

Most Immediate

**8/5/2012-CS.I(Trg)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
CS-I Section**

New Delhi, dated the 5th June, 2012

OFFICE MEMORANDUM

**Subject : Level 'E' Training Programme for Under Secretaries of CSS
for the period 02/07/2012 to 09/08/2012.**

The undersigned is directed to inform that Officers of the CSS in the Grade of Under Secretaries whose names are given in **Annexure-I** have been nominated to participate in the Level 'E' Training Programme being conducted by ISTM w.e.f. **02/07/2012 to 09/08/2012**. It is requested that nominated officers may be relieved of their duties and advised to report to **Ms. Geetha Nair**, Joint Director/Coordinator, ISTM, Administrative Block, JNU Campus (Old), New Delhi- 110067 at **9 A.M. on 2nd July, 2012**. **Advance intimation about the officers being relieved may be sent to DOPT (CS Division) by 12/06/2012 positively.**

2. As the training of the officers and its successful completion is mandatory, in terms of DOP&T Notification **G.S.R.197(E) dated 19th March 2010**, the Cadre Authorities are requested to ensure that the officers nominated to the above training are **relieved in time**. The performance of the officers in the training will be evaluated and the reports thereof would be added in their APARs while considering for their next promotion. No request for withdrawal of nomination either from the Ministry/Department or from the officer concerned shall be entertained by this Department or the Institute as this would have an effect on the promotion of the officers. **The officers who do not attend or successfully complete the Level 'E' training programme will be liable to debarment and denial of promotion as envisaged in DOP&T OM No.1/1/2009-CS.I(Trg) dated 24.02.2010 and OM No.8/11/2010-CSI(Trg) dated 05.04.2010.**


3. The aforesaid training includes an overseas component, study/field visit and project preparation/presentation. The expenditure on overseas training is estimated to be Rs.3,00,000/- (Rupees Three Lakhs) per participant. The expenditure towards this will be met by the ISTM. However, the expenditure in terms of project report presentation will be Rs.2,500/- which will be borne by the concerned Ministries/Departments. This amount may be released in **Cash** only.

P.T.O.

4. A copy of the course brochure prepared by ISTM is also enclosed for ready reference. As mentioned at **Para VII-(B)** of the brochure, every nominated officer is required to indicate at least three public policy areas they would like to work during the training programme in the project study. This information may be sent to the Course Coordinator **Ms. Geeta Nair**, Joint Director/Coordinator, ISTM by email on "**nair_geeta@hotmail.com**" by **15th June 2012**.

5. Confirmation with regard to the participation of the officers along with their respective bio-data (**Annexure II**) may please be sent to **Ms. Geeta Nair**, Joint Director/Coordinator, ISTM, New Delhi by **15th June, 2012** with a copy to the undersigned. **Ms. Geeta Nair**, Joint Director/Coordinator, ISTM, is accessible on Phone No. 26108946(O).

Encls.: Annex.I, II & CB


(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

To
**Ministry/Department of
All Cadres { Joint Secretary(Admn.) concerned }
New Delhi.**

Copy forwarded for information & necessary action to :-

- (1) ISTM, (**Shri K Govindarajulu - Deputy Director**), Administrative Block, Old JNU Campus, New Delhi-11067, w.r.t. their OM No. A-33090/01/2005-ISTM(Coord) dated 19th March, 2012. **ER Sheets of the participants may also be got filled up, as separately requested.**
- (2) ISTM, (**Ms. Geeta Nair, Joint Director**), Admn. Block, Old JNU Campus, New Delhi-11067 - **The list of officers, who report for training on 2nd July, 2012 may please be furnished to this Department next day positively.**
- (3) Training Division, Deptt. of Personnel & Training , JNU Campus, New Delhi.
- (4) PA to Dir(CS.I)/PA to US(T)/US(U)/US(D)
- (5) Guard file
- (6) Web site of this Department (**www.persmin.nic.in>DOPT>Central Secretariat> CSS/Training Nomination Circulars/US**)


(**Vidyadhar Jha**)

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Annexure ILevel 'E' Training Programme for Under Secretaries of CSS
(02/07/2012 to 09/08/2012)

S. No.	CSL No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1	4355A	S P G Verghese	10/02/73	Cabinet Secretariat
2	4362A	L N Thakkar	19/09/70	Corporate Affairs
3	4366A	S E Rizvi	20/10/72	Telecommunications
4	4374A	Ms. Farida M Naik	10/07/70	IPP/Dept. to NBT
5	4378A	Ms. Varsha Sinha	24/06/69	Dept. to DDA
6	4390A	Arvind Kumar	09/04/65	Health & Family Welfare
7	4398A	Sher Shah	18/10/65	Labour & Employment
8	4402A	V K Sinha	04/05/69	Personnel & Training
9	4406A	B N Prasad	15/08/67	Tourism
10	4420A	P K Tamrakar	26/06/65	Labour & Employment
11	4424A	Smt. Sangeeta B Rao	02/07/63	Textiles
12	4433A	Smt. Mercy Epao	04/10/69	Expenditure
13	4437A	H M Meena	14/11/62	Mines
14	4441A	A K Deori	02/04/66	Health Family Welfare
15	4530A	P T Bhutia	01/04/68	Power
16	4613A	Bhaskar Das Gupta	24/07/70	Higher Education
17	4636A	Garima Arvind Singh	27/05/71	Urban Development
18	4640A	Sandeep Kumar Gupta	06/11/72	Coal
19	4645A	Soumya Chattopadhyaya	02/12/68	PNG/Dept. to ADB
20	4664A	N K Bhagat	17/02/70	Expenditure
21	4670A	G Parthasarthi	01/01/69	Commerce
22	4674A	Rahul Kashyap	26/01/71	Personnel & Training
23	4678A	Ms. S Rukmini	09/11/69	Rural Development
24	4686A	E Robert Singh	02/02/67	Food Processing Industries
25	4690A	S K Arya	23/06/71	Civil Aviation
26	4639	Oma Nand *	20/05/58	Civil Aviation
27	4719	S.R. Ghosh *	25/07/56	SSC (Kolkatta)
28	4756	Smt. Surinder Kaur *	10/08/56	Women & Child Dev.
29	4758	P.G. Kaladharan *	10/09/60	OSD to MOS(Power)
30	4773	C. Gangadharan *	20/05/61	Commerce(DGFT)
31	4786	Ms. Niranjana Kaur *	02/05/59	Commerce(DGFT)
32	4793	Abdul Kareem Qasim *	01/03/59	Revenue
33	4840	Malay Mukhopadhyaya *	27/08/54	UPSC
34	4844	Ravindra Kumar *	07/03/59	Personnel&Training(ISTM)
35	4847	Gopal Sadhwani *	04/05/64	Agriculture & Cooperation
36	4849	Madhukar Sood *	22/04/56	Power
37	4850	Smt. T. Kundhavi *	12/04/57	Revenue
38	4864	M.R. Sharma	15/10/54	Animal Husb. & Dairying
39	4867	Mrs. Sulekha Sagar	15/08/61	Home Affairs
40	4868	Sushma Kataria	20/10/59	Urban Development
41	4872	M.S. Azad	20/08/56	Financial Services
42	4873	Hemant Kumar Roy	30/09/56	Commerce
43	4876	Ranjit Singh	03/07/54	Defence
44	4882	Parimal Thakur	20/10/56	Home Affairs(NDMA)
45	4889	Ramesh Chand	18/02/58	UPSC

* Re-nomination cases.

CURRICULAM VITAE

1. Name of the Officer Nominated _____
2. Date of Birth _____
3. Designation & Scale of Pay _____
4. Office in which employed _____

5. Academic Qualification _____

6. Date of joining as Under Secretary
Select List year _____
7. Whether the nominee is a member
of SC/ST. If yes, please specify Yes/No
SC/ST
8. Previous Training undergone
(a) ISTM _____
(b) Other Training Institute _____
9. (i) Office Address _____
Ministry/Department _____
Name of Building & Room No. _____
Place of Office, Tele. No. _____
(ii) Residential Address _____
with Tele. No, _____
e-mail, if any. _____

CSS CADRE TRAINING PLAN
8th LEVEL 'E' TRAINING PROGRAMME
PROGRAMME BROCHURE
2nd July, 2012 to 9th August, 2012

Background

Government of India had constituted a Committee of senior officers on 22nd August 2001 to finalise a detailed cadre training plan for CSS officers working at various levels. The committee submitted its report in 2005. One of the main recommendations of the committee is to conduct mandatory training programmes for CSS officers up to the level of Deputy Secretaries. Training programmes will not be simply participatory, but every officer is required to successfully complete the training programme, so as to become eligible for consideration for promotion to the next higher post. The recommendations made by the committee have been accepted by the Government and ISTM has been mandated to implement the recommendations of the committee as accepted by the Government.

II Level 'E' Training Programme

The level 'E' training programme is for Under Secretaries who have rendered five years' approved service in the grade. The CS Division in DoPT would nominate these Under Secretaries who are likely to be in the zone of consideration for promotion to the selection grade of CSS (Deputy Secretary).

Participation in and successful completion of training is mandatory for the purpose of consideration for promotion to the selection grade of CSS (Deputy Secretary).

III Aim of the Programme

Level 'E' training programme aims at updating the knowledge and skills of the target group on the latest concepts, approaches, etc. and to develop their skills and competencies necessary for shouldering the higher responsibilities.

IV Programme Design & Duration of the Programme

The duration of the training shall be six weeks. The revised programme design consists of two components namely:

- a) In-house class room inputs/ activities/ industrial visit
near NCR only [4 Weeks]
- c) Overseas Training / exposure [2 Weeks]

All components are compulsory and no exemption shall be granted to any participants. Evaluation is carried out for all the components individually and participants has to clear/pass in all the components for qualifying the course.

V Contents

1. Public Policy Analysis
2. Recent Legislative Initiatives in the social/economic sector
3. Action learning through local Industrial Visit
4. Macro concepts in Finance, relevant law
5. Economic Management
6. Latest trends in Public Administration
7. Governance / E-governance Initiatives
8. Behavioural skills
9. Project Management Concepts
10. Salient features of Public System Management
11. Management of Change in Govt.
12. Indian heritage and cultural issues
13. Strategic Issues
14. Gender sensitization and minority issues
15. Exposure to best practices of progress in similarly placed countries

VI Programme Methodology

1. Level E training programme for the Under Secretaries will be run on highly participative mode. **Experiential learning and learning by doing** will be the main features of the programme. Participants will be working in groups to conduct an analysis of an important **public policy** issue facing the Government of India. They will send their preferences prior to the programme as explained in Para VII (2) below, which will be used by the faculty to make group assignments. The participants will work on their group assignments during the programme and produce a comprehensive policy analysis report. They will also present their analysis in front of other participants and the faculty members.
2. Opportunity will also be provided to examine and discuss the latest **legislative initiatives** of the Government of India in the social and economic sector.
3. **Overseas training** for about 2 weeks is planned to enable the officers to get exposure to the new trends in Public Administration and emerging concepts in management, governance and organizational developments. They will be given first hand experience on execution, monitoring and evaluation process of successful projects and share the experiences of other countries for replication.
4. **Class room sessions** will be conducted to update their knowledge and skills. The academic sessions will normally be taken by ISTM faculty-members

and external faculty/experts. Some eminent speakers will also be invited to interact with the participants as deemed fit by Director, ISTM.

VII Public Policy Analysis Project

A] As mentioned above public policy analysis project is an integral component of the level 'E' learning experience. It will also serve as an evaluation device to gauge the quality of participants' performance. It will be important for participants to plan their time during the programme carefully to complete their analysis and be able to submit a final document that reflects the collective wisdom of participants within each group. Detailed guidelines indicating schedule with firm dates linking completion of task associated with the project process will be given on the day one of the programme along with group formation.

B] Prior to the Programme:

Each officer nominated by CS Division is required to indicate at least three public policy areas they would like to work in during the training programme in the project study. This information needs to be sent to the Course Coordinator by email on nair_geetha@hotmail.com by 15th June, 2012. Groups and Public policy issues will be decided by the faculty keeping in view the participants' preferences.

VIII Level 'E' Programme Deliverables

1. **Public Policy Analysis paper:** Each group will submit a 30-40 page public policy analysis paper which will be evaluated by a panel of faculty members.
2. **Public Policy Analysis paper presentation:** The groups will make a presentation of their policy paper which will be evaluated by a panel of faculty members.
3. **Discussion on recent legislative initiatives:** The groups will examine the identified recent legislative initiatives in the social and economic sector and will make presentation of their work which will be evaluated by the faculty.
4. **Team Evaluation:** Each member of a group will evaluate the input of their fellow group members. Team evaluation forms will be given to each group prior to the end of the programme.
5. **Overseas training/exposure paper:** The participants will individually submit a report of about 10 pages on specific aspects of overseas training that impressed them. Explain the nature of a policy, project or best

practice and its relevance for replication as such or with suggested modifications. It will be evaluated by the faculty participating in the programme.

6. **Internal evaluation** will be based on parameters like, attendance, punctuality, cooperation, group cohesiveness, initiative, willingness to take responsibility etc. Of these parameters, punctuality and attendance are accorded utmost importance and the Institute will not compromise on these aspects.

IX Evaluation / Assessment (for 100 Marks)

➤ Policy paper report	: 30%
➤ Policy paper presentation	: 20%
➤ Recent legislative initiatives examination	: 20%
➤ Overseas training exposure paper	: 10%
➤ Peer evaluation	: 10%
➤ Attendance/initiative etc.	: 10%

X Expenditure on Overseas Training

The expenditure on this component is estimated to be Rupees Three Lakhs (Rs. 3 lakhs) per participant. The expenditure towards this will be met by the institute for which budgetary provision has already been made for the year 2012-13.

XI Expenditure to be borne by the Sponsoring Authority:

1. Project Report Preparation

An amount of Rs.2500/- per person is estimated to be spent on preparation of the following:

1. Public Policy Analysis Project Report
2. Overseas Training - Learning for replication

The concerned ministry / department will bear expenditure on this component also and sanction an advance accordingly.

[Advances are to be sanctioned in the name of participants to meet expenditure on training. The final adjustments may be done on the basis of certification by ISTM.]

XII Course Capacity: 30 (Thirty)

XIII Programme Director:

Ms. Geetha Nair

Joint Director and course Director

Institute of Secretariat Training & Management,

Olof Palme Marg,

Room No 102 New Delhi- 110 067

Tel No: 26108946 Fax # 26104183

E-mail: nair_geetha@hotmail.com

[Please indicate your e-mail address and contact number in your biodata. Also please see the page down for necessary action]

**Areas for
Public Policy Analysis Project Study**

1.

2.

3.

To be submitted latest by 15th June 2012.