

No. 54-1/2024/MDI(PPDM-PPM)-Trg.
Government of India
Department of Telecommunications
220, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002
(Training & Capacity Building Division)

Dated:19-06-2024

OFFICE MEMORANDUM

Subject: Inviting nominations for 17th Post Graduate Diploma Programme in Public Policy and Management (PGDM-PPM) during 2024-26 at Management Development Institute (MDI) Gurugram scheduled from 11th Sept 2024-reg.

Department of Personnel & Training (DoPT), vide No. T-13012/1/2024-LTDP dated 14th June 2024, has invited the nominations of the eligible officers for 17th Post Graduate Diploma Programme in Public Policy and Management (PGDM-PPM) during 2024-26 at Management Development Institute (MDI) Gurugram.

2. The programme is scheduled to commence from 11th Sept 2024. The further details of the course including eligibility criteria, age limit and course fee etc. are available at **Annex-I** (DoPT letter dated 14th June 2024).

3. The willing and eligible officers of Department of Telecommunications from all cadres 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 7th July, 2024** along with following documents:

- i. Duly filled Application (as attached in brochure), countersigned and verified by Service Book custodian.
- ii. Copy of IPR filled as on 31.01.2024 (in pdf format).
- iii. Stay Particulars/ Posting Details as on date, (in addition to the information filled in Application) as per **Annexure-II**- self attested.
- iv. Training details (Domestic/International), (in addition to the information filled in Application) as per **Annexure-III**- self attested.
- v. An undertaking regarding training as per **Annexure-IV**.
- vi. Copies of last 5 Years APARs along with self attested summary sheet of last 5 years' APAR.
- vii. **One scanned copy of duly filled application** as per 2.(i) along with all requisite documents {as per 2.(ii) to 2.(vi)} **in a single (in pdf format)** should be sent to the undersigned at dirtrg2-dot@gov.in with cc to adg.trg-dot@gov.in

4. It is also mentioned here that officers so nominated for above training programme will be governed/will be abide by SOPs, attached as **Annexure-V** for ready reference please.

5. It is reiterated that to save time, applicants are permitted to send their advance copy of application to DoPT and MDI Gurguram. Application received after the last date may not be considered.

Signed by

(Sanjeev Kumar Balyan)
 Sanjeev Kumar Balyan
 Director (Training-II), DoT HQ

Date: 19-06-2024 16:39:23

To,

All concerned officers- through e-office Notice Board.

No. T-13012/1/2024-LTDP

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

(Training Division)

3rd Floor, Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi-110067Dated: 14th June, 2024

To

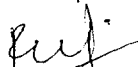
1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: 17th Post Graduate Diploma Programme in Public Policy and Management (PGDM-PPM) during 2024-26 at the Management Development Institute, Gurugram.

Madam/Sir,

The 17th Post- Graduate Diploma in Public Policy and Management (PGDM-PPM) is scheduled to commence from **11th September, 2024** at the Management Development Institute- Gurugram.

2. This programme has been designed as a high quality programme with a set of core courses as well as a range of electives. Total duration of the programme will be 18 Months (15 Months Residential and 3 Months from the respective places of work for policy paper).
3. Please find enclosed herewith particulars of the programme along with **terms and conditions** for officers admitted to the programme. I would request you to kindly circulate the programme amongst your officers and encourage as many as possible to apply. The details of the programme are available on the DoP&T, Training Division's website <http://dopttrg.nic.in/> → Programmes → PGDMPPM, MDI-Gurugram and also on the website of MDI- Gurugram i.e. www.mdi.ac.in.
4. 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 MDI-G in the matter.


5. Nomination of suitable officers, in the prescribed proforma, may please be sent to this Department through the appropriate Cadre Controlling Authority so as to reach Shri Manoj Kataria, Section Officer (LTDP), Room No. 403, Block-4, Old JNU Campus, New Delhi-110067; E-mail: manoj.kataria14@nic.in; on or before **31st July, 2024**. Nominations received after this date will not be considered. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by MDI-G. The interview dates and time will be intimated to the officers by MDI-G. In order to save time, the officers are permitted to send an Advance Copy of their application directly to this office and MDI-G. The officers will also 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 along with Vigilance Clearance. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

6. Further details of this programme may be ascertained from Mrs. Anjali Singh, Deputy Admin Officer, Management Development Institute, Mehrauli-Gurugram Road, Sukhrali, Gurugram-122007 (Haryana) Telephone: 0124-4560553, Mobile: 8076341380, E-mail Id: ppmoffice@mdi.ac.in or anjali@mdi.ac.in; website: www.mdi.ac.in.

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

Encl: Terms and conditions

Yours faithfully,




(Rajesh Meena)

Section Officer

Copy to:

1. Comptroller & Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. 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, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, New Delhi
13. Prof Avnish Kumar, Dean, Management Development Institute, Mehrauli Road, Sukhrali, Gurugram-122001 with request to consider applications received on or before 31st July, 2024.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's Website (<http://dopttrq.nic.in/>).


(Rajesh Meena)
Section Officer

17th Post Graduate Diploma in Public Policy and Management

at

Management Development Institute, Gurugram

The 17th Post Graduate Diploma in Public Policy and Management (PGDM-PPM), at Management Development Institute, Gurugram, will commence from 11th September, 2024. This has been designed to be a high quality programme with a set of '**Core Courses**' as well as a range of '**Electives**'. The officers will complete the course and will return to the departments for posting. 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 MDI-G in this matter.

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 five 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

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six months in the preceding 5-years.

3. Course Fees:

(a) The Fee for the programme is **Rs. 6,38,880/-** (Rupees Six Lakh Thirty Eight Thousand Eight Hundred Eighty only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. **30,000/-** (Rupees Thirty Thousand only) [**Total Course fee will be Rs. 6,68,880/-**].

(b) **The entire Course Fee** (Course fee and expenses towards Rural/NGO attachment) 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).

(c) The entire Programme fee [**Rs. 6,68,880/-** (Rs. Six Lakh Sixty Eight Thousand Eight Hundred Eighty 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.

(d) 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 Gurugram and back, (c) travel towards field visits of the participants for collection of data/information for the dissertation, (d) travel to Gurugram for presentation of the dissertation at the end of the programme and (e) one time allowance of Rs.5000/- (Rupees five thousand only) for stationery etc.

4. Hostel Facilities

This is a residential programme and MDI-G will provide suitable accommodation at their campus at the rate of Rs. 11,000/- (Rs. Eleven Thousand only) per month per participant (Maximum Rs. 1,65,000/- per participant). The expenditure will be met by the Cadre Controlling Authority of the participants. Boarding Charges, as applicable in MDI-G would be borne by the participant/organization.

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 15 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.

{Note-The tenure of central deputation in so far as it relates to this program, 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 Gurugram, or outside Gurugram 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 Gurugram to participate in the program 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

Key

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.
- (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 fulfil 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 MDI's website www.mdi.ac.in or DoP&T Training Division's website <http://dopttrg.nic.in/> → Programmes → PGDMPPM, MDI-Gurugram. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with information in **PART- B** so as to reach us on or before **31st July, 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 the Management Development Institute, Mehrauli Road, Sukhrali, Gurugram- 122007.



(v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by MDI-G. The interview date and time will be intimated to the officers by MDI-G. In order to save time, the officers are permitted to send an advance copy of the application directly to this office. 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.

(vi) Any relaxations in the terms & conditions will be subject to recommendations of the concerned Cadre Controlling Authority/Sponsoring Authority and approval of competent authority in DoP&T.

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 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.

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MANAGEMENT DEVELOPMENT INSTITUTE School of Public Policy and Governance M.G. Road, Sukhrali, Gurugram-122007 (Haryana), India Tel: +91-124-4560553, 4560000 (Extn-553) Fax-4560009 Email id: ppmoffice@mdl.ac.in , Website: www.mdl.ac.in	Government of India Department of Personnel & Training Block- IV, 3 rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26194167, Fax No: 011- 26106314, Website: https://dopt.gov.in/
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APPLICATION FOR ADMISSION IN 17TH POST GRADUATE PROGRAMME IN PUBLIC
POLICY & MANAGEMENT
(Programme Commences on 11th September, 2024; Last date of receiving application is
31st July, 2024)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS				<i>Paste a recent passport sized photograph</i>				
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"/> <input type="text"/> <input type="text"/>		
				DD	MM	Year		
Date of Superannuation	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Age as on 11-09- 2024	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>		
	DD	MM	Year		Year	MM		
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 th CPC/ Grade Pay with Pay Band				

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 \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 (In Capital Letters) (Main and alternate)			

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)

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.

- ii. Briefly describe your job responsibilities and your achievements at your work place.
- iii. What are your career goals and how does this program fit in with your plans.
- iv. Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- v. 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)
e)

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, 4th Floor, Block-4, Old JNU Campus, New Delhi-110067 [E-mail: manoj.kataria14@nic.in] as well as to Management Development Institute, Mehrauli-Gurugram Road, Sukhrali, Gurugram-122007 (Haryana).*
 - ☞ *Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 31st July, 2024.*
 - ☞ *The application envelop should be superscripted as "Application for admission in 17th PGDM-PPM (2024-26) at MDI, Gurugram"*
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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 √)	Ye s		No	
If YES, please give details:				

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

3. Is the applicant's overall ACR grading "Very Good"? (put √)	Ye s		No	
If NO, please give details:				

4. Whether cadre clearance has been obtained? (put √)	Ye s		No	
(For officers, who would be completing their deputation tenures prior to joining the PGD-PPM? In such cases, clearance of the State Government/Parent department has to be obtained)				
Has the candidate been offered a central deputation also?	Ye s		No	
If selected, will the candidate be released for the Programme?	Ye s		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	
Tel No	
Fax No	
Email 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 the
17th Post Graduate Diploma in Public Policy and Management (PGDM-PPM) of
Management Development Institute (MDI), Gurugram**

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 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. at MDI- Gurugram, 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 PGDM-PPM to be conducted by the Department of Personnel and Training (DoP&T), Government of India at MDI- Gurugram,

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 programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation which 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-IV

To

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

Subject: 17th Post Graduate Diploma Programme in Public Policy and Management (PGDM-PPM) during 2024-26 at Management Development Institute (MDI) Gurugram scheduled from 11th Sept 2024 for.

Ref: DoPT No. No. T-13012/1/2024-LTDP dated 14th June 2024 from Department of Personnel and Training.

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 for 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:

Signature
Name:
Stamp

Annexure-V

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-A):
 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-A**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
Sl. No.	Criteria for effectiveness	Assessment mechanism	Very Poor	Poor	Average	Satisfactory	Very Good	Best
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						
	Overall Effectiveness		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)