

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P.ESTATE, NEW DELHI-110002
email : arupdate@nic.in Fax: 23392621

No.F.4/10/2011/AR/1567-1726

Dated: 03/03/15

To

1. All Pr. Secretaries/Secretaries/HoDs, Govt. of NCT of Delhi.
2. All Heads of Local Bodies/Undertakings/Autonomous Bodies/ Boards/ Corporations, Govt. of NCT of Delhi.

Sub: Inviting nominations for 41st Advanced Professional Program in Public Administration (APPPA) at Indian Institute of Public Administration (IIPA) from 1st July 2015 to 29 April 2016 – Conducted by Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training.


Sir/Madam,

Please find enclosed herewith a copy of circular letter No. 12013/01/2014-Trg (41st APPPA) dated 29.01.2015 on the subject cited above, received from Joint Secretary to Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training (Training Division) addressed to Chief Secretary, Delhi.

In this regard, it is requested to nominate the eligible/ suitable officer(s) if any, for participation in 41st Advanced Professional Program in Public Administration (APPPA) in prescribed application form. The same may kindly be submit directly to the Director (Training), Department of Personnel and Training (Training Division), Block No IV, 3rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi-110067 on or before 30th April 2015 under intimation to this office.

Yours faithfully

Encl: As above.


27/02/2015
(V.C. PANDEY, IAS)
SPL. SECRETARY (AR)
PH.:23392143

No.F.4/10/2011/AR/

Dated:

Copy for information to :

1. Joint Secretary to the Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training (Training Division) w.r.t your circular letter cited above.


(V.C. PANDEY, IAS)
SPL. SECRETARY (AR)
PH.:23392143

No. 12013/01/2014-Trg (41st APPPA)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

OFFICE OF THE CHIEF SECRETARY
GOVT. OF NCT OF DELHI
10 FEB 2015
DY. No.

YPC

Block-IV, 3rd Floor, Old JNU Campus,
New Delhi-110067
Dated: 29th January 2015

CAD/2015/6355

Subject: Inviting nominations for 41st Advanced Professional Program in Public Administration (APPPA) at Indian Institute of Public Administration (IIPA) from 1 July 2015 to 29 April 2016

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Pr. Secy (Adm)

Department of Personnel and Training has been sponsoring the Advanced Professional Program in Public Administration (APPPA) at the Indian Institute of Public Administration (IIPA), New Delhi every year since 1975-76. The 41st Program in the series would be held from 1st July 2015 to 29th April 2016.

2. **Objective:** The aim of this ten-month course is to prepare the participants to make a greater contribution to better governance, develop attitudes that focus on citizen services and also to strengthen leadership qualities in the civil service. It provides an opportunity to the participants to analyze major contemporary issues in Governance, learn about recent developments in the social sciences and their application in administration; review their experiences by making a critical analysis of environmental and other factors, apply relevant concepts, skills and techniques relating to policy, behavioural and administrative sciences and to demonstrate their creative and analytical abilities individually and in groups. It also seeks to develop interpersonal skills and sensitiveness to the needs of the people with a view to making administration more responsive and result oriented.

3. **Course Content:** The contents of the Program cover classroom studies relating to various facets of administration viz, Social, Political, Economic, Legal and Administrative Systems, Organizational Behavior, Social Science and Research Methods, Operational Research, Information Technology in Management and Financial Management. Participants will be required to conduct rural and urban field studies and prepare a project report and dissertation. The participants would be expected to select an area for specialization relevant to their present and likely future assignments. The areas of specialization available for study in the Program include:

Advanced Information Technology and MIS, Comparative Development Experience, Computerized Project Management, Constitutional Law, Disaster Management, Economics of Regulation, Inter Governmental Relations, Management Systems, Organizational Needs Analysis, Public Expenditure Management, Public Organizational Theory and Total Quality Management. Finance, Personnel, Corporate or Public Sector Management, General Administration and Planning and Rural Development etc.

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Smt. R.S.

4. **End of Course Certification:** On successful completion of the Program, the participants will be awarded a Masters Diploma in Public Administration (MDPA) by the Institute. Successful participants holding a post graduate degree with 50% marks (recognized by the Punjab University, Chandigarh as equivalent to their post graduate degree) will be eligible for the award of an M.Phil degree by the Punjab University, Chandigarh.

5. **Course fee and other financial commitments:** No course fee is payable by the participants or the sponsoring organizations. However, the sponsoring authorities will have to:

- a) Meet the cost on following for each participant:
 - I. Rs.3,88,000/- (Rs. Three lakh and eighty eight thousand only) towards field visit, village study tour, project work, registration fee for M. Phil., and short duration foreign study visit. It is mentioned that the foreign study tour during the Program will be subject to the approval of the competent authority.
 - II. Salary and other allowances during the training period as per entitlement, and
 - III. Rs.5000/- (Rupees five thousand) one time allowance for purchase of stationary.
- b) While recommending officers for this Program, must undertake to release the amount to the IIPA as soon as intimation in this regard is received from this Department.

6. **Eligibility Conditions for application:** The course is open to officers of All India Services, Central services (organized and non-organized, technical and non-technical) and State Services, subject to the following eligibility conditions:

1.	Length of Service: The officer should have put in at least 10 years of Group 'A' (class-I) service and should be of the rank of Director/Deputy Secretary in the Government of India or holding an equivalent post. The program is also open for senior officers (Group 'A') from State Services.
2.	Age: The officers should not be more than 50 years as on 1-7-2015 (53 years in case of officers belonging to Scheduled Caste and Scheduled Tribe)
3.	Earlier Trainings: The officers should not have undergone a training program of 12-weeks or more duration in India or abroad during a period of 5 years preceding the date of commencement of this program. 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 the preceding 3 years or more than 6 months in preceding 5 years.

7. **Other condition for the program:** In case of officers, sponsored by the Government of India to this Program, the following facilities will be extended:

- (i) The nominated officer should be clear from vigilance angle.

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- (ii) The entire period of training will be treated as duty under FR 9(6)(b)(i).
 - (iii) The vacancy caused by the deputation of officers can be filled up by the Ministries/ Departments.
 - (iv) An ad-hoc allowance of Rs.5,000/- (Rs. Five thousand only) for purchase of books, stationary etc. will be sanctioned to the participants by Ministries/Departments/ Offices from their contingent expenditure.
 - (v) The entire period of the training will be excluded for the purpose of computing the tenure of the officer at the centre irrespective of whether the officer was on his first or subsequent deputation to the centre. If the selection for APPPA Course is towards the end of the tenure, the officer will get extension of tenure till the end of the course i.e. if the tenure of an officer who is attending the APPPA course is to end anytime during the course/training period, it is to be treated that the officer had proceeded on training towards the end of the tenure and in such cases, extension in tenure would be given till the end of the APPPA Course only.
 - (vi) It may, however, be noted that officers appointed under the Central Staffing Scheme should obtain 'NOC' of EO's Office before applying/ attending the APPPA course. For grant of NOC, a proposal with the approval of the competent authority needs to be sent to EO Division. Further, extension / exclusion of the period of the Course from the Central deputation tenure of the officer is not automatic. The administrative Ministry/ Department concerned should send a proper proposal for exclusion/ extension of the training period from the central deputation tenure of the officer with the approval of the Minister-in-Charge.
 - (vii) The officers on central deputation under Central Staffing Scheme will be eligible to apply for this Program only if they have completed a minimum of two years on Central Deputation as on the date of commencement of the Program.
 - (viii) For the grant of special pay/CDTA, the participants will be regulated as under:-
 - (a) The officers who proceed for training under their tenure of Central Deputation and are in receipt of Central deputation (Tenure allowance) will be entitled to CDTA for the period for which they are entitled to Central Deputation (Tenure Allowance) against Central deputation tenure. If any period of training falls beyond the tenure of Central deputation or if the officers proceed for training at the end of their tenure at the Centre, CDTA will not be admissible. It may be noted that the tenure of central deputation in so far as it relates to this Program, would also include the period of leave up to 2 months that may be granted by the central Ministry/ Department to the officers before their repatriation to their 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.

(ix) Officers of the Central Government, State Government and Union Territories coming from outside Delhi 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. They will draw the pay and allowances as admissible to them when they are posted to Delhi.

(x) In case an officer proceeding on training is a bonafide occupant of Government accommodation in the general pool controlled by the Directorate of Estate, he could retain the residential accommodation for the full period of training at his place of posting provided the residence is required for bonafide use of members of his family.

(xi) The IIPA may provide residential accommodation in the Institute's Hostel at the prevailing rates to the participants from outside Delhi who desire such accommodation.

(xii) Officers of the Central Government entitled to facility of residential telephone at the time of joining this Program 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.

(xiii) Officers who are CGHS beneficiaries in Delhi and at the other CGHS covered cities will be entitled to receive medical facilities under the CGHS during the training period in Delhi provided they obtain the authority letters from the offices which have issued token cards to them. Officers not covered by the CGHS at their place of duty will, however, not be able to avail themselves of this facility.

(xiv) The salary and other claims of the officers are to be paid by the Ministry/Department/Office where they were last working before joining this Program. Sponsoring authorities are requested to issue suitable instructions in this behalf, and

(xv) Central Service Officers, not working in Ministry/Departments, who successfully complete the Program may be considered for inclusion in the 'offer list' maintained by the Establishment Officer for posting at the Centre subject to the sponsoring authorities recommending their names to the Establishment officer and officers being otherwise eligible and their cadres being included in the Central Staffing Scheme.

- (xvi) The attendance and leave shall be governed by the respective leave rules as applicable in the parent department of the participant(s) during the Program. Ordinarily Earned Leave shall not be granted to the participants(s) during the period of the Program.

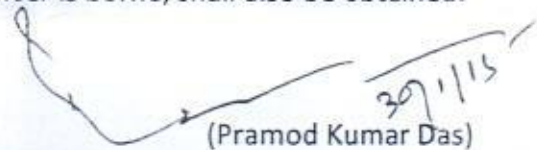
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8. **Nomination and Selection Process:** The Cadre Controlling Authority (CCA) should recommend only those Groups 'A' central service officers who are likely to stay with the CCA for some more time. Officers, whose names have been recommended for central deputation, should not be nominated for the APPPA Program. The nominating authority must give a certificate to this effect the enclosed form. Failure to withdraw the names of officers on offer who are nominated for APPPA course, may result into debarment of officers for future central deputation for five years.

9. As this is a long term Program to be conducted for the middle management level, it is essential that officers deputed for this Program are of the requisite calibre with appropriate administrative experience, and potential to make full use of the long term training Program for the Government. It is, therefore, requested that the above-mentioned criteria of selection is borne in mind while nominating officers to this Program.

10. **Bond to be executed by the applicant:** Before joining the Program the officer is required to execute a bond (copy enclosed) to the extent "that in the event of APPPA participant failing to resume duty, or resigning or voluntarily retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of training, OR failing to complete the training Program, OR quitting the service at any time within a period of FIVE (5) years after the return to duty, he 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."

11. Nominations of suitable officers in the enclosed Application Form may be sent to Director (Training), Department of Personnel and Training (Training Division), Block No IV, 3rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi-110067 on or before **30th April 2015**. Nominations received after this date may not be considered. It is also requested to obtain cadre clearance and other clearances in respect of the officer(s) to be nominated for the Program. In case of IAS officers, who are on Central deputation, the concurrence of the State Government concerned on whose strength the officer is borne, shall also be obtained.


(Pramod Kumar Das)

Joint Secretary to the Government of India

Tel: 26106314

Fax: 26107962

To

-Chief Secretaries to all State Governments/Union Territories

✓ -All Ministries/Departments of the Government of India

-All Cadre Controlling Authorities of Government of India.

Copy to:-

- Comptroller & Auditor General of India, New Delhi
- Secretary, Union Public Service Commission, New Delhi
- Election Commission of India, New Delhi
- Controller General of Accounts, New Delhi
- Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
- Deputy Director General (Training), Ministry of Telecommunication, New Delhi
- Director, MS(X), Army Headquarters, DHQ PO, New Delhi-110011
- Director(Training), Railway Board , Rail Bhavan, New Delhi
- Director (Police), Ministry of Home Affairs for nomination of IPS Officers.
- Director General Health Services, Ministry of Health, New Delhi
- Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
- Director, Bureau of Police Research and Development, CGO Complex, New Delhi
- Establishment Officer, Department of Personnel & Training, New Delhi
- Financial Adviser, Ministry of Home Affairs, North Block, New Delhi
- Joint Secretary (E), Department of Personnel & Training, New Delhi
- Controller General of Defence Accounts, Ulan Batar Road, Palam, Delhi Cantonment, New Delhi-110010.
- Director General, Directorate General of Military Training, MT9, Room No.746, A-Wing, Sena Bhawan, New Delhi-110011.
- Min. of Defence -CAO and JS (T), DHQ-PO, New Delhi.
- Director (HRD) Ordnance Factory Board, 10-A Auckland Road, Kolkata.
- Director General Coast Guard, Coast Guard Headquarters, National Stadium Complex, New Delhi-1100001.
- Director, Indian Institute of Public Administration, I.P. Estate, New Delhi.


(Pramod Kumar Das)

Joint Secretary to the Government of India

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Application Form (PART A, to be filled by the applicant)

Name		Service/Cadre		Allotment Year	
Present Designation					
Official Address					
Mobile		Email			
Eligibility (Age): maximum 50 (53 in case of SC/ST) as on 1/7/15					
Date of Birth	dd/mm/yy	Age as on 1/7/15	Years	Belong to SC/ST	Yes/No
Eligibility (Length of Service in Group 'A'): minimum 10 years as on 1/7/15					
Date of Joining Group A	dd/mm/yy	Years in Group A as on 1/7/15	Years		
Pay Band		Basic pay		Grade pay	
Eligibility (Previous Training attended, in India and abroad, of 2 weeks or more duration in last 5 years)					
Program Name, Institution, Place				Date attended From & To	
Deputation Details (Please fill information below only if you are presently on deputation to GOI)					
Date: start of Deputation		Date: completion of Deputation			
Please write max 150 words on why do you want to attend this programme?					
If selected, would you require hostel accommodation in the IIPA?				YES / NO	
Date:	Place:	Signature of applicant:			

PART B, to be filled by the Sponsoring authority

Reasons for nominating the officer for this program?	
How will the training be useful for the organization?	
After completion of training what kind of work do you intend to assign to the officer?	

- ✓ It is certified that the cadre clearance in respect of the Applicant has been obtained. A copy is enclosed.
- ✓ It is certified that the officer is clear from the vigilance angle.
- ✓ It is certified that the officer has not been nominated for Central Deputation under Central Staffing Scheme. (Applicable in the case of officers working in their cadres)
- ✓ It is certified that the details filled by the applicant in Part -A of the form are correct as per records.

(Signature, Name & Designation of Sponsoring Authority)

BOND TO BE EXECUTED BY A GOVERNMENT SERVANT BEFORE PROCEEDING FOR Advanced Professional Program in Public Administration (APPPA) at the Indian Institute of Public Administration, New Delhi.

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KNOW ALL MEN BY THESE PRESENTS THAT I, _____, resident of _____, at present employed as _____ in the Ministry/Department/State Government/Organization _____, 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 training 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, cost of international travel and cost of training abroad met by the govt./agency concerned, etc. at the Indian Institute of Public Administration IIPA, New Delhi, 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 training for APPPA Training Programme at IIPA, New Delhi which includes 2 weeks international exposure.

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 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 Two Thousand and _____

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
(Authorised Signatory)