

No.T-13014/9/2018-LTDP  
Government of India  
Ministry of Personnel, Public Grievance and Pensions  
Department of Personnel and Training  
(Training Division)

3<sup>rd</sup> Floor, Block-4, Old JNU Campus,  
New Mehrauli Road, New Delhi- 110067

Dated: 20/08/2018

To

1. The Secretaries of all the Ministries/Departments, Govt. of India
2. The Chief Secretaries of all the State Governments/ Administrators of Union Territories.

Subject: 59<sup>th</sup> Training Programme on Defence/Internal Security at the National Defence College, New Delhi- Beginning from 7<sup>th</sup> January, 2019 to 29<sup>th</sup> November, 2019.

Sir/Madam,

Department of Personnel & Training, Government of India sponsors the names of suitable **IAS** officers every year for the National Defence College (NDC) Training Programme in New Delhi.

2. **Conditions of Eligibility:**

(i) Only **IAS** officers may apply to this Department in response to this circular. For officers of other services, the Ministry of Defence has been addressing to the respective cadre controlling authorities directly. Accordingly, officers of other services may apply for the NDC course, if and when their cadre controlling authorities invite applications in response to the communication from the Ministry of Defence.

(ii) The officer should have completed 14 years of Service.

(iii) The officer should be **below 50 years of age** as on 01.01.2018, with sound physical and mental health.

(iv) Excellent record of past performance.

(v) While sending nominations, it should be certified that the officer does not have any departmental proceedings pending or contemplated against him; i.e. the officer nominated should be clear from vigilance and disciplinary angle.

(vi) While sending nominations, it should also be certified that there is no standing adverse entry in the ACR of the officer and that the officer nominated possesses excellent record of past performance, revealed from his/her ACRs.

(vii) Officers who have been debarred from Central Deputation for having failed to join a post under the Central Government, and those who have been debarred from nomination for foreign training on their failure to attend the



training programmes to which they might have been nominated, will not be considered until the debarment period is over.

(viii) The officers should not have undergone a training program of 12 weeks or more duration in India during a period of 5 years preceding the date of commencement of this course. Further, the officer should not have undergone a programme of training abroad of more than 2 weeks in preceding 2 years, more than 1 month in preceding 3 years or more than 6 months in preceding 5 years.

(ix) **Officers serving under Central Staffing Scheme:**

(a) Only such officers as would have completed a minimum of two years of service in the Centre in January, 2019 should be recommended.

(b) In the cases of officers whose tenure under the Central Staffing Scheme is due to come to an end within two months before the commencement of the training, or during the currency of the training, their nominations should be forwarded by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Government/UT on whose strength the officers are borne. 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 the parent cadre.

(c) Officers whose tenure is due to come to an end more than two months before the commencement of the training programme, may be sponsored only with the concurrence of the concerned State Government/UT. In such cases, the concurrence of the cadre concerned on whose strength the officer is borne, shall be obtained by the concerned Ministry/Department, as those officers would be proceeding on training after their reversion to the cadre, and the parent cadre would be bearing their salary and the cost of training during the period of training.

3. It may be noted that Administrative Ministries/Departments should obtain '**NOC of EO's office**' in respect of officers appointed under the Central Staffing Scheme, before forwarding the applications for the NDC course. For grant of NOC, a proposal with the approval of the competent authority needs to be sent to EO Division by Administrative Ministries/Departments. Further extension/exclusion of the period of the Course from the central deputation tenure of the officer is not automatic. The administrative Ministry/Department concerned should send a proposal for exclusion /extension of the training period from the central deputation tenure of the officer to the EO Division with the approval of the Minister-in-Charge.

4. As already conveyed vide Secretary DoPT's D.O. letter No.12037/6/2010-FTC(Trg.) dated 7.5.2012 addressed to Secretaries of all Ministries/Departments of Government of India, the officers may be encouraged to opt for undertaking the NDC course on national security at the mid-tenure stage of the Central Staffing Scheme as participation in this course



is excluded for calculating tenure at the Centre so that the knowledge and skills acquired by the officers could be optimally used by the Government of India.

5. The fees for the course payable to NDC and the expenditure on internal and foreign countries tour of the nominated officers are required to be borne by the Ministry/State Government/UT concerned. The details of course fee etc. as projected by NDC are given below:

(a)	Tuition fees	<b>Rs.2,10,000/-*</b>
(b)	Internal Tours and Foreign Tours	Approx Rs. <b>20,00,000/-</b> (per officer) which <b>includes cost of two Foreign Tours and Five internal Tours</b> to be paid to joining the course.

*\*Subject to change (To be intimated subsequently).*

6(a). The sponsoring Ministry /Department/Office should undertake to pay the pay and allowances and other entitlements in respect of the officer(s) throughout the duration of the course.

6(b). 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 may 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.

6(c). 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(Cord)/79 dated 1<sup>st</sup> August, 1979 as amended from time to time.

6(d). 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 letter from the officers who have issued token card to them. Officers not covered by the CGHS at their place of duty will, however, not be able to avail themselves of this facility.

6(e). An ad-hoc allowance of Rs. 5,000/- (Rupees five thousand only) to facilitate the officers to purchase books, stationary etc. will be sanctioned to the participants by Ministries/ Departments/Offices concerned.

7. 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:



(i) The officer will be treated as on duty on tour. They will draw travelling allowance as on tour and allowance as per para 11 (a) of the Ministry of Finance, Department of Expenditure O.M. 19030/2/86-E-IV dated 24.3.1986 amended from time to time.

or

(ii) The officers will be treated as on transfer and they will not be entitled to 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.

8. In case an officer nominated by this Department does not file his nomination papers or withdraws his request at any stage or the officer is not relieved for attending the training programme by the Administrative Ministry/State Department/Cadre Authority he/she will be debarred from any foreign/long term training for 5 years. Officers debarred from foreign/long term training, in the past, should not be nominated until the debarment period is over.

9. The officer selected for the NDC Course will be required to execute a '**Bond**' prior to his/her joining the NDC Course and submit the same to his/her Cadre Controlling Authority stating that he/she would serve the Government for a period of five years and he/she would be willing to work in the Ministry of Home Affairs, Ministry of Defence, Ministry of External Affairs, NSCS and other security-related organizations on completion of the Course, or to repay the total expenses incurred on the NDC Course in the event of his/her resignation, voluntary retirement or quitting the NDC Course without completing it.

10. It is requested that the nomination of officers of your Department/State Government/UT along with the details, as per the enclosed proforma, may be sent to this Department latest by **07.09.2018** supported with necessary certified statements as per paras 2(iv) and 2(v) and for officers on Central Staffing Scheme, Cadre Clearance as stipulated in para 2 (ix)(a), (b) and (c) and para 3 in respect of NOC from EO Office.

Encl: As above

Yours faithfully,



(Biswajit Banerjee)

Under Secretary to the Government of India

Telephone: 011-26194167

Copy to:

- i) Office of Establishment Officer (Attention: Shri Jagannath Srinivasan, Deputy Secretary), DoPT, North Block, New Delhi.
- ii) Technical Director (NIC), JNU (Old Campus), New Delhi with the request that the circular may be posted on the DoPT's website and send to all IAS Officers through E-mail.



59<sup>th</sup> NDC Course to be conducted at National Defence College, New Delhi from  
7<sup>th</sup> January, 2019 to 29<sup>th</sup> November, 2019

**PART-A**

(To be filled by the nominated officer)

1.	Name of the Officer (in CAPITAL letters)	
2.	Present post and the Date since when held	
3.	Office Address, Telephone Number and Fax Number	
4.	Date of Birth	
5.	Age as on 01 <sup>st</sup> January, 2019	
6.	Date of Retirement	
7.	Service/Cadre to which belongs (with Year of allotment)	
8.	Date of Entry into Service	
9.	Educational Qualifications	
10.	Address, Telephone Number and Fax Number for communication	

11. Particulars of the posts held by the officer during last five years.

S. No.	Post held	Dates of holding the post	Pay Scale	Nature of Duties

12. Details in-service training programs/course attended during last ten years  
(In India and abroad)

S. No.	Name of the course/training programme	Year	Name of the place and institution	Duration (in weeks)

13(a)	Is the officer presently on deputation to the Government of India?	
13(b)	If yes, the date of the commencement of the deputation	
13(c)	The date of completion of tenure	
13(d)	Whether this is the first deputation of the officer to the Centre?	
14	Please indicate why the officer intends to attend the NDC Course.	

Dated:

(Signature of the Officer)

**PART-B**

(To be filled by the Sponsoring Authority)

1.	Name of the Ministry/Department in which the recommended officer is serving	
2.	Number of slots, if any, availed by the Ministry/Department in the NDC Course during the preceding three years i.e. 2016, 2017 and 2018.	
3.	Number of officers being nominated for the 2019 course	
4.	APAR status/performance of the nominee during the last five years (Please attach attested photocopies of the last five years Annual Performance Appraisal Reports of the officer)	
5.	Whether cadre clearance has been obtained? If so, please enclose the same	
6.	Whether the nominee officer is clear from vigilance and disciplinary angle	
7.	Will the nominee's future duties render his/her participation in the NDC meaningful? If so, in what manner?	
8.	List of enclosures attached with the application	

Dated:

(Signature, Name, Designation,  
Telephone Number and Fax Number  
of sponsoring Authority)