

**F. No. 54-6/2024/ISB-Trg**  
**Government of India**  
**Department of Telecommunications**  
**220, Mahanagar Doorsanchar Bhawan, JLN Marg, Old Minto Road, New Delhi-2**  
**(Capacity Building & Training Division)**

Dated: 26-04-2024

**Office Memorandum**

**Subject: 9<sup>th</sup> One-year Advanced Management Programme in Public Policy (AMPPP) at Indian School of Business (ISB) Hyderabad/Mohali during 2024-25 - Inviting nominations for.**

Department of Personnel & Training (DoP&T), vide letter No. T-13014/1/2024-LTDP dated 22<sup>nd</sup> April, 2024, has invited the nominations of the eligible officers for 9th One-year Advanced Management Programme in Public Policy (AMPPP) at Indian School of Business (ISB) Hyderabad and Mohali Campuses during 2024-2025. The programme is scheduled to commence from 01<sup>st</sup> July, 2024. The details of programme are available at **Annex-I**.

2 . The willing and eligible officers may send their applications in the prescribed proforma, complete in all respect, through proper channel, to the undersigned so as to reach on or before **10<sup>th</sup> May 2024**, along with following documents:

- a. Duly filled Application (Annex-II), countersigned and verified by Service Book custodian.
- b. Copy of IPR filled as on 31.01.2024 (in pdf format).
- c. Stay Particulars/ Posting Details as on date, (in addition to the information filled in Application) as per Annex-III.
- d. Training details (Domestic/International), (in addition to the information filled in Application) as per Annex-IV.
- e. Copies of last 5 Years APARs along with Self certified Summary Sheet of APARs.
- f. Undertaking as per Annex-V
- g. **One scanned copy of duly filled application** as per 2.(i) along with all requisite documents (as per 2.(i) to 2.(vi)) in a single pdf file, should be sent to the undersigned at dirtrg2-dot@nic.in with cc to adg.trg-dot@gov.in .

3. It is also mentioned here that officers so nominated for above training programme will be governed by SOP, attached at Annexure VI.

4. In order to save time, the officers are permitted to send an 'Advance Copy' of their applications directly to this office and ISB-H/M [For ISB- through the link: <https://amppp.isb.edu/> on its website]. Application received after the last date may not be considered.

**Signed by Sanjeev Kumar Balyan**

**Date: 26-04-2024 (26.04.24)**

Director (Training-II), DoT HQ  
Tel.23210291(O)

Encl : As above.

To,

All eligible officer- through Posted only on DoT Website and e-office notice board.

**Copy TO:**

- a. DDG (E&T), DoT HQ, Sanchar Bhawan, New Delhi- for calling of application of eligible IP&TAFS officers and processing the case through Training Manager for approval.
- b. Sr. DWA (Coord), DoT HQ, Sanchar Bhawan, New Delhi- for calling of application of eligible IRRS officers and processing the case through Training Manager for approval.

No.T-13014/1/2024-LTDP  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

3<sup>rd</sup> Floor Block-IV, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067,  
Dated: 22<sup>nd</sup> April, 2024

To

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

**Sub:** 9<sup>th</sup> One-year Advanced Management Programme in Public Policy (AMPPP) during 2024-25 at Indian School of Business, Hyderabad/ Mohali- Regarding.

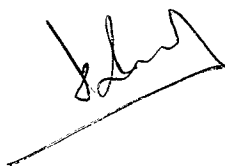
Sir/Madam,

It is hereby informed that one year 'Advanced Management Programme in Public Policy' (AMPPP) is being conducted by Indian School of Business (ISB), the 9<sup>th</sup> Batch of which is scheduled to commence from July 01<sup>st</sup>, 2024. AMPPP is designed as a one-year hybrid programme and will be carried out at ISB's Mohali & Hyderabad campuses.

**Course pedagogy:**

2. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the AMPPP has advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.
3. The programme encompasses three baskets of learning:
  - Concepts – Evidence in Public Policy, Public Policy- Design and Implementation, Financial Sector Regulations, Corporate Finance, Fundamentals of Economics, Technology and Society, Behavioural Economics etc
  - Domains- Urban Governance, Agriculture and Food Policy, Environmental Policy, Public Private Partnership, Social Policy, Big Data, Gender and Development, Indian Economic Transformation, Rural Development, etc. and
  - Skills- Leadership, Communication, Negotiation, Analytical Reading and Writing Analytically, Data Analysis, Quantitative Methods, Writing Case Studies etc.

The course would be delivered via a hybrid model with domestic residencies involving intensive classroom sessions, distance and e-learning module, online preparatory and follow up



sessions. The details in this regard may be ascertained from the web site of Indian School of Business, Hyderabad/Mohali.

4. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.

5. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Mr Vikas Chawla, Manager, Advanced Management Programme in Public Policy, Mobile: +91 9889228354, e-mail: amppp@isb.edu or vikas\_chawla@isb.edu and websites of Indian School of Business- Hyderabad/Mohali (ISB-H/M) <http://www.isb.edu/ampppandDoP&T>, Training Division's website [http://dopttrg.nic.in/Programmes\\_AMPPP\\_at\\_ISB-H/M](http://dopttrg.nic.in/Programmes_AMPPP_at_ISB-H/M).

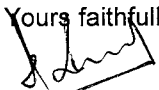
6. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Department/ State Government etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with ISB- H/M in the matter.

7. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before **May 31, 2024**. Nominations received after this date will not be considered. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by ISB-H/M. The discussion will be on a virtual platform and the date and time will be intimated to the officers by ISB-H/M. In order to save time, the officers are permitted to send an 'Advance Copy' of their applications directly to this office and ISB-H/M [For ISB- through the link: <https://amppp.isb.edu/> on its website]. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

8. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are requested 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,

  
(Deshranj Yadav)

Under Secretary to the Government of India  
Telephone: 011-26194167

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, DakBhavan, 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, NirmanBhavan, 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), LokNayakBhavan, N.Delhi
13. Dr.Aarushi Jain, Policy Director, Advanced Management Programme in Public Policy, Bharati Institute of Public Policy, IndianSchool of Business(ISB), Gachibowli, ISB Road, Hyderabad - 500032 with request to consider applications received on or before May 31, 2023.
14. Prof SaumyaSindhvani, Associate Dean-RCI-led Advanced Management Programmes, Indian School of Business, Hyderabad/ Mohali.
15. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.



(Deshraj Yadav)

Under Secretary to the Government of India  
Telephone: 011-26194167

## Terms and conditions

### **9<sup>th</sup> One-year Advanced Management Programme in Public Policy at Indian School of Business - Hyderabad/ Mohali**

9<sup>th</sup> One-year Advanced Management Programme in Public Policy at Indian School of Business (ISB) - Hyderabad/ Mohali will commence from July 01<sup>st</sup>, 2024. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the AMPPP has been conceptualized as an officer friendly domestic training programme on public policy without any international component. The advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The course shall consist of four terms, to be delivered via a hybrid model with domestic residencies involving intensive classroom sessions, distance and e-learning module, online preparatory and follow up sessions. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.

The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Department/ State Government etc. where they are currently 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/ Department/ State Government will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-coordinating with ISB-H/M in the matter.

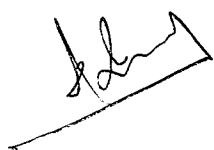
#### **2. Eligibility:**

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') 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 shall not be more than 50 years on the date of commencement of the programme (53 years in case of officers belonging to SC/CT).
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.

#### **3. Course Fees:**

(a) The course fee for the programme is **Rs. 13.86 Lakh** (Rs. Thirteen Lakh Eighty Six Thousand Only) + **Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of classroom and online sessions, study material, boarding and lodging for the duration of residency. The nomination for the programme and payment of course fee shall be made by the 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]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The pay & allowances as well as cost of travel to and fro from the place of posting to the place of domestic residencies shall be payable by the office where the officer is posted during the currency of the training programme. A one-time grant of Rs.5000/- (Rupees Five Thousand Only) towards books/stationery shall also be paid to the selected officer by the office, where the officer is posted during the currency of the training programme.

(c) The Programme fee[Rs. 13.86 Lakh (Rs. Thirteen Lakh Eighty Six Thousand Only)] plus Goods & Service Tax(GST) as per applicable rates 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.

#### 4. Programme structure

- a. Duration: AMPPP is designed as a 1 year hybrid programme.
- b. The programme encompasses the following baskets of learning:
  - **Core Policy Courses** – Evidence in Public Policy, Economics for Public Policy, Public Finance, Policy Design and Implementation(the last mile), Policy Analysis and Decision Making, Ethics in Public Policy, Gender and Development, Monitoring and Evaluation of Policies.
  - **Policy Skills** – Leadership for Policy Profession, Reading and Writing Analytically, Data for Policy, Negotiations, Policy Communication.
  - **India and the World** – Foreign Policy and Geopolitics, International Trade and Regulations.
  - **Future of Policy** –Technology and Society, Climate Policy and Sustainability.
  - **Economic Growth and Public Policy** –Behavioral Science, Financial Policy and Regulations in India, Digital Economy, Political Economy.
  - **Social Development and Public Policy** – Rural Development, Urban Governance, Infrastructure Policy, Social Policy, Environmental Policy
- c. **Design elements:**
  - Inauguration
  - In-person Residencies
  - Live Virtual Sessions
  - Asynchronous Content
  - Guest Lectures
  - Capstone Project: White paper on a Policy
  - Policy Walk
  - Assessments
  - Graduation
- d. **Typical term structure**
  - Duration of the programme is one year. The AMPPP course consists of 4 terms, and each term will have one residency.
  - Term structure: 3 weeks of Pre-Residency Reading and Assignments + Residency (9 days) + 5 weeks of Post Residency course work.



- The programme is spread across 15 credits. Each full credit course is 20 hours of teaching (in-class, live virtual, and asynchronous).
  - Hybrid programme will have a combination of In-person classes, live virtual sessions and self-paced asynchronous content. 30-40% of the content will be online and a variable proportion is asynchronous. In particular, this applies to core policy courses and policy skills that need prior work before discussion in class. The asynchronous content will also be available on the I-GOT platform for government officials.
  - Capstone Project: Each student will work on a capstone project leading to a white paper on a relevant topic or issue in Public Policy.
  - Policy Walk: The students will be taken for a policy walk over three days in order to meet leaders in Public Policy Formulations, public intellectuals, leaders of industry and civil society, as well as elected representatives to understand the Public Policy environment in a real-world setting.
  - There will be at least two guest lectures and a workshop in each residency. And a field trip during the programme to provide diverse perspective to Public Policy students. The workshop planned for 2024-25 include Project Management, Writing Case Studies, Stress Management & Emerging Technologies.
  - ISB programmes emphasize high academic rigour and “no exception” policy. The participant must attempt all credits and obtain an overall passing grade for 14 out of 15 credits during the course.
  - A participants missing out any component or a significant part thereof will have to complete the programme with the next batch seeking a leave of absence after mandatorily attending the first term.
  - The graduation ceremony will be held in the second half of the year after passing the course at the Hyderabad or Mohali Campuses of ISB.
- e. Policy Paper: Officers will be required to submit a Policy Paper on a policy issue concerning the Ministry / Department where they are currently posted. The issue for this paper will have to be identified in consultation with the Ministries / Departments / State Governments / UTs etc. where they are currently working.

5. **Programme Schedule**(*Tentative*)

Residency	Start Date	End Date	Module/Location
Digital Jumpstart Module	July 01, 2024	July 25, 2024	Online
Residency 1	August 9, 2024	August 18, 2024	Mohali Campus
Residency 2	November 8, 2024	November 17, 2024	Hyderabad Campus
Residency 3	February 21, 2025	March 2, 2025	Mohali Campus
Residency 4	May 16, 2025	May 26, 2025	Mohali Campus
Policy Walk	April 03, 2025	April 05, 2025	Policy Walk





6. **Hostel Facilities**

ISB will provide rent-free furnished residential accommodation in the Institute to the participants and will arrange boarding facility, which is included in the course fee.

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

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

8. **Selection procedure and forwarding of nominations**

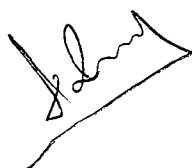
(i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time.

(ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least **two years** of their tenure on central 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 the 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.

9. **Forwarding of nominations**

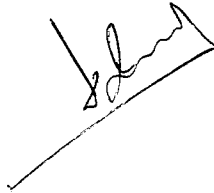
- i. Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- ii. Copy of the application form and other documents are attached. The same may also be obtained by logging on to ISB's website <http://www.isb.edu/amppp/> and DoP&T, Training Division's website [http://dopttrg.nic.in/Programmes/AMPPP, ISB-H/M](http://dopttrg.nic.in/Programmes/AMPPP_ISB-H/M). Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **May 31, 2024**.
- 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 Dr. Aarushi Jain, Policy Director, Advanced Management Programme in Public Policy, Bharati Institute of Public Policy, Indian School of Business(ISB), Gachibowli, Hyderabad-500032 through the link: <https://amppp.isb.edu/> on its website.
- v. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by ISB-H/M. The discussion will be on a virtual platform and the date and time will be intimated to the officers by ISB-H/M. In order to save time, the officers are permitted to send an **Advance Copy** of the application directly to this office. The officers will also be called for discussion 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 and approval of the Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.



10. **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 programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, 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 training 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 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".

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A handwritten signature in black ink, appearing to be 'S. J.', written over a diagonal line that extends from the bottom left towards the top right.



Indian School of Business, Hyderabad/ Mohali Phone No: + 91 40 2318 7516 / 2300 7041/42, E-mail Id: <a href="mailto:amppp@isb.edu">amppp@isb.edu</a> , Website: <a href="http://www.isb.edu/amppp">http://www.isb.edu/amppp</a>	Government of India Department of Personnel & Training Block- IV, 3 <sup>rd</sup> Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26194167, Fax No: 011-26106314, Website: <a href="http://dopttrg.gov.in/">http://dopttrg.gov.in/</a>
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APPLICATION FOR ADMISSION IN 9<sup>TH</sup> ONE YEAR ADVANCED MANAGEMENT PROGRAMME IN PUBLIC POLICY

(Programme Commences on 1<sup>st</sup> July, 2024; Last date of receiving application is 31<sup>st</sup> May, 2024)

(For Govt sponsored candidates)

PART - A

<b>1. PERSONAL DETAILS</b>				Paste a recent passport sized photograph
Title (Mr./Ms/Dr.)				
Full name in block letters (First name, Middle name, Surname)				
Father's full name				
Mother's full name				
Gender (Put $\surd$ )	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	DD	MM	Year	
Date of Superannuation	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DD	MM	Year
	DD	MM	Year	Age as on 11-08-2023
				Year
Nationality			Religion	
Caste category (Put $\surd$ )	General <input type="checkbox"/>	OBC <input type="checkbox"/>	SC <input type="checkbox"/>	ST <input type="checkbox"/>
Equivalent Rank in Govt. of India			Level in Pay Matrix as per 7 <sup>th</sup> CPC/ Grade Pay with Pay Band	
<b>2. MINISTRY/DEPARTMENT DETAILS</b>				
Name of the Ministry/ Department				
Designation of Applicant				
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 $\surd$ )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	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> <i>(Main and alternate)</i>					

4. ACADEMIC RECORD					
Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ 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)

S. 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.
- Statement of Purpose: Why are you interested in pursuing this programme?
- 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 Manoj Kataria, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4<sup>th</sup>Floor, Block-4, Old JNU Campus, New Delhi-110067 [E-mail: manoj.kataria14@nic.in] as well as to Dr. Aarushi Jain, Policy Director, Advanced Management Programme in Public Policy, Bharati Institute of Public Policy, Indian School of Business (ISB), Gachibowli, Hyderabad-500032.
- Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by May 31, 2024.
- The application envelop should be superscripted as "Application for admission in 9<sup>th</sup> AMPPP at ISB-Hyderabad/Mohali".

PART - B

(For the use of the Cadre Controlling Authority only)

Name of Applicant: \_\_\_\_\_

1. Is there any vigilance case pending or contemplated against the officer? (put ✓)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Is there any standing adverse entry against the officer? (put ✓)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If YES, please give details:				

3. Is the applicant's overall ACR grading "Very Good"? (put ✓)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

4. Whether cadre clearance has been obtained? (put ✓)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(For officers, who would be completing their deputation tenures prior to joining the AMPPP? In such cases, clearance of the State Government/Parent department has to be obtained)				
Has the candidate been offered a central deputation also?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If selected, will the candidate be released for the Programme?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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.

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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 (Ministry/Department)			
Contact Person			
Designation			
Address			PIN
Telephone No.			
Fax No.			
E-mail ID			

Place:

\_\_\_\_\_  
(Signature of the

Date:

Cadre Controlling Authority)

File No. \_\_\_\_\_

\_\_\_\_\_  
Office Seal (Compulsory)

Format of Bond to be executed by a Government Servant before proceeding for 9<sup>th</sup> Advanced Management programme in Public Policy (AMPPP) of Indian School of Business- Hyderabad/ Mohali (ISB-H/M)

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 my AMPPP programme by ISB-H/M 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 met by the govt./agency concerned, etc. being conducted by ISB- H/M 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 AMPPP programme by ISB- H/M.

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 AMPPP programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation, whichever is earlier, 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 2024.

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]







**Annexure-V**

To

The Director (Training-II)  
220, Mahangar Doorsanchar Bhawan  
Old Minto Road Road, JLN Marg,  
New Delhi-110002

Subject: 9th One-year Advanced Management Programme in Public Policy (AMPPP) at Indian School of Business (ISB) Hyderabad/Mohali during 2024-2025.

Ref: Department of Personnel and Training OM No. T-13014/1/2024-LTDP dated 22<sup>nd</sup> April, 2024.

**Undertaking**

With reference to above referred letter from DoP&T for the course as mentioned in the subject, it is certified that I, \_\_\_\_\_, staff no. \_\_\_\_\_ presently working as \_\_\_\_\_(designation) in \_\_\_\_\_(Organization) meet the eligibility conditions as per the terms and conditions of the referred letter.

I hereby confirm that I have not 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, I have not undergone a programme of training abroad of more than 2-weeks in preceding 2-years or more than one month in preceding 3-years or more than six months in the preceding 5-years.

The application for Central Staffing Scheme is not pending / accepted by EO, Department of Personnel and Training as on date for the financial year 2024-25.

Dated:  
Place:

Signature  
Name:  
Stamp:

## SOP for Long Term Training Programme

To make Training and Capacity Building activities more outcome oriented, suitable utilization of the officers in the department, who have participated in the Long Term Training Programmes, and to incorporate suitable feedback mechanism, the following guidelines has to be followed by participants of the Long term training programme (more than 6 months duration) and their office:

- (i) The participants will be nominated on the basis of justification of head of recommending authority that the training is essentially required to fulfil the competency gap of the officer as per the ACBP.
- (ii) The participants have to select the "Project topic" (wherever applicable) from the Information and Communication Technology/Communication Finance domain or from, Emerging Telecom technologies /technologies such as Block Chain, Quantum, AI etc.
- (iii) During the training period the officer should select one mentor who normally should be senior at the place/job where the officer is likely to be posted after the training. The trainee officer should inform about the progress made during the training and take guidance from the mentor.
- (iv) After completion of the training programme, participants will be required to provide training feedback evaluated by course coordinator of institute along with the certificates issued by the Institute (this will be mentioned in OM issued for nomination).
- (v) Consequent upon completion of the training, a presentation session for senior officers and other interested officers in Hybrid i.e. Online + Physical mode, will be conducted in which the participant shall have to present the overall learning experience along with key takeaways of the training and policy interventions/ suggestions for improvement of the organisational capacity building. The mentor should be present during the presentation.
- (vi) Key learnings and policy interventions suggested by the officer will be widely publicized through various means.
- (vii) A committee comprising of following officers will assess the improvement in the competency level of the trainee (Annexure-I):
  1. Head of Unit/office.
  2. Controlling officer of the participant.
  3. Any SAG/JAG level officer nominated by Head of Unit (preferably the one who is engaged with the participant to deal the official matters)
- (viii) The details of the trainees along with assessment records will be made available to the concerned personal section/Staff section for best utilization of the trainee officers as per the requirement.
- (ix) For better utilization of training experience of officers/officials, after attaining the training, officers/officials should not be nominated/recommended for deputation to other departments for at least three years.
- (x) The effectiveness of the training provided shall invariably be evaluated by the reporting officer, while evaluating their APAR.

**Annexure-I****Proforma to evaluate the Training Effectiveness**

	Name of the Officer/Official who attended the training							
	Officer/Official Details		Staff No.		Designation		Level	
	Name of the Training Institute							
	Subject of Training							
	Date of Training							
	Venue							
	Objective of the Training							
	Scale for Measure of Effectiveness							
			0	1	2	3	4	5
<b>Sl. No.</b>	<b>Criteria for effectiveness</b>	<b>Assessment mechanism</b>	<b>Very Poor</b>	<b>Poor</b>	<b>Average</b>	<b>Satisfactory</b>	<b>Very Good</b>	<b>Best</b>
1	Improvement in the level of domain or relevant knowledge	Assessment by interviewing						
2	Improvement in outcome of the work done post training	Assessment by quality of work done post training						
3	Improvement in quality of the work done post training							
4	Improvement in the motivation level and dedication towards work	Improvement in the attitude towards work						
5	Change in the attitude, behaviour, and leadership qualities	Where ever Applicable, in behavioural improvement training						
	<b>Overall Effectiveness</b>		Average of the numerical grade out of 5					
	Suggestion/remarks , if any							
	Training was adequate	YES / NO (please attach separate sheet for writing about the training, its effectiveness, and changes required) Feedback of the mentor should also be incorporated.	Officer needs to be retrained to the same post	YES / NO				

Date:  
(Signature)

(Name of the Assessment Committee member, Stamp)