

No.37/7/2008-EO(F)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi-110001.  
Dated the 4<sup>th</sup> September, 2008

To

1. The Chief Secretaries of all the State Governments/ UTs.
2. The Secretaries of all the Ministries/Departments of Government of India.

Sir/Madam,

The Department of Personnel and Training, Government of India has been sponsoring the names of suitable officers every year for undergoing training in various selected Institutions abroad.

2. Applications/nominations are invited for the Programmes under the Domestic Funding Scheme, listed at **Annexures IV & V**. These are tentative lists and may be subjected to changes. These programmes are to take place during 2009-10.

3. The eligibility criteria for applying/ nominating officers for these programmes are indicated below:-

(a) **Zone of Consideration:**

The officers belonging to the **Indian Administrative Service, Central Secretariat Service, State Civil Services, Central Secretariat Stenographers Service (Gazetted) (CSSS)** and such officers of the other two All India Services viz. **Indian Police Service (IPS) and Indian Forest Service (IFS) and organized Group 'A' Central Civil Services, who are holding posts on deputation under the Central Staffing Scheme**, are eligible to apply to this Department, in response to this Circular, for training programmes abroad.

**Note:** The applications of CSS/CSSS officers should be routed through the C.S. Division of DOP&T. The C.S. Division will certify that the entries like batch etc. filled in the proforma are correct. CS Division of DOP&T will also fill up C.R. gradings in the proforma in respect of CSS/CSSS officers. The CSSS officers shall be considered only for Short Term foreign training programmes specially identified for them.

(b) **Duration of Long Term and Short Term Programmes:**

- III. Training programmes abroad of a duration of six months or more are treated as **Long Term**.
- IV. Training programmes abroad of a duration of one day upto six months are treated as **Short Term**.

(c) **Minimum Service :**

Officers should have completed a minimum of **9 years** of service as on 1.1.2009.

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(d) **Upper age limit :**

For Long term courses the upper age limit is **47 years** and for Short Term courses, **52 years** as on 1.4.2009. For programmes at **Sl.No. 1 of Annexure V** that are meant only for officers of Additional Secretary/Secretary level, there is no upper age limit.

(e) **Only one Long Term programme :**

**An officer can attend only one long-term foreign training programme in his/her service career. Officers already possessing MBA Degree, would not be considered for the Long Term MBA courses.**

(f) **Cooling-off condition:**

- (i) An officer having attended a foreign training programme of a duration of upto one month, deputed by DOP&T will be required to complete a 'cooling-off' period of two years before such an officer can be considered again for another short term foreign training programme.
- (ii) Officers deputed for training abroad for a duration of more than one month are required to complete a 'cooling-off' period of three years, before they are deputed for any training programme.
- (iii) Project-related trainings/official visits abroad, irrespective of duration, are exempted from the provisions of 'cooling off'.
- (iv) The officers who have undergone any domestic funded training like IIMB, IIM, Ahmedabad, NDC etc. and if there is any foreign training component in it, cooling off period shall be applicable keeping in view the length of the foreign training component.

Officers who have earlier attended Domestic Funded training programmes abroad, and have completed the prescribed 'cooling-off' period, may be nominated again for another training programme abroad. Such officers would, however, be considered only if suitable officers who have not attended any foreign training programme earlier are not available. **Preference will be given to officers who have not attended any training abroad.**

(g) **Debarment:**

Officers who have been debarred from nomination for foreign training on their failure to attend the training programmes to which they might have been nominated earlier, will not be considered until the debarment period is over. The debarment will be for two years for not attending a short term training programme (upto 6 months) and for 3 years for not attending a long term foreign training programme (more than 6 months)

(h) **Preference to SC/ST and Women officers and officers working in NE States and J&K Cadre :**

Preference will be given to suitable officers belonging to the SC & ST Category, women officers and officers working in the N-E states and J&K cadre for training abroad.

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

- i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI in January, 2009, should be recommended for the long-term training programmes abroad.
- iii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/ Departments of Govt. of India **only after securing the cadre clearance of the respective State Govts./cadre controlling authorities on whose strength the officers are borne**. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases.

4. The nominations received in response to this letter can also be considered for any other courses, that may become available during 2008-09 under Domestic Funding Scheme or Foreign Funded Scheme but are **not indicated in the list at Annexures –IV & V**.

5. If an officer does not attend the Course or withdraws his request at any stage or is not relieved for attending the training programme by the Administrative Ministry/State Government/cadre authority, he/she will be debarred as per provisions.

6. The State Governments/Central Ministries/Cadre Controlling Authorities are expected to utilize the skills acquired by the officers in the relevant field, on their return from training. Attention is also invited to the instructions issued by this Department in letter's No. 15012(2)/3/91-Trg(R) dated the 22<sup>nd</sup> April, 1992 and No.37/9/2000-EO(F), dated the 11<sup>th</sup> January, 2001 relating to utilization of the experience of officers returning from training abroad by attaching them to the various National/State training institutions/Academies of administration.

7. Details of officers who are recommended for long-term foreign training may be furnished in the proforma at **Annexure-II**. Details in respect of officers who are recommended for short-term foreign training may be furnished in the proforma at **Annexure-III**.

**In addition to filling up the forms manually as enclosed in this letter, candidates must also apply on-line by opening the site ([www.persmin.nic.in](http://www.persmin.nic.in)). The physical applications must be forwarded through proper channel. No applications that are received directly will be entertained. (No on-line application will be considered unless received through proper channel). The details submitted should be complete in all respect.**

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8. The nominations of officers of your Department/State Govt. / UT for various courses along with the details as per Annexure-II and Annexure-III duly filled in and signed by the applicant may be sent to this Department alongwith the details as per **Annexure - I** duly signed by an officer of the rank of not less than Deputy Secretary to the State Government or Under Secretary to the Govt. of India. The nominations not accompanied by **Annexure- I** duly filled in and signed by an officer not less than Deputy Secretary to the State Government or Under Secretary to the Govt. of India will not be considered. The applications duly forwarded by the State Governments/Ministries, must reach this Department latest by the **31st December, 2008.**

Yours faithfully,

  
(Trishaljit Sethi)  
Director

**FORWARDING OF APPLICATION FOR  
SHORT-TERM/ LONG-TERM FOREIGN TRAINING PROGRAMME IN 2009-10  
(UNDER DOMESTIC FUNDING SCHEME)**

(To be filled up by the concerned State Government/ Central Ministry/  
Cadre Controlling Authority)

- Note :** 1 Each column should be replied in descriptive manner  
2 Separate proforma should be filled in respect of every officer  
3 Proforma should be signed by an officer of the State Government not below the rank of Deputy Secretary or Under Secretary to the Govt. of India

1.	Name													
2.	Service													
3.	Cadre (if AIS)													
4.	Batch													
5.	Date of Birth													
6.	Category- Gen/SC/ST													
7.	Date of Joining Service													
8.	Whether clear from vigilance angle	YES/ NO (If No, give details)												
9.	ACR Gradings for the past 5 years	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">Grading</th> </tr> </thead> <tbody> <tr> <td>1. 2007-08</td> <td></td> </tr> <tr> <td>2. 2006-07</td> <td></td> </tr> <tr> <td>3. 2005-06</td> <td></td> </tr> <tr> <td>4. 2004-05</td> <td></td> </tr> <tr> <td>5. 2003-04</td> <td></td> </tr> </tbody> </table>	Year	Grading	1. 2007-08		2. 2006-07		3. 2005-06		4. 2004-05		5. 2003-04	
Year	Grading													
1. 2007-08														
2. 2006-07														
3. 2005-06														
4. 2004-05														
5. 2003-04														
10.	Whether the officer can be spared for a period throughout the year  If no please indicate the period and the reasons	YES/ No  Period :  Reason:												
11.	Whether there are any adverse entries in the ACR's during the last five years													

**Signature  
with stamp of the officer  
Certifying the proforma**

EO Division  
Department of Personnel and Training  
Government of India

**APPLICATION FOR LONG-TERM FOREIGN TRAINING PROGRAMME IN 2009  
(UNDER DOMESTIC FUNDING SCHEME)**

- Note :**
1. To be filled up by the officer
  2. All columns must be filled in
  3. The proforma must be signed by the applicant

1.	Name				
2.	Designation				
3.	Service				
4.	Cadre (if AIS)				
5.	Batch				
6.	Scale of pay as on 1.1.2008				
7.	Date of Birth				
8.	Date of joining service				
9.	Male/ Female				
10.	Whether belonging to SC/ST/Other category				
11.	Complete Postal Address- Official				
12.	Complete Postal Address- Residential				
13.	Email				
14.	Telephone numbers	Off :	Resi.:	Mobile	Fax

\* Any change in address should be immediately informed.

**6. Objectives of the study:**

An applicant applying for any long-term foreign training programme has to submit a short account of about **300 words** on their objectives in pursuing a one-year foreign training course and how they propose to apply the inputs received/ knowledge gained in their working environment and with reference to their career goals.

**Note :** The write-up should be original and typed on separate sheets of paper and attached to the application. The applicants must adhere to the word limit as prescribed above. Non-adherence will be treated adversely.

**[If application is received without the above document, he/she will not be considered for any Long-term programme]**

7. Academic Record :-

S.No.	Qualification	Year	Subjects

8. Professional Qualifications (CA/ CS / MBA/ ICWA/ Foreign languages etc.):-

Qualifications	Period		University/ Institute/ College
	From	Upto	

9. Work Experience including present posting (during the last 5 years) : -

Organisation	Designation	Period		Nature of Work in brief
		From	Upto	

10. Previous record of training: - (Please give the exact dates of beginning and End of the programme in the format dd/mm/yy)

(A) Compulsory In-service training

Name of the Institute	Name of the Course	Period	
		From	Upto

(B) Domestic Training : -

Name of the Institute	Name of the Course	Period		Length of Foreign Component if any
		From	Upto	

**(C) Foreign Training (Including partial funding scheme) :-**

Name of the Institute/ Country	Name of the Course	Period		Name of nominating agency
		From	Upto	

**(D) Whether availed any study leave, if yes, then details of the course/study**

Name of the Institute/ Country	Name of the Course	Period	
		From	Upto

**Note :** In case of a false information or suppression of information, the officer will be liable for disciplinary proceedings apart from the debarment from foreign training for the rest of his career

I certify that the information furnished above is correct to the best of my knowledge and belief. No information has been hidden and concealed by me.

Name of the Applicant :

Signature :

EO Division  
Department of Personnel and Training  
Government of India

**APPLICATION FOR SHORT-TERM FOREIGN TRAINING PROGRAMME IN 2009-10  
(UNDER DOMESTIC FUNDING SCHEME)**

- NOTE: 1. To be filled up by the applicant.**  
**4. All columns must be filled in.**  
**5. The proforma must be signed by the applicant.**

1.	Name					
2.	Designation					
3.	Service					
4.	Cadre (If AIS)					
5.	Scale of Pay as on 1.1.2008					
6.	Batch					
7.	Date of Birth					
8.	Male/ Female					
9.	Category- Gen/SC/ST					
10.	Date of Joining Service					
11.	Present Posting with Date of Appointment/Posting					
12.	Complete Postal Address – Official \$					
13.	Complete Postal Address – Residential					
14.	Email					
15.	Telephone numbers	<b>Off:</b>	<b>Res:</b>	<b>Mobile</b>	<b>Fax:</b>	
16.	Academic Background	<b>S.No.</b>	<b>Qualification</b>	<b>Year</b>	<b>Subjects</b>	
17.	Compulsory In-service training record**	<b>Name of the Institute</b>	<b>Name of the Course</b>	<b>Period</b>		<b>Name of Nominating Agency</b>
				<b>From</b>	<b>Upto</b>	
18.	Previous record of Foreign Training (including under partial funding scheme) **	<b>Name of the Institute/Country</b>	<b>Name of the Course</b>	<b>Period</b>		<b>Name of Nominating Agency</b>
				<b>From</b>	<b>Upto</b>	

19.	Previous record of Domestic Training**	Name of the Institute/Co untry	Name of the Course	Period		Name of Nominating Agency	Length of Foreign Component if any
				From	Upto		
20.	Brief description of the nature of work of the present post held (in 50 words)						
21.	Please indicate three broad areas for which you would like to be considered for foreign training	The applicant must indicate areas for training such as Public Administration, Governance, Development of Leadership Qualities etc.					
22.	From the list of Short-term training programmes, please indicate your preference for any five programmes	(i) (ii) (iii) (iv) (v)					
23.	Please indicate whether you would like to be considered for any programme other than indicated in <b>Column 21</b>	YES/ NO					

§ Subsequent change in address, if any, should be intimated to this Department.

\*\*Note : (i) In case of a false information or suppression of information, the officer will be liable for disciplinary proceedings apart from the debarment from foreign training for the rest of his career.  
(ii) Please give exact dates of beginning and ending of the programme in DD/MM/YY format.

I certify that the information furnished above is correct to the best of my knowledge and belief. No information has been hidden and concealed by me.

(Signature of the applicant)

ANNEXURE IV

TENTATIVE DETAILS OF THE LONG TERM FOREIGN TRAINING PROGRAMMES UNDER DOMESTIC FUNDING SCHEME

S. No.	Institute/University	Course/Programme	** Order of Preference	Likely date of commencement
1	Asian Institute of Management, Manila.	MDM		September 09
2	University of Birmingham, U.K.	MBA in Public Service		October 09
3	University of Ljubljana, Slovenia	MBA		October 09
4	Maxwell School, Syracuse University, USA	M.A. in Public Service		August 09
5	ISS, Hague, Netherlands	M.A. in Public Policy and Management		September 09
6	IDS, Sussex, U.K.	MA in Governance & Development		October 09
7	University of Duke, USA.	MA in International Development Policy		August 09
8	Australian National University	Master in Public Policy		January 10
9	Hubert H. Humphrey Institute, University of Minnesota, USA	MPA		August 09
10.	Young Leaders Programme, Japan	Public Policy, School of Government		October 09

From the list of programmes as at Annexure IV likely to be offered in 2009-10, please indicate your order of preference. \*\*

Some new programmes are likely to be available next year, please indicate whether you would like to be considered for those programmes. Yes/No

**\*\* Note : (If kept blank, it would be presumed that the officer is not willing to be nominated for such programmes)**

**TENTATIVE DETAILS OF THE SHORT-TERM FOREIGN TRAINING PROGRAMMES UNDER THE DOMESTIC FUNDING SCHEME**

**1. Harvard University**

S.No.	Programme	Duration	Level
1	Leaders in Development: managing Political and Economic Change	12 days	AS/Secretary
2	Infrastructure in a Market Economy: Public – Private Partnerships in a changing world	14 days	AS/Secretary
3	Public Financial Management	19 days	AS/Secretary

**2. In Went, Germany**

S.No.	Programme	Duration	Level
1	Managing Global Governance: 5 <sup>th</sup> course	179 days	DS/Dir/JS

**3. DCID, DUKE University, USA**

S.No.	Programme	Duration	Level
1	Budgeting & Financial Management in Public Sector	3 Weeks	DS/Dir/JS
2	Fiscal decentralization and Local Governance Training Management	3 Weeks	DS/Dir/JS
3	Project Appraisal and Risk Management	3 Weeks	DS/Dir/JS
4	Tax Analysis and Revenue forecasting	4 Weeks	DS/Dir/JS

**4. Syracuse University**

S.No.	Programme	Duration	Level
1	Certificate Programme in Public Administration	4 Months	DS/Dir/JS

**5. Australian National University (ANU)**

S.No.	Programme	Duration	Level
1	Successful Evaluation & Management of Public Sector Projects More information	12 days	DS/Dir/JS
2	Public Health Sector Reforms, Management & Evaluation Program synopsis	12 days	DS/Dir/JS
3	Corruption and Anti Corruption	12 days	DS/Dir/JS

## 6. Asian Institute of Technology (AIT), Thailand

S.No.	Programme	Duration	Level
1	Urban Environmental Management	2 weeks	US/DS/Dir
2	Environmental Governance	2 Weeks	US/DS/Dir
3	Training of Trainers	3 Weeks	US/DS/Dir
4	Advanced Competencies for Trainers	3 Weeks	US/DS/Dir
5	Management of Organizational Change	2 Weeks	US/DS/Dir
6	Office Management Skills	2 Weeks	US/DS/Dir
7	Information Technology and Management	2 Weeks	US/DS/Dir
8	Project Monitoring and Evaluation	3 Weeks	US/DS/Dir
9	Management and Implementation of Development Projects	3 Weeks	US/DS/Dir
10	Effective regulation of infrastructure utilities	2 Weeks	US/DS/Dir
11	Planning and Administering Good Governance	2 Weeks	US/DS/Dir
12	Governance and Anti-Corruption: the Methods and tools Behind an Effective Corruption-Eradication Strategy	2 Weeks	US/DS/Dir
13	Leadership Development Program for Public Utility Managers in Asia	2 Weeks	US/DS/Dir
14	Information Technology Applications in Management	2 Weeks	US/DS/Dir
15	Office/General Management Skills Using IT Applications	2 Weeks	US/DS/Dir

## 7. ISS, Hague

S.No.	Programme	Duration	Level
1	Governance, Democratisation and Public Policy	74 days	DS/Dir/JS

## 8. Asian Institute of Management, Manila

S.No.	Programme	Duration	Level
1	Basic Management Programme	3 weeks	US/DS

In addition to above, there will be about 50 slots for various short-term training In programmes at EMDC, West Virginia, USA and WMLDC, Denver, USA scheduled to be held during May to December, 2009. The finalization of the courses and slots are under consideration in consultation with the concerned institutes. The details of the courses and the number of slots in each course, will be posted on the website of this Department ([persmin.nic.in](http://persmin.nic.in)) as soon as they are finalized.