No.T-13011/1/2020-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: 07th February, 2020

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. Directors General/Directors of State Training Institutions

Sub: 19th Post Graduate Degree Programme in Public Policy and Management during 2020-21 at the Centre for Public Policy, Indian Institute of Management, Bangalore—Regarding.

Sir/Madam,

The 19th Post Graduate Degree 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 24th April, 2020 for which reporting and registration at IIM-B campus will also be held on same day. Unlike the previous batches of this programme, PGPPM is now a Degree programme.

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) and has been designed to be a high quality programme with a set of ‘Core Courses’ as well as a range of ‘Electives’. The selected officers will be required to complete the ‘Domestic component’ at IIMB as well as the ‘International component (about 2 weeks)’ at an International School during the duration of the programme.

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/- Programs →PGPPM, 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 through their Cadre Controlling Authorities so as to reach us on or before 2nd March, 2020. 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 interview Date, time & place will be intimated to the officers by IIM-B. 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 Shri Sharath Kumar K Rao, Administrative Officer, PGPPM Office, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Phone No. 080-26993326/ 3265, Fax No. 080-26584050, E-Mail: pgppmoffice@iimb.ernet.in) and websites 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,

(Biswajit Banerjee)
Under Secretary to the Government of India
Telephone: 011-26194167
(E-mail: biswajitbanerjee.edu@nic.in)

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, Nirmān 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, Kolkata
12. Director, IIIMB, Bannerghatta Road, Bangalore-560076
13. Chairperson, PCPPM, Centre for Public Policy, Indian Institute of Management, Bannerghatta Road, Bangalore-560076. The Chairperson is requested to consider applications received on or before 2nd March, 2020 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.

(Biswajit Banerjee)
Under Secretary to the Government of India
The 19th Post Graduate Degree Programme in Public Policy and Management (PGPPM) at Centre for Public Policy, Indian Institute of Management, (IIM-B) Bangalore shall commence from 24th April, 2020. 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 ‘Domestic component’ as well as the ‘International component (about 2 weeks)’ at IIMB and an International School during the year 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 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:

<table>
<thead>
<tr>
<th>Length of service</th>
<th>Officers should have completed 5 years of Group ‘A’ service as on commencement of the programme.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>The officers should have at least three years remaining service after completion of the programme.</td>
</tr>
<tr>
<td>Earlier Training</td>
<td>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.</td>
</tr>
</tbody>
</table>
Course Fees:

(a) The Fee for the Domestic Course of the programme is Rs. 9,30,468/- (Rupees Nine Lakh Thirty Thousand Four Hundred Sixty Eight Only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. 36,252/- (Rupees Thirty Six Thousand Two Hundred Fifty Two Only) [Total Domestic Component Rs. 9,66,720/-].

(ii) The Fee for the International Component of the programme is Rs. 4,35,024/- (Rupees Four Lakh Thirty Five Thousand Twenty Four Only), which will include air fare, course fees, Boarding and Lodging costs. During the International Immersion of the programme, the Per-diem Allowance @ 25% of the approved rates shall be paid to the participants.

(b) The total Domestic Course fee plus NGO/Rural attachment plus International Component would be Rs. 14,01,744/- (Rs. Fourteen Lakh One Thousand Seven Hundred Forty Four Only).

(c) The entire Course Fee (Domestic Course fee, expenses towards Rural/NGO attachment, International 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]. However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/Departments / State Governments where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be arranged by IIMB through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.

(d) In case of officers belonging to any Group ‘A’ Service and working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme (domestic as well as international component containing course fee, boarding and lodging charges, airfare, per-diem allowances etc.) shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

(e) The entire Programme fee [Rs. 14,01,744/- (Rs. Fourteen Lakh One Thousand Seven Hundred Forty Four 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.

(f) The Ministry/ Department/ State Government/Organization etc. where the officer is currently posted, will meet the cost of (a) pay and allowances during the training period, (b) travel
from place of posting to Bangalore and back, (c) travel towards field visits of the participants for collection of data/information for the dissertation, (d) travel to Bangalore for presentation of the dissertation at the end of the programme, (e) Per-diem allowance during international immersion and (f) one time allowance of Rs.5000/- (Rupees five thousand only) for stationery etc.

4. **Hostel Facilities**

This is a fully residential programme. IIM, Bangalore will provide rent-free furnished family residential accommodation in the Institute to the participants.

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 (institutional training of 12 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 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.

(iv) Officers of the Central Government, State Government and Union Territories coming from outside Bangalore 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 11(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 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.

(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 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 Group ‘A’ officers who are likely to stay with the CCA for some more time. Officers whose names have been recommended for central deputation/ or figuring in the ‘offer list’ for central deputation under the ‘Central Staffing Scheme’ should not be nominated for the PGPPM programme. Failure to withdraw the applications of such officers for the PGPPM, may result in debarment of officers for central deputation for five years.

(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.

(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](https://www.iimb.ac.in/programmes/pgppm) or DoP&T, Training Division’s website [http://dopttrs.nic.in/ → Programmes → PGPPM, IIM-Bangalore](http://dopttrs.nic.in/ → Programmes → PGPPM, 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 **2nd March, 2020**.

(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 Chairperson, PGPPM, Centre for Public Policy, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 as well as also to this Department.

(v) 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, cost of international travel and cost of training abroad 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.

***

[Signature]
APPLICATION FOR ADMISSION IN 19TH POST GRADUATE DEGREE PROGRAMME IN PUBLIC POLICY & MANAGEMENT
(Programme Commences on 24th April, 2020 Last date of receiving application is 2nd March, 2020)
(For Govt sponsored candidates)

1. PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Title (Mr./Ms./Dr./etc.)</th>
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<tbody>
<tr>
<td>Full name in Block letters (First name, Middle name, Surname)</td>
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<tr>
<td>Father's full name</td>
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<td>Mother's full name</td>
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<td>Gender (Put √)</td>
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<td>Date of Superannuation</td>
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<td>Age as on 24-04-2020</td>
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<tr>
<td>Nationality</td>
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<td>Religion</td>
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<tr>
<td>Caste category (Put √)</td>
<td>General</td>
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<tr>
<td>Equivalent Rank in Govt. of India</td>
<td>Level in Pay Matrix as per 7th CPC/ Grade Pay with Pay Band</td>
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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 √) | Yes | No |
| If yes, from which date: |  |
| Date of completion of tenure? |  |

Page 10 of 15
### 3. ADDRESS FOR CORRESPONDENCE

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
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<td>Telephone No</td>
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### 4. ACADEMIC RECORD

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<th>Sr. No</th>
<th>Examination/ Degree/ Diploma passed</th>
<th>Name of the Board/University/ Institution</th>
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<th>Year of Joining the Course</th>
<th>Year of Passing the Course</th>
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### 5. DETAILS OF WORK EXPERIENCE

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<th>Tenure</th>
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<th>Nature of responsibility</th>
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</table>

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]

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Course / Training Programme</th>
<th>Name of the Institution / Place</th>
<th>Year</th>
<th>Duration (in weeks)</th>
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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: ____________________________  
Date: ____________________________  
(Signature) ______________________

Instructions:

- The application form is to be sent through the Cadre Controlling Authority.
- However, you may kindly send the advance copy directly to Shri Ram Meena, 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: s.meena63@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 2nd March, 2020.
- The application envelop should be superscripted as "Application for admission in 19th PGPPM (2020-21) at IIM, Bangalore".
### PART - B

(For the use of the Cadre Controlling Authority only)

<table>
<thead>
<tr>
<th>1. Is there any vigilance case pending or contemplated against the officer? (put v)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Is there any standing adverse entry against the officer? (put v)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

If YES, please give details:

<table>
<thead>
<tr>
<th>3. Is the applicant's overall ACR grading &quot;Very Good&quot;? (put v)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Whether cadre clearance has been obtained? (put v)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

(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)

Has the candidate been offered a central deputation also?  

If selected, will the candidate be released for the Programme?  

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.

---

Page 13 of 15
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.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Designation: -</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office address:</td>
<td>-</td>
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<tr>
<td>Telephone No.:</td>
<td>-</td>
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<tr>
<td>Fax No.:</td>
<td>-</td>
</tr>
<tr>
<td>E-mail Id:</td>
<td>-</td>
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</tbody>
</table>

**Cadre Controlling Authority:**

<table>
<thead>
<tr>
<th>Name of the Cadre Controlling Authority (Ministry/Department)</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Designation</td>
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<tr>
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<td>Telephone No.</td>
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<tr>
<td>Fax No.</td>
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<table>
<thead>
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<th>Place:</th>
<th>(Signature of the Cadre Controlling Authority)</th>
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</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
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</tbody>
</table>

File No. ____________________________

__________________________
Office Seal (Compulsory)
Format of Bond to be executed by a Government Servant before proceeding for 19th Post Graduate Degree Programme in Public Policy and Management (PGPPM) of Indian Institute of Management Bangalore (IIMB) 2020-21

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, cost of international travel and cost of training abroad 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 Training by IIM- Bangalore which includes about 2 weeks international exposure by the Department of Personnel and Training (DoP&T), Government of India,

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 2020.

Signed and delivered by ___________________________ (Name and designation)

In the presence of ______________ and ______________

Witnesses: 1. ___________________________

2. ___________________________
No. T-13012/1/2020-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)
Block-IV, 3rd Floor, Old JNU Campus,
New Mehrauli Road, New Delhi-110067
Dated: 07th February, 2020

To

1. Secretaries (All Ministries/Departments in Government of India)
2. Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. Directors General/Directors of State & Central Training Institutions

Sub: 14th Post Graduate Diploma Programme in Public Policy and Management (PGD-PPM) during 2020-21 at the Management Development Institute, Gurugram.

Madam/Sir,

The 14th Post Graduate Diploma in Public Policy and Management (PGD-PPM) is scheduled to commence from 09th July, 2020 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. It includes an international module of about Two weeks’ duration at a foreign university.

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→PGDPPM_MDIGurugram 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.

Page 1 of 14
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 us on or before 15th April, 2020. 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 Dr. Pawan Kumar Verma, Admin Officer, School of Public Policy & Governance, Management Development Institute, Mehrauli-Gurugram Road, Sukhrali, Gurugram-122007 (Haryana) Telephone: 0124-4560553, Mobile: 9818222029, E-mail Id: pawan@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,

(Biswajit Banerjee)
Under Secretary to the Government of India
Telephone: 011-26194167
(E-mail: biswajitbanerjee.edu@nic.in)

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. Dr. Pawan Kumar Verma, Admin Officer, Management Development Institute, Mehrauli Road, Sukhrali, Gurugram-122001 with request to consider applications received on or before 15th April, 2020.
14. NIC, Training Division, for uploading the notification on DoP&T website (https://dop.gov.in) and Training Division's Website (http://dopitrg.nic.in).

(Biswajit Banerjee)
Under Secretary to the Govt of India
Terms and conditions

14th Post Graduate Diploma in Public Policy and Management at Management Development Institute, Gurugram

The 14th Post Graduate Diploma in Public Policy and Management (PGD-PPM), at Management Development Institute, Gurugram, will commence from 08.07.2020. 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 ‘Domestic component’ as well as the ‘International component (Two weeks)’ at MDI and an International School respectively during the year 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:

<table>
<thead>
<tr>
<th>Length of service</th>
<th>Officers should have completed 5 years of Group ‘A’ service as on commencement of the programme.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>The officers should have at least three years remaining service after completion of the programme.</td>
</tr>
<tr>
<td>Earlier Training</td>
<td>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.</td>
</tr>
</tbody>
</table>

*Signature*
3. **Course Fees**

(a) (i) The fee for the Domestic Course of the programme is Rs. 5,80,800/- (Rupees Five Lakh Eighty Thousand Eight Hundred only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. 30,000/- (Rupees Thirty Thousand only) [Total Domestic Component Rs. 6,10,800/-].

(ii) The Fee for the ‘International Component’ of the programme is Rs. 4,32,000/- (Rupees Four Lakh Thirty Two Thousand only), which will include air fare, course fees, Boarding and Lodging costs. During the International Immersion of the programme, the Per-diem Allowance @ 25% of the approved rates shall be paid to the participants.

(b) The total Domestic Course fee plus NGO/Rural attachment plus International Component would be Rs. 10,42,800/- (Rs. Ten Lakh Forty Two Thousand Eight Hundred Only).

(c) The entire Course Fee (Domestic Course fee, expenses towards Rural/NGO attachment, International Course fee) would be met by the concerned Cadre Controlling Authorities (for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretarial Stenographers’ Service (CSSS) Officers, MHA for IPS officers, MOEF for IFS officers etc). However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/Departments / State Governments where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be arranged by MDI through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.

(d) In case of officers belonging to any Group ‘A’ Service and working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme (domestic as well as international component containing course fee, boarding and lodging charges, airfare, per diem allowances etc.) shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

(e) The entire Programme fee [Rs. 10,42,800/- (Rs. Ten Lakh Forty Two Thousand Eight Hundred 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.

(f) 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, (e) Perdiem allowance during international immersion and (f) one time allowance of Rs.5000/- (Rupees five thousand only) for stationery etc.

4. **Hostel Facilities**

   This is a compulsory residential programme and MDI-G will provide suitable accommodation at their campus at the rate of Rs. 10,000/- (Rs. Ten Thousand only) per month per participant. The expenditure will be met by the Cadre Controlling Authority of the participants.

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 12 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 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. Officers whose names have been recommended for central deputation/ or figuring in the ‘offer list’ for central deputation under the ‘Central Staffing Scheme’ should not be nominated for the PGD-PPM programme. Failure to withdraw the applications of such officers for the PGD-PPM may result in debarment of officers for central deputation for five years.

(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://doptrg.nic.in/ → Programmes → PGDPPM, 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 15th April, 2020.

(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 Director, 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.

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, cost of international travel and cost of training abroad 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.

****
APPLICATION FOR ADMISSION IN 14th POST GRADUATE PROGRAMME IN PUBLIC POLICY & MANAGEMENT

(Programme Commences on 08th July, 2020 Last date of receiving application is 15th April, 2020)

PART-A

1. PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Title (Mr./Ms./Dr.)</th>
<th>Full name in block letters (First name, Middle name, Surname)</th>
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<tr>
<th>Father’s full name</th>
<th>Mother’s full name</th>
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<th>Female</th>
<th>Date of birth</th>
<th>DD</th>
<th>MM</th>
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<th>Date of Superannuation</th>
<th>Age as on 08-07-2020</th>
<th>Nationality</th>
<th>Religion</th>
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<tr>
<td>DD</td>
<td>MM</td>
<td>Year</td>
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<th>Caste category (Put ✓)</th>
<th>Equivalent Rank in Govt. of India</th>
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<td>Level in Pay Matrix as per 7th CPC/ Grade Pay with Pay Band</td>
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<tr>
<th>Name of the Ministry/Department</th>
<th>Designation</th>
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<th>Office Address</th>
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<th>PIN</th>
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<th>Telephone No.</th>
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<th>Service cadre with year of allotment</th>
<th>Length of service in Group-A</th>
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<tr>
<th>Are you presently on deputation to the Govt. of India (Put ✓)</th>
<th>Date of completion of tenure?</th>
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<tr>
<td>Yes</td>
<td>No</td>
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### 3. ADDRESS FOR CORRESPONDENCE

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td>City</td>
<td>State</td>
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<td>Telephone No</td>
<td>Fax No</td>
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<td>Mobile No</td>
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<tr>
<td>Email ID</td>
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<td>(Main and alternate)</td>
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### 4. ACADEMIC RECORD

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Examination/ Degree/ Diploma passed</th>
<th>Name of the Board/University/ Institution</th>
<th>Passing Percentage/ Grade/ Division/CGPA</th>
<th>Year of Joining the Course</th>
<th>Year of Passing the Course</th>
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### 5. DETAILS OF WORK EXPERIENCE

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<th>Sr. No</th>
<th>Post held</th>
<th>Department/ Organization</th>
<th>Tenure From</th>
<th>Tenure To</th>
<th>Pay Scale</th>
<th>Nature of responsibility</th>
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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)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Course / Training Programme</th>
<th>Name of the Institution / Place</th>
<th>Year</th>
<th>Duration (in weeks)</th>
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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 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: ____________________________
Date: _____________________________

(Signature)

Instructions:

- The application form is to be sent through the Cadre Controlling Authority.
- However, you may kindly send the Advance Copy directly to Shri Ram Meena, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 406, 4th Floor, Block-4, Old JNU Campus, New Delhi-110067 (E-mail: s.meena63@nic.in) as well as to Chairperson (Admissions) Management Development Institute, Mahrauli-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 15th April, 2020.
- The application envelop should be superscripted as "Application for admission in 14th PCD-PPM (2020-21) at MDI, Gurugram"
PART - B
(For the use of the Cadre Controlling Authority only)

1. Is there any vigilance case pending or contemplated against the officer? (put √)
   Yes | No
   If YES, please give details:
   __________________________________________________________
   __________________________________________________________

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

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

4. Whether cadre clearance has been obtained? (put √)
   (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)
   Yes | No
   Has the candidate been offered a central deputation also?
   Yes | No
   If selected, will the candidate be released for the Programme?
   Yes | 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

<table>
<thead>
<tr>
<th>Name of the Cadre Controlling Authority (Department/Ministry)</th>
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<tr>
<td>Contact person</td>
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<td>Tel No</td>
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<td>Fax No</td>
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<tr>
<td>Email ID</td>
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</tbody>
</table>

Place: 

Date: 

(Signature of the Cadre Controlling Authority)

File No. _______________________

Office Seal (Compulsory)

Page 13 of 14
 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, cost of international travel and cost of training abroad 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 PGD-PPM programme at MDI-Gurugram which includes about 2 weeks international exposure by the Department of Personnel and Training (DoP&T), Government of India,

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 he 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 2020.

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]
To

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

Sub: 12th One year Diploma Programme in Public Policy and Sustainable Development (PP & SD) at the TERI School of Advance Studies, New Delhi—Regarding.

Sir/Madam,

12th One year Diploma Programme in Public Policy and Sustainable Development at the TERI School of Advance Studies, New Delhi is scheduled to commence from 28th July, 2020, for which Registration will be held on 27th July, 2020.

2. This programme has been designed as a high quality programme with a set of core courses as well as a range of electives. It includes an international module of about Two weeks’ duration at a foreign Institute.

3. 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 TERI School of Advance Studies in the matter.

4. The officers selected for the programme also have an option to continue with the programme for the second year for a Two year M.A. (Public Policy and Sustainable Development) Degree Programme, if they so wish, wherein they will be required to complete a dissertation while on the job during the second year. Such officers will work on a dissertation under the guidance of a faculty member of the TERI School of Advance Studies and will return to the Institute for presenting and defending the same at the end of the second year by sparing a couple of weeks. Such officers will be
awarded a degree in M.A. in Public Policy and Sustainable Development after they have completed the domestic component, International component and dissertation in the second year successfully.

5. It is requested that the circular may be given wide publicity among officers of your cadre. Applications complete in all respect, after obtaining necessary clearances including Vigilance Clearance from Cadre Controlling Authority/State Government (wherever necessary) may please be sent to this office, so as to reach us on or before **09th April, 2020**. Nominations received after this date will not be considered. A copy of the application may also be sent to the Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi-110070. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by TERI, New Delhi. The interview date and time will be intimated to the officers by TERI School of Advance Studies, New Delhi. In order to save time, the officers are permitted to send an advance copy of the application directly to this office and TERI School of Advance Studies. The officers may be called for interview based on their advance applications. However, final selection will be subject to receipt of their formal application, duly recommended by their Cadre Controlling Authorities. It is, therefore in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

6. Further details with regard to this programme may be ascertained from TERI School of Advance Studies, New Delhi (Phone No. 011-71800222, Fax No. 011-26122874, E-Mail: venkataramanan.in@teriuniversity.ac.in. Details of the programme are also available at TERI’s website www.terisas.ac.in and DoP&T Training Division’s website http://dopttng.nic.in/ Programmes M.A. at TERI, New Delhi.

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,

(Biswaajit Banerjee)
Under Secretary to the Government of India
Telephone: 011-26194167
(E-mail: biswaajitbanerjee.edu@nic.in)

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
12th One year Diploma Programme in Public Policy and Sustainable Development at the TERI School of Advance Studies, New Delhi—commencing from 14th July, 2020

The 12th One year Diploma Programme in Public Policy and Sustainable Development at the TERI School of Advance Studies, New Delhi, will commence from 28-07-2020. This has been designed to be a high quality programme with a set of ‘Core Courses’ as well as a range of ‘Electives’. Under the programme conceived as a ‘one-year’ Diploma Programme in Public Policy and Sustainable Development, the officers will complete a ‘Domestic Component’ at TERI School of Advance Studies, New Delhi as well as an ‘International Component’ of about two weeks at a Foreign Institute. 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 TERI School of Advance Studies in this matter.

The officers selected for the programme also have an option to continue with the programme for the second year for the Two year M.A. (Public Policy and Sustainable Development) Degree Programme, if they so wish, wherein they will be required to complete a dissertation while on job during the second year. Such officers will work on a dissertation under the guidance of a faculty member of the TERI School of Advance Studies, and will return to the Institute for presenting and defending the same, at the end of the second year by sparing a couple of weeks. Such officers will be awarded a degree in M.A. in Public Policy and Sustainable Development after they have completed the domestic component, International component and dissertation in the second year successfully.

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:

<table>
<thead>
<tr>
<th>Length of service</th>
<th>Officers should have completed 5 years of Group ‘A’ service as on commencement of the programme.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>The officers should have at least three years remaining service after completion of the programme.</td>
</tr>
</tbody>
</table>
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, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, New Delhi
13. Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi-110070. The Vice Chancellor is requested to consider applications received on or before 09th April, 2020.
14. NIC, Training Division, for uploading the notification on DoP&T website (http://dopt.gov.in/) and Training Division’s website (http://dopttrg.nic.in/).

(Biswajit Banerjee)
Under Secretary to the Government of India
(e) The entire Programme fee [Rs. 8,58,000/- (Rs. Eight Lakh Fifty Eight Thousand 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.

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

4. **Hostel Facilities**

TERI School of Advance Studies would assist the participants in getting rented accommodation in nearby areas. The Domestic Accommodation fee would be Rs. 15,000/- (Rs. Fifteen Thousand only) per month per participant. The expenditure will be met by the Cadre Controlling Authority of the participants.

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 12 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 for this period.

   [Note: The tenure of central deputation in so far as it relates to this programme, 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]
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) (i) The Fee for the Domestic Course of the programme is Rs. 3.96 Lakh (Rupees Three Lakh Ninty Six Thousand Only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. 30,000/- (Rupees Thirty Thousand only) [Total Domestic Component Rs. 4,26,000/-].

   (ii) The Fee for the 'International Component' of the programme is Rs. 4.32 Lakh (Rupees Four Lakh Thirty Two Thousand Only), which will include airfare, course fees, Boarding and Lodging costs. During the International Immersion of the programme, the Per-diem Allowance @ 25% of approved rates shall be paid to the participants.

   (b) The total Domestic Course fee plus NGO/Rural attachment plus International Component would be Rs. 8,58,000/- (Rs. Eight Lakh Fifty Eight Thousand Only).

   (c) The entire Course Fee (Domestic Course fee, expenses towards Rural/NGO attachment and International Course fee) 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). However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/Departments / State Governments where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be arranged by TERI through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.

   (d) In case of officers belonging to any Group ‘A’ Service and working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme (domestic as well as international component containing course fee, boarding and lodging charges, airfare, per diem allowances etc.) shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.
(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, DOP&T 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 TERI's website www.terisas.ac.in. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers along with information in PART-B, so as to reach us on or before 09th April, 2020.

(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 Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi-110070.

(v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by TERI School of Advance Studies. The interview date and time will be intimated to the officers by TERI School of Advance Studies. In order to save time, the officers are permitted to send an advance copy of the application directly to this office and TERI School of Advance Studies. 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.
(b) The officers not on central deputation and also not in receipt of CDTA, whether they proceed on training programme from Delhi, or outside Delhi 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 Delhi to participate in the programme 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 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. Officers whose names have been recommended for central deputation/ or figuring in the ‘offer list’ for central deputation under the ‘Central Staffing Scheme’ should not be nominated for the PP & SD programme. Failure to withdraw the applications of such officers for the PP & SD may result in debarment of officers for central deputation for five years.
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, cost of international travel and cost of training abroad 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:

****
Application for 12\textsuperscript{th} One year Diploma Programme in Public Policy and Sustainable Development
(Progammme Commences on 28\textsuperscript{th} July, 2020 Last date of receiving application is 09\textsuperscript{th} April, 2019)

\textbf{PART-A}

\begin{tabular}{|l|l|l|l|}
\hline
\textbf{1. PERSONAL DETAILS} & & & \\
\hline
Title (Mr./Ms./Dr.) & & & \\
\hline
Full name in block letters (First name, Middle name, Surname) & & & \\
\hline
Father's full name & & & \\
\hline
Mother's full name & & & \\
\hline
Gender (Put \(\checkmark\)) & Male & Female & Date of birth DD MM Year \\
\hline
Date of Superannuation & DD MM Year & & \\
\hline
Age as on 28-07-2020 & MM Year & & \\
\hline
Nationality & & & \\
\hline
Religion & & & \\
\hline
Caste category (Put \(\checkmark\)) & General & OBC & SC & ST \\
\hline
Equivalent Rank in Govt. of India & & Level in Pay Matrix (as per 7\textsuperscript{th} CPC) & \\
\hline
\end{tabular}

\begin{tabular}{|l|}
\hline
\textbf{2. MINISTRY/DEPARTMENT DETAILS} & \\
\hline
Name of the Ministry/ Department & \\
\hline
Designation & \\
\hline
Office Address & \\
\hline
State & PIN & \\
\hline
Telephone No. & Fax & \\
\hline
Service cadre with year of allotment & \\
\hline
Length of service in Group-A & \\
\hline
Are you presently on deputation to the Govt. of India (Put \(\checkmark\)) & Yes & No & If yes, from which date: \\
\hline
Date of completion of tenure? & \\
\hline
\end{tabular}
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)

<table>
<thead>
<tr>
<th>Sr. No</th>
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<th>Name of the Institution/ Place</th>
<th>Year</th>
<th>Duration (in weeks)</th>
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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/Dept./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: ____________________________________________

Date: ____________________________

(Signature)

Instructions:

- The application form is to be sent through the Cadre Controlling Authority.
- However, you may kindly send the Advance Copy directly to Shri Ram Meena, 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: smeena63@nic.in] as well as to Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi-110070.
- Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 09th April, 2020.
- The application envelop should be superscripted as “Application for admission in 12th PPASD (2020-21) at TERI School of Advance Studies, New Delhi”.

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### 3. ADDRESS FOR CORRESPONDENCE

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td>City</td>
<td>State</td>
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<td>Telephone No</td>
<td>Fax No</td>
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<tr>
<td>Mobile No</td>
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<tr>
<td>Email ID</td>
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### 4. ACADEMIC RECORD

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<tr>
<th>Sr. No</th>
<th>Examination/ Degree/ Diploma passed</th>
<th>Name of the Board/institute/ Institution</th>
<th>Passing Percentage/ Grade/ Division/CGPA</th>
<th>Year of Joining the Course</th>
<th>Year of Passing the Course</th>
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### 5. DETAILS OF WORK EXPERIENCE

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<th>Sr. No</th>
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<th>Department/ Organization</th>
<th>Tenure From</th>
<th>To</th>
<th>Pay Scale</th>
<th>Nature of responsibility</th>
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</table>

Total experience (in years)
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:

<table>
<thead>
<tr>
<th>Name of the Cadre Controlling Authority (Department/Ministry)</th>
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</thead>
<tbody>
<tr>
<td>Contact Person</td>
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<tr>
<td>Designation</td>
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<td>Address</td>
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<td>Telephone No.</td>
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<td>Fax No.</td>
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<td>E-mail ID</td>
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</table>

Place: 

Date: 

(Signature of the Cadre Controlling Authority)

File No. 

Office Seal (Compulsory)
PART - B

(For the use of the Cadre Controlling Authority only)

1. Is there any vigilance case pending or contemplated against the officer? (put 'Y' or 'N')

2. Is there any standing adverse entry against the officer? (put 'Y' or 'N')
   If YES, please give details:

3. Is the applicant's overall ACR grading "Very Good"? (put 'Y' or 'N')

4. Whether cadre clearance has been obtained? (put 'Y' or 'N')
   (For officers, who would be completing their deputation tenures prior to joining the PP & SD? In such cases, clearance of the State Government/Parent department has to be obtained)
   Has the candidate been offered a central deputation also? (put 'Y' or 'N')
   If selected, will the candidate be released for the Programme? (put 'Y' or 'N')

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.
Format of Bond to be executed by a Government Servant before proceeding for 12th One Year Diploma Programme in Public Policy and Sustainable Development (PP & SD) at the TERI School of Advance Studies, New Delhi

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 by TERI 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, cost of international travel and cost of training abroad met by the govt./agency concerned, etc. being conducted by TERI School of Advance Studies 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 PP & SD programme by TERI School of Advance Studies, New Delhi which includes 2 weeks international exposure by the Department of Personnel and Training (DoP&T), Government of India,

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 PP & SD programme, OR failing to complete the 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 2020.

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]

Page 15 of 15
No. T-13014/1/2020-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: 07th February, 2020

To

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

Sub: 5th One year Advanced Management Programme in Public Policy (AMPPP) during 2020-21 at Indian School of Business, Hyderabad/ Mohali—Regarding.

Sir/Madam,

It is hereby informed that one year 'Advanced Management Programme in Public Policy' (AMPPP) is being conducted by Indian School of Business (ISB), the 5th Batch of which is scheduled to commence from 1st May, 2020. The course is entirely a domestic long term programme without any foreign component and will be carried out at ISB's Mohali & Hyderabad campuses.

**Course pedagogy:**

2. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, as well as international exposure embedded in them, the AMPPP has been conceptualized as an officer friendly domestic training programme on public policy without any international component. The advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.

3. The programme encompasses three baskets of learning:

   > Toolkits (fundamentals - economics, finance and accounts and quantitative methods, policy design and implementation frameworks etc.)
   > Domain knowledge (Urban planning, Infrastructure, Social Policy etc.) and
   > Skill areas (leadership, communication and negotiation)
The course shall be delivered via a hybrid model with domestic residencies involving intensive classroom sessions, distance and e-learning module, online preparatory and follow up sessions. The details in this regard may be ascertained from the website of Indian School of Business, Hyderabad/Mohali.

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

5. Details of the ‘Terms and Conditions’ of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Shri Rajesh D, Centre for executive education, (Phone No. +91 40 23187516, Mobile: +91 9440121755, e-mail: amppp@isb.edu or rajesh_d@isb.edu) and websites of Indian School of Business- Hyderabad/Mohali (ISB-H/M) http://www.isb.edu/amppp and DoP&T, Training Division’s website http://dopttrg.nic.in/

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

7. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before 15th March, 2020. 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/discussion by ISB-H/M. The discussion date, time & place will be intimated to the officers by ISB-H/M. In order to save time, the officers are permitted to send an ‘Advance Copy’ of their applications directly to this office and ISB-H/M. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the
officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

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

(BiswaJit Banerjee)
Under Secretary to the Government of India
Telephone: 011-26194167
(E-mail: biswajitbanerjee.edu@nic.in)

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. 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, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N.Delhi
13. Mr. Rajesh D, Senior Manager, Centre for Executive Education, Indian School of Business (ISB), Gachibowli, ISB Road, Hyderabad - 500032 with request to consider applications received on or before 15th March, 2020.
14. Shri Steven Burton, Executive Director, Centre for Executive Education, ISB, Hyderabad/ Mohali.
15. Dr Aayushi Jain, Associate Director, Bharti Institute of Public Policy, ISB- Hyderabad/ Mohali.
16. NIC, Training Division, for uploading the notification on DoP&T website (https://dopt.gov.in) and Training Division’s (http://doptfg.nic.in) webpage.
5th one year Advanced Management Programme in Public Policy at Indian School of Business
- Hyderabad/ Mohali

5th one year Advanced Management Programme in Public Policy at Indian School of Business (ISB) - Hyderabad/ Mohali will commence from 1st May, 2020. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the AMPPP has been conceptualized as an officer friendly domestic training programme on public policy without any international component. The advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The course shall consist of four terms, to be delivered via a hybrid model with domestic residencies involving intensive classroom sessions, distance and e-learning module, online preparatory and follow up sessions. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.

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

2. Eligibility:

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group ‘A’), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group ‘A’) subject to the following eligibility conditions:

<table>
<thead>
<tr>
<th>Length of service</th>
<th>Officers should have completed 5 years of Group ‘A’ service as on commencement of the programme.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>The officers shall not be more than 50 years on the date of commencement of the programme (53 years in case of officers belonging to SC/CT).</td>
</tr>
<tr>
<td>Earlier Training</td>
<td>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.</td>
</tr>
</tbody>
</table>
3. **Course Fees**

(a) The course fee for the programme is **Rs. 12.60 Lakh (Rs. Twelve Lakh Sixty Thousand Only)** + **Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of classroom and online sessions, study material, boarding and lodging for the duration of residency. The nomination for the programme and payment of course fee shall be made by the Cadre Controlling Authorities [for example, DoP&T for LAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for JFoS officers etc]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

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

(c) In case of Group 'A' officers working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

(d) The Programme fee [**Rs. 12.60 Lakh (Rs. Twelve Lakh Sixty Thousand Only)**] plus Goods & Service Tax (GST) as per applicable rates need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

4. **Programme structure**

a. **Duration:** AMPPP is designed as a 1 year programme.

b. The programme encompasses three baskets of learning:

   - Toolkits (fundamentals - economics, finance and accounts and quantitative methods, policy design and implementation frameworks etc.)
   - Domain knowledge (Urban planning, Infrastructure, Social Policy etc.) and
   - Skill areas (leadership, communication and negotiation)
c. Design elements:
   - Inauguration
   - Residencies
   - Technology-Assisted Learning
   - Guest Lectures
   - Capstone Project: White paper on a Policy
   - Policy Walk
   - Assessments
   - Graduation

d. Typical term structure

   - Duration of the programme is one year. The AMPPP course consists of 4 terms, and each term will have one residency.

   - Typical term structure: 3 weeks of Pre-Reads + Residency (9 days) + 5 weeks of Technology Assisted Learning + 1 week of exam

   - The programme is spread across 15 credits. Each full credit course is allocated ten classes of two hours (20 hrs) of executive education-style intensive classes.

   - The Technology Assisted Learning component of the course will be delivered via online mode.

   - Capstone Project: Each student will have to work on a capstone project which will be a white paper on a Public Policy. It will carry 1 credit.

   - Policy Walk: The students will be taken for a policy walk over two days in order to meet the Public Policy Formulators as well as implementers to understand the Public Policy environment in a practical manner.

   - Additionally, there will be various guest lectures through the residencies to give a practitioner’s perspective to Public Policy students.

   - ISB programmes emphasize high academic rigour and “no exception” policy. The participant must obtain an overall passing grade for every course module.
e. **Policy Paper**: Officers will be required to submit a Policy Paper on a policy issue concerning the Ministry/Department where they are currently posted. The issue for this paper will have to be identified in consultation with the Ministries/Departments/State Governments/UTs etc. where they are currently working.

5. **Programme Schedule (Tentative)**

<table>
<thead>
<tr>
<th>Residency</th>
<th>Start Date</th>
<th>End Date</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residency 1</td>
<td>May 01, 2020</td>
<td>May 11, 2020</td>
<td>Mohali Campus</td>
</tr>
<tr>
<td>Residency 2</td>
<td>August 28, 2020</td>
<td>September 07, 2020</td>
<td>Hyderabad Campus</td>
</tr>
<tr>
<td>Residency 3</td>
<td>October 30, 2020</td>
<td>November 09, 2020</td>
<td>Mohali Campus</td>
</tr>
<tr>
<td>Policy Walk</td>
<td>December 16, 2020</td>
<td>December 18, 2020</td>
<td>New Delhi</td>
</tr>
<tr>
<td>Residency 4</td>
<td>March 05, 2021</td>
<td>March 15, 2021</td>
<td>Mohali Campus</td>
</tr>
</tbody>
</table>

6. **Hostel Facilities**

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

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

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

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

(i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time. Officers whose names have been recommended for central deputation or figuring in the 'offer list' for central deputation under the 'Central Staffing Scheme' should not be nominated for the AMPPP programme. Failure to withdraw the applications of such officers for the AMPPP may result in debarment of officers for central deputation for five years.

(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.

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

9. **Forwarding of nominations**

(i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.

(ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to ISB’s website [http://www.isb.edu/amppp/](http://www.isb.edu/amppp/) and DoP&T, Training Division’s website [http://dopttrg.nic.in/ → Programmes → AMPPP, ISB-H/M.](http://dopttrg.nic.in/ → Programmes → AMPPP, ISB-H/M) Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in Part-B of the Application Pro forma so as to reach us on or before **15th March, 2020**.

(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 Shri Rajesh D, AMPPP Office, Centre for Executive Education, Indian School of Business (ISB), Gachibowli, Hyderabad-500032.

(v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for discussion/interview by ISB. The discussion dates, time and place will be intimated to the officers by ISB. In order to save time, the officers are permitted to send an **Advance Copy** of the application directly to this office. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities and approval of the Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

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

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, the officer shall forthwith pay to the
Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

*****

[Signature]
APPLICATION FOR ADMISSION IN 5TH ONE YEAR ADVANCED MANAGEMENT PROGRAMME IN PUBLIC POLICY

(Programme Commences on 1st May, 2020 Last date of receiving application is 15th March, 2020)

(Part A: For Govt-sponsored candidates)

1. PERSONAL DETAILS

<table>
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<tr>
<th>Title (Mr./Ms./Dr.)</th>
<th>Paste a recent passport sized photograph</th>
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<tbody>
<tr>
<td>Full name in block letters (first name, middle name, surname)</td>
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<td>Father's full name</td>
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<td>Mother's full name</td>
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<td>Gender (Put ✓)</td>
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<td>Date of Superannuation</td>
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<td>Nationality</td>
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<td>Caste category (Put ✓)</td>
<td>General</td>
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<td>Equivalent Rank in Govt. of India</td>
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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 ✓) | Yes | No | If yes, from which date: |
| Date of completion of tenure? | |

Page 10 of 15
### 3. ADDRESS FOR CORRESPONDENCE

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<td>Email ID</td>
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### 4. ACADEMIC RECORD

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<th>Name of the Board/University/ Institution</th>
<th>Passing Percentage/ Grade/ Division/CGPA</th>
<th>Year of Joining the Course</th>
<th>Year of Passing the Course</th>
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### 5. DETAILS OF WORK EXPERIENCE

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<th>Nature of responsibility</th>
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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)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of Course / Training Programme</th>
<th>Name of the Institution/ Place</th>
<th>Year</th>
<th>Duration (in weeks)</th>
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<tbody>
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</tbody>
</table>

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 programme period.
   ii. Briefly describe your job responsibilities and your achievements at your workplace.
   iii. Statement of Purpose: Why are you interested in pursuing this programme?
   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 Ram Meena, 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: s.meena63@nic.in] as well as to Shri Rajesh D, AMPPP Office, Centre for Executive Education, Indian School of Business(ISB), Gachibowli, Hyderabad-500032.

» Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 15th March, 2020.

» The application envelop should be superscripted as "Application for admission in 5th AMPPP at ISB-Hyderabad/Mohali."
PART - B
(For the use of the Cadre Controlling Authority only)

1. Is there any vigilance case pending or contemplated against the officer? (put √)
   [Yes] [No]

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

3. Is the applicant’s overall ACR grading "Very Good"? (put √)
   [Yes] [No]

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

<table>
<thead>
<tr>
<th>Name of the Cadre Controlling Authority (Ministry/Department)</th>
<th></th>
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<tbody>
<tr>
<td>Contact Person</td>
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<td>Designation</td>
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<td>E-mail ID</td>
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</table>

Place: ____________________________  

(Date: ____________)

(Signature of the Cadre Controlling Authority)

File No. ____________________________  

Office Seal (Compulsory)
Format of Bond to be executed by a Government Servant before proceeding for 5th Advanced Management Programme in Public Policy (AMPPP) of Indian School of Business- Hyderabad/ Mohali (ISB-H/M)

KNOW ALL MEN BY THESE PRESENTS THAT I, ________________, resident of ________________, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my AMPPP programme by ISB-H/M i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by ISB-H/M together with interest thereon from the date of demand at Government rates, for the time being in force, on payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, ________________, am being deputed for AMPPP programme by ISB-H/M.

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the AMPPP programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation whichever is earlier, after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

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

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

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

Signed and delivered this the ____________ day of ____________ month of the year 2020.

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]