

54-4/2024/IIMB-Trg.
Government of India
Department of Telecommunications
220, Mahanagar Doorsanchar Bhawan, JLN Marg, Old Minto Road, New Delhi-110002
(Capacity Building & Training Division)

Dated: 15.05.2024

Office Memorandum

Subject: Calling of Nominations for 21st Post Graduate Diploma Programme in Public Policy and Management during 2024-25 at the Centre for Public Policy, Indian Institute of Management, Bangalore, commencing from 27th September 2024.

Department of Personnel & Training (DoP&T), vide O.M. No. T-13014/1/2024-LTDP dated 7th May, 2024, has invited the nominations of the eligible officers for 21st Post Graduate Diploma Programme in Public Policy and Management during 2024-2025 at the Centre for Public Policy, Indian Institute of Management, Bangalore, commencing from 27th September 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 **15th June, 2024**, along with following documents:

- (i) Duly filled Application (Annex-II), 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 Annex-III.
- (iv) Training details (Domestic/International), (in addition to the information filled in Application) as per Annex-IV.
- (v) Copies of last 5 Years APARs along with Self certified summery sheet of APAR.
- (vi) Undertaking as per Annex-V
- (vii) **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 Indian Institute of Management, Bangalore [For IIMB - through the link: <https://www.iimb.ac.in/programmes/pgppm> or DoP&T, Training Division's website <http://dopttrg.nic.in> on its website]. Application received after the last date may not be considered.

Encl: As above.


(Prakash Dangi)
ADG (Training), DoT HQ
Tel.23210152 (O)

To,

All eligible officer – through Posted only on DoT website and e-office Notice Board.

Copy to:

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

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 7th May, 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: 21th Post Graduate Diploma Programme in Public Policy and Management during 2024-25 at the Centre for Public Policy, Indian Institute of Management, Bangalore—
Regarding.

Sir/Madam,

The 21th Post Graduate Diploma Programme in Public Policy and Management (PGPPM) is scheduled to commence at the Centre for Public Policy (CPP), Indian Institute of Management, Bangalore (IIMB) from **27th September, 2024** for which reporting and registration at IIM-B campus will also be held on same day.

2. The programme is meant for officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also for officers of the State Civil Services (SCS) & Non-State Civil Services (Non-SCS). The PGPPM has been redesigned. The redesigned **PGPPM is a 48 week modular and hybrid PG Diploma programme** offered by IIMB which is aimed at enhancing efficiency, leadership and management skills among policy makers and administrators.

3. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed to this letter. Details of the programme are also available at IIMB's website <https://www.iimb.ac.in/programmes/pgppm> and DoP&T, Training Division's website <http://dopttrg.nic.in/> → **Domestic Training Programmes** → **Long Term Domestic Programme** → **PGPPM at IIM-Bangalore.**

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 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 IIM-B in the matter.

5. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department [Shri Manoj Kataria, Section Officer (LTDP), Room No. 403, Block-4, JNU Old Campus, New Mehrauli Road, New Delhi-110067; E-mail- manoj.kataria14@nic.in] through their Cadre Controlling Authorities so as to reach us on or before **15th 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 interview by IIM-B. The Case writing and Interviews to be scheduled in **August 2024**. In order to save time, the officers are permitted to send an Advance Copy of their applications directly to this office & IIM-B. 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 the 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 Authorities as early as possible.

6. Further details with regard to this programme may be ascertained from Ms. Archana Srivastava, Assistant Manager, PGPPM Office, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Phone No. 080-26993326/3265, Fax No. 080-26584050, E-Mail: pgppmoffice@iimb.ac.in) and website of IIMB.

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

Encl: Terms and conditions

Yours faithfully,



(Deshraj 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, Dak Bhavan, New Delhi
6. Director (Training), Railway Board, Rail Bhavan, New Delhi
7. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
8. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
9. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
10. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
11. Director (HRD), Ordnance Factory Board, 10-A, SK Bose Road, Kolkatta
12. Director, IIMB, Bannerghatta Road, Bangalore-560076
13. Chairperson, PGPPM, Centre for Public Policy, Indian Institute of Management, Bannerghatta Road, Bangalore-560076. The Chairperson is requested to consider applications received on or before **15th July, 2024** based on their eligibility for calling the officers for the interview.
14. Additional Secretary & FA, Ministry of Home Affairs, North Block, New Delhi- 110 001
15. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) website.



(Deshraj Yadav)

Under Secretary to the Government of India

**21st Post Graduate Diploma Programme in Public Policy and Management 2024-25
at Centre for Public Policy, Indian Institute of Management, Bangalore**

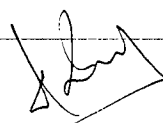
The 21st Post Graduate Diploma Programme in Public Policy and Management (PGPPM) at Centre for Public Policy, Indian Institute of Management, (IIM-B) Bangalore shall commence from 27th September, 2024. **PGPPM is a 48 week modular and hybrid PG Diploma programme** offered by IIMB which is aimed at enhancing efficiency, leadership and management skills among policy makers and administrators. The PGPPM offers a foundational set of core courses as well as a wide range of electives. The central focus of the programme will be on public policy and management with an objective of connecting theory and concept with practice to enable understanding of the contours and interface of public policy and management.

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 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 IIM-B in the 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 three years remaining service after completion of the programme.
Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.



3. **Course Fees:**

(a) The Fee for the programme would be **Rs. 12.00 Lakh** (Rupees Twelve Lakh Only) per participant inclusive of accommodation for 15 weeks on campus as required by the academic terms of the programme.

(b) **The entire Course Fee 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. 12.00 Lakh (Rs. Twelve Lakh 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 pay and travelling allowances etc. as per relevant rules.

4. **Course Structure**

The redesigned PGPPM is for a duration of 48 weeks (of which a total of 15 weeks shall be on campus), and on completion of 61.5 credits of academic work the programme participants shall be awarded a Post Graduate **Diploma** in Public Policy and Management by IIMB. The modules and indicative course content of redesigned PGPPM are given as under:

Term 1 – Foundations – 14 weeks (13 weeks online + 1 week on Campus):

Term 2 – Policy Frameworks – 12 weeks (On Campus):

Term 3 – Policy Colloquia – 20 weeks (Online Electives):

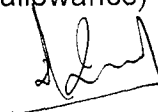
Term 4 – Policy Capstone – 2 weeks (On Campus):

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 period of training will be treated as on duty;

(ii) 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 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 falls beyond the tenure of Central deputation or the officers proceed for training 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 from Delhi, or outside Delhi will not be entitled to any Special pay drawn before proceeding for the training.

(iii) In case an officer proceeding on training is a *bona fide* occupant of Government accommodation in the general pool controlled by the Directorate of Estates, he could retain the residential accommodation for the full period of training at his place of posting provided the residence is required for *bona fide* use of members of his family. The accommodation facility will be provided at the institute campus and on sharing basis.

(iv) Officers of the Central Government entitled to facility of residential telephone at the time of joining this programme will be allowed to retain the residential telephone sanctioned to them on usual terms for six months and thereafter on the condition that the officers will pay all calls in excess of the free calls allowed by the Telecommunication Department as stipulated in Ministry of Finance (Department of Expenditure) O.M.No. 7(10)E(Coord)/79 dated 1st August, 1979 as amended from time to time.

(v) 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 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

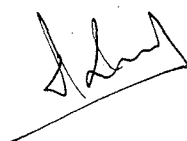


noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for this Long Term Domestic Programme.

- (iii) The faculty members of the State ATIs who have completed at least three years on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to state civil services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

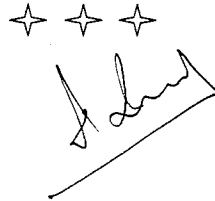
7. Forwarding of nominations

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- (ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to IIMB's website <https://www.iimb.ac.in/programmes/pgppm> or DoP&T, Training Division's website <http://dopttrg.nic.in/> → **Domestic Training Programmes → Long Term Domestic Programme+ → PGPPM at IIM-Bangalore.** 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 **15th July, 2024.** Nominations received after the due date will not be considered.
- (iii) In order to save time, the officers are permitted to send an advance copy of the application to the Chairperson, PGPPM, Center for Public Policy, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 as well as also to this Department.
- (iv) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by IIMB. The interview dates, time and place will be intimated to the officers by IIMB. 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 interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities; therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.



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

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the long term training programme or failing to complete the training 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 training i.e. all monies paid to him/her or expended on his/her account during training 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.

A handwritten signature in black ink, written in a cursive style. Above the signature are three small, four-pointed stars arranged horizontally. A horizontal line is drawn below the signature.



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE



Government of India

Indian Institute of Management,
Bannerghatta Road, Bilekahalli, Bangalore-
560076 (Karnataka), India
Phone No: 080-26993326/ 3265, Fax No:
080-26584050, E-mail Id:
ppppoffice@iimb.ernet.in
Website: <http://www.iimb.ernet.in/>

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

APPLICATION FOR ADMISSION IN 21st POST GRADUATE DIPLOMA PROGRAMME IN
PUBLIC POLICY & MANAGEMENT

(Programme Commences on 27th September, 2024; Last date of receiving application is 15th
July, 2024)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS				Paste a recent passport sized photograph
Title (Mr./Ms/Dr.etc)				
Full name in Block letters (First name, Middle name, Surname)				
Father's full name				
Mother's full name				
Gender (Put ✓)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> DD MM Year
Date of Superannuation	<input type="text"/> <input type="text"/> DD	<input type="text"/> <input type="text"/> MM	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Year	Age as on 03-10- 2023
Nationality			Religion	
Caste category (Put ✓)	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 <i>[In Capital Letters]</i> (Main and alternate)				

4. ACADEMIC RECORD

Sr. No	Examination/ Diploma/ 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.	Post held	Department/	Tenure	Pay Scale	Nature of
-----	-----------	-------------	--------	-----------	-----------

No	Organization	From	To	responsibility
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)

- i. 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 training 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)

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 Mehrauli Road, New Delhi-110067 [E-mail: manoj.kataria14@nic.in] as well as to Chairperson, Centre for Public Policy, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Karnataka).*
 - *Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoP&T (Training Division) latest by 15th July, 2024.*
 - *The application envelop should be superscripted as "Application for admission in 21st PGPPM (2024-25) at IIM, Bangalore".*
-

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"/>
<p>(For officers, who would be completing their deputation tenures prior to joining the PGPPM? In such cases, clearance of the State Government/Parent department has to be obtained)</p>		
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.

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
Cadre Controlling Authority)

Date:

File No. _____

Office Seal (Compulsory)

Format of Bond to be executed by a Government Servant before proceeding for 21st Post Graduate Diploma Programme in Public Policy and Management (PGPPM) of Indian Institute of Management Bangalore (IIMB) 2024-25

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 PGPPM training by IIMB i.e. all monies paid to me or expended on my account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by IIM Bangalore 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 PGPPM to be conducted by the Department of Personnel and Training (DoP&T), Government of India at IIM- Bangalore,

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 PGPPM training, OR failing to complete the training programme, OR quitting the service at any time within a period of FIVE (5) years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

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

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

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

Signed and delivered this the _____ day of _____ month of the year 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)
213, Mahangar Doorsanchar Bhawan
Old Minto Road Road, JLN Marg,
New Delhi-110002

Subject: 21st Post Graduate Diploma Programme in Public Policy and Management during 2024-2025 at the Centre for Public Policy, Indian Institute of Management, Bangalore, commencing from 27th September 2024.

Ref: Department of Personnel and Training OM No. T-13014/1/2024-LTDP dated 7th May, 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:

Annexure-VI**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)