programme with a set of '**Core Courses**' as well as a range of '**Electives**'. Under the programme conceived as a 'one-year' Diploma Programme in Public Policy and Sustainable Development, the officers will complete a 'Domestic Component' at TERI School of Advance Studies, New Delhi as well as an 'International Component' of about two weeks at a Foreign Institute. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/Departments/State Governments etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Departments/State Governments etc. at the end of the programme. The Ministries/Departments/States will also nominate a **Nodal Officer** of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with TERI School of Advance Studies in this matter.

The officers selected for the programme also have an option to continue with the programme for the second year for the Two year M.A. (Public Policy and Sustainable Development) Degree Programme, *if they so wish*, wherein they will be required to complete a dissertation while on job during the second year. Such officers will work on a dissertation under the guidance of a faculty member of the TERI School of Advance Studies, and will return to the Institute for presenting and defending the same, at the end of the second year by sparing a couple of weeks. Such officers will be awarded a degree in M.A. in Public Policy and Sustainable Development after they have completed the domestic component, International component and dissertation in the second year successfully.

2. Eligibility:

The programme is open to officers of All India Services, Central Services (organized & non-organized, technical & non-technical), faculty members of State Administrative Training Institutes and also officers of the State Civil Services (SCS)/Non-State Civil Services (Non-SCS) subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least three years remaining service after completion of the programme.



Earlier Training	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 preceding 3-years or more than six months in the preceding 5-years.
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3. Course Fees:

- (a) (i) The Fee for the **Domestic Course** of the programme is **Rs. 3.96 Lakh** (Rupees Three Lakh Ninty Six Thousand Only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. **30,000/-** (Rupees Thirty Thousand only) [**Total Domestic Component Rs. 4,26,000/-**].
- (ii) The Fee for the '**International Component**' of the programme is **Rs. 4.32 Lakh** (Rupees Four Lakh Thirty Two Thousand Only), which will include air fare, course fees, Boarding and Lodging costs. During the International Immersion of the programme, the Per-diem Allowance @ 25% of approved rates shall be paid to the participants.
- (b) The total Domestic Course fee plus NGO/Rural attachment plus International Component would be **Rs. 8,58,000/-** (Rs. Eight Lakh Fifty Eight Thousand Only).
- (c) **The entire Course Fee** (*Domestic Course fee, expenses towards Rural/NGO attachment and International Course fee*) would be **met by the concerned Cadre Controlling Authorities** (*for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc*). However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/ Departments / State Governments where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be arranged by TERI through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.
- (d) In case of officers belonging to any Group 'A' Service and working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme (domestic as well as international component containing course fee, *boarding* and lodging charges, airfare, per diem allowances etc.) shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.



(e) The entire Programme fee [Rs. 8,58,000/- (Rs. Eight Lakh Fifty Eight Thousand Only)] need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

(f) The Ministry/ Department/ State Government/ Organization etc. where the officer is currently posted, will meet the cost of (a) pay and allowances during the programme period, (b) travel from place of posting to Delhi and back, (c) travel towards field visits of the participants for collection of data/information for the dissertation, (d) travel to Delhi for presentation of the dissertation at the end of the programme, (e) Per-diem allowance during international immersion and (f) one time allowance of Rs.5000/- (Rupees five thousand only) for stationery etc.

4. Hostel Facilities

TERI School of Advance Studies would assist the participants in getting rented accommodation in nearby areas. The Domestic Accommodation fee would be Rs. 15,000/- (Rs. Fifteen Thousand only) per month per participant. The expenditure will be met by the Cadre Controlling Authority of the participants.

5. **Conditions for officers admitted to the programme:**

In case of officers, sponsored by the Government of India/State Governments for this programme, the following conditions will apply:

(i) The entire period of training programme (institutional training of 12 months) will be treated as on duty under FR 9(6)(b)(i);

(ii) The Ministries/ Departments/State Governments may fill up the vacancy caused by the deputation of the officers;

(iii) For the grant of special pay/ Central deputation (Tenure allowance) (CDTA), the participants will be regulated as under:-

(a) The officers who proceed for training programme during their tenure of central deputation will continue to receive CDTA for the period of their entitlement against Central deputation tenure. If any period of training programme falls beyond the tenure of Central deputation or the officers proceed for training programme at the end of their tenure at the Centre, CDTA will not be admissible for this period.

{Note-The tenure of central deputation in so far as it relates to this programme, would also include the period of leave upto 2 months that may be granted by the central Ministry/ Department to the officers before their repatriation to the parent cadre}



(b) The officers not on central deputation and also not in receipt of CDTA, whether they proceed on training programme from Delhi, or outside Delhi will not be entitled to any Special pay drawn before proceeding for the programme.

(iv) 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.

OR

(b) The officers will be treated as on transfer. They will not be entitled to the Government accommodation at the original place of posting.

(v) In case an officer proceeding on training programme is a *bona fide* occupant of Government accommodation in the general pool controlled by the Directorate of Estates, he/she could retain the residential accommodation for the full period of the programme at his/her place of posting provided the residence is required for *bona fide* use of members of his/her family.

(vi) 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 1st August, 1979 as amended from time to time.

(vii) The salary and other claims of the officers will be paid by the Ministry/Department/Office where they were last working before joining this programme.

6. Selection procedure and forwarding of nominations

(i) The Cadre Controlling Authority (CCA) should recommend names of only those Groups 'A' officers who are likely to stay with the CCA for some more time. Officers whose names have been recommended for central deputation/ or figuring in the 'offer list' for central deputation under the 'Central Staffing Scheme' should not be nominated for the PP & SD programme. Failure to withdraw the applications of such officers for the PP & SD may result in debarment of officers for central deputation for five years.



- (ii) Officers on deputation to Government of India under the Central Staffing Scheme must complete at least two years of their tenure on deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for this Long Term Domestic Programme.
- (iii) The faculty members of the State ATIs who have completed at least three years on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

7. Forwarding of nominations

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- (ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to TERI's website www.terisas.ac.in. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers along with information in **PART-B**, so as to reach us on or before **09th April, 2020**.
- (iii) Nominations received after the due date will not be considered.
- (iv) In order to save time, the Officers are permitted to send an advance copy of the application to the Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi- 110070.
- (v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by TERI School of Advance Studies. The interview date and time will be intimated to the officers by TERI School of Advance Studies. In order to save time, the officers are permitted to send an advance copy of the application directly to this office and TERI School of Advance Studies. The officers may be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.



8. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a **Bond** to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the long term programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India and together with all costs between the attorney and the client.



TERI School of Advance Studies,
10, Institutional Area, Vasant Kunj, New Delhi- 110070
Phone No. 011-71800222, Fax No. 011-26122874, E-
Mail: registrar@teriuniversity.ac.in.
Website: www.teriuniversity.ac.in

Government of India
Department of Personnel & Training
Block- IV, 3rd Floor, Old JNU Campus,
New Mehrauli Road, New Delhi- 110067
Phone No: 011-26194167, Fax No: 011-26106314,
Website: <http://dopt.gov.in>

Application for 12th One year Diploma Programme in Public Policy and Sustainable Development
(Programme Commences on 28th July, 2020 Last date of receiving application is 09th April, 2019)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS					
Title (Mr./Ms/Dr.)					
Full name in block letters (First name, Middle name, Surname)					
Father's full name					
Mother's full name					
Gender (Put ☒)	Male ☐	Female ☐	Date of birth	 DD MM Year	
Date of Superannuation	 DD MM Year	Age as on 28-07-2020	 Year MM		
Nationality			Religion		
Caste category (Put ☒)	General ☐	OBC ☐	SC ☐	ST ☐	
Equivalent Rank in Govt. of India			Level in Pay Matrix (as per 7 th CPC)		
2. MINISTRY/DEPARTMENT DETAILS					
Name of the Ministry/ Department					
Designation					
Office Address					
	State		PIN		
Telephone No.			Fax		
Service cadre with year of allotment					
Length of service in Group-A					
Are you presently on deputation to the Govt. of India (Put ☒)	Yes ☐	No ☐	If yes, from which date:		
Date of completion of tenure?					

3. ADDRESS FOR CORRESPONDENCE

Address				
City		State		PIN
Telephone No			Fax No	
Mobile No				
Email ID <i>[In capital letters]</i> (Main and alternate)				

4. ACADEMIC RECORD

Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/Institute/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					
6					

5. DETAILS OF WORK EXPERIENCE

Sr. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

Total experience (in years)

6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD) [Duration should be at least two weeks or more][Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions]				
Sr. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

- Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the programme period.
- Briefly describe your job responsibilities and your achievements at your work place.
- What are your career goals and how does this program fit in with your plans.
- Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

(Signature)

Date:

Instructions:

- The application form is to be sent through the Cadre Controlling Authority.
- However, you may kindly send the Advance Copy directly to Shri Ram Meena, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4th Floor, Block-4, Old JNU Campus, New Delhi-110067 [E-mail: s.meena63@nic.in] as well as to Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi- 110070.
- Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 09th April, 2020.
- The application envelop should be superscripted as "Application for admission in 12th PP & SD (2020-21) at TERI School of Advance Studies, New Delhi".

PART - B

(For the use of the Cadre Controlling Authority only)

1. Is there any vigilance case pending or contemplated against the officer? (put √)	Yes ☐	No ☐

2. Is there any standing adverse entry against the officer? (put √)	Yes ☐	No ☐
If YES, please give details: 		

3. Is the applicant's overall ACR grading "Very Good"? (put √)	Yes ☐	No ☐

4. Whether cadre clearance has been obtained? (put √)	Yes ☐	No ☐
(For officers, who would be completing their deputation tenures prior to joining the PP & SD? In such cases, clearance of the State Government/Parent department has to be obtained)		
Has the candidate been offered a central deputation also?	Yes ☐	No ☐
If selected, will the candidate be released for the Programme?	Yes ☐	No ☐

5. Topic for Policy paper to be selected by the officer with the approval of the Ministry/ Department/ State Government etc. where the officer is currently working.

6. Details of Nodal Officer (of the rank of JS or above to the Government of India) nominated by the Ministry/ Department/ State Government etc. where the officer is currently working for mentoring and guidance to the Sponsored Officer for developing the policy documents.

Name: _____

Designation: _____

Office address: _____

Telephone No. : _____

Fax No. : _____

E-mail Id: _____

Cadre Controlling Authority:

Name of the Cadre Controlling Authority (Department/Ministry)	
Contact Person	
Designation	
Address	
Telephone No.	
Fax No.	
E-mail ID	

Place:

Date:

(Signature of the
Cadre Controlling Authority)

File No. _____

Office Seal (Compulsory)

Format of Bond to be executed by a Government Servant before proceeding for 12th One Year Diploma Programme in Public Policy and Sustainable Development (PP & SD) at the TERI School of Advance Studies, New Delhi

KNOW ALL MEN BY THESE PRESENTS THAT I, _____, resident of _____, at present employed as _____ in the Ministry/Department _____, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for the programme by TERI i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the govt./agency concerned, etc. being conducted by TERI School of Advance Studies together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

Whereas I, _____, am being deputed for PP & SD programme by TERI School of Advance Studies, New Delhi which includes 2 weeks international exposure by the Department of Personnel and Training (DoP&T), Government of India,

And whereas, for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the PP & SD programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the _____ day of _____ month of the year 2020.

Signed and delivered by _____ (Name and Designation)

In the presence of _____ and _____

Witnesses: 1. _____
2. _____

ACCEPTED
On behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory)[Office Seal Compulsory]