

No.A-33011/MF.CGA/GR.A/2013/Trg/ 22-84  
Office of the Controller General of Accounts  
Government of India  
Ministry of Finance  
Department of Expenditure  
7th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

Dated: 21<sup>st</sup> October, 2015

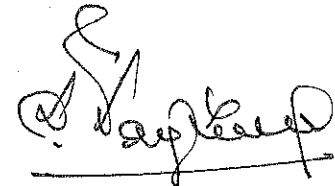
CIRCULAR

**Subject:** 8<sup>th</sup> One year Diploma programme in Public Policy and Sustainable Development at the TERI University, New Delhi- commencing from 4<sup>th</sup> January, 2016- Applications reg.

Reference is invited to Ministry of PPG & P, DoPT Circular No. T-13013/1/2015-LTDP dated 29.09.2015, (copy enclosed) regarding applications for the 8<sup>th</sup> One year Diploma programme in Public Policy and Sustainable Development at the TERI University, New Delhi- commencing from 4<sup>th</sup> January, 2016 .

Interested eligible officers may submit their application to this office latest by 31<sup>st</sup> October, 2015.

Enc.: As above.



(D.D.K.T.Dason)  
Asstt. Controller of Accounts

To

All the ICAS officers



7. 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 2<sup>nd</sup> November, 2015. Nominations received after this date will not be considered. A copy of the application may also be sent to the Vice Chancellor, TERI University, 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 University, 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 University. 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.

8. Further details with regard to this programme may be ascertained from TERI University, New Delhi (Phone No. 011-71800222, Fax No. 011-26122874, E-Mail: [registrar@teriuniversity.ac.in](mailto:registrar@teriuniversity.ac.in) and website of TERI University, New Delhi ([www.teriuniversity.ac.in](http://www.teriuniversity.ac.in)).

Yours faithfully,

Encl: Terms and conditions

(N. Rana)  
Director (Training)  
Telephone: 011-26165058  
Fax No. - 011-26107962

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Director (Training), Railway Board, Rail Bhavan, New Delhi
7. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
8. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
9. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
10. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
11. Director (HRD), Ordnance Factory Board, 10-A, SK Bose Road, Kolkatta
12. Vice Chancellor, TERI University, 10, Institutional Area, Vasant Kunj, New Delhi- 110070. The Vice Chancellor is requested to consider applications received on or before 2<sup>nd</sup> November, 2015 based on their eligibility for calling the officers for the interview.
13. NIC, Training Division, for uploading the notification on DoP&T website and Training Division's webpage.

(N. Rana)  
Director (Training)

**8<sup>th</sup> One year Diploma Programme in Public Policy and Sustainable Development at the TERI University, New Delhi—commencing from 4<sup>th</sup> January, 2016**

The Training Division of Department of Personnel & Training is sponsoring 8<sup>th</sup> One year Diploma Programme in Public Policy and Sustainable Development at the TERI University, New Delhi. The 8th Programme will commence from 04-01-2016. 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 University, New Delhi as well as an 'International Component' of about two weeks at a Foreign University. 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 presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Department/State Government 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 University 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 University, and will return to the University 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:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least three years remaining service after completion of the programme.
Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme.

Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.

### 3. Course Fees:

(a) The cost of domestic component of the programme is Rs. 3.30 Lakh (Rupees Three Lakh Thirty Thousand Only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. 25,000/- (Rupees Twenty Five Thousand only) and will be met by the respective Cadre Controlling Authority (for example, DoP&T for IAS Officers, MHA for IPS officers, MOEF for IFoS etc). In case of Central Secretariat Service (CSS) officers, the domestic course fee will be met by the Ministry/Department where the officer is working. Course fee will be paid to the TERI University within one month from the date of commencement of the programme.

(b) The cost of the 'International Component' of the programme is Rs. 3.60 Lakh (Rupees Three Lakh Sixty Thousand Only), which includes air fare, course fees, boarding and lodging costs. During the international component of the programme the daily allowance at the admissible rate will be paid to the participants on the basis of approved rates for short-term training programmes under the Scheme of 'Domestic Funding of Foreign Training' of DoP&T. The cost towards international component and daily allowance is to be equally shared by the concerned Cadre Controlling Authorities and DoPT. However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/Department/State Government etc. where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be made by TERI, New Delhi through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.

(c) 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.

(d) The Ministries/Department/State Government 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 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) a Onetime allowance of Rs.5000/- (Rupees five thousand only) for books, stationery etc.

4. Hostel Facilities

TERI University will provide lodging facilities to the participants of the programme 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 (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 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}

(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 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 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 training 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 1<sup>st</sup> 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&SDP programme. Failure to withdraw the applications of such officers for the PP&SDP 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 Training 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.

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## 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.teriuniversity.ac.in](http://www.teriuniversity.ac.in) or DoP&T's website [www.nersmin.nic.in](http://www.nersmin.nic.in). Cadre Controlling Authorities are requested to forward duly filled applications in respects of suitable officers (who are clear from vigilance angle) along with information in the Proforma, so as to reach us on or before 2<sup>nd</sup> November, 2015.
- (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 University, 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 University. The interview date and time will be intimated to the officers by TERI University. In order to save time, the officers are permitted to send an advance copy of the application directly to this office and TERI University. 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 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.



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TERI University  
10, Institutional Area, Vasant Kunj  
New Delhi 110 070



Department of Personnel &  
Training, Government of India

Applications, complete in all respects, should reach the Joint Secretary (Training), Department of Personnel & Training, Block IV, 3rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi 110067 and TERI University- New Delhi before 2<sup>nd</sup> November, 2015. Incomplete applications will not be considered.

**Application for One year Diploma Programme in Public Policy and Sustainable Development at the TERI University, New Delhi—commencing from 4<sup>th</sup> January, 2016**

Paste a recent stamp-size photograph

**General Information**

1. Name (in capitals): \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone No(s): \_\_\_\_\_ (Off.)  
 \_\_\_\_\_ (Res.)  
 \_\_\_\_\_ (Mobile)
4. Fax No(s): \_\_\_\_\_ E mail: \_\_\_\_\_
5. Sex: Male  Female
6. Date of Birth (DD/MM/YY):
7. Category: Gen  SC  ST  OBC

**Section 1: Service Record**

- i) Service: \_\_\_\_\_ Cadre (for All India Services only) \_\_\_\_\_
- ii) Date of joining the service: (DD/MM/YY)
- iii) Present Posting: \_\_\_\_\_
- iv) Designation: \_\_\_\_\_
- v) Ministry/Department: \_\_\_\_\_
- vi) Length of service in Group 'A': \_\_\_\_\_
- vii) Whether on deputation to Government of India: \_\_\_\_\_
- viii) If so, is this your first deputation to Government of India? : \_\_\_\_\_

(ix) If on deputation, date of completion of tenure: \_\_\_\_\_

**Section 2: Academic Record**

(Give marks/CGPA in aggregate after the final year only).

	Main subjects	Institute/University	Year of passing	% of marks/CGPA
10+2				
Bachelor's degree				
Master's degree				
Others (Specify)				

**Section 3: Other qualifications**

Professional qualifications/diplomas that you have (CA/ICWA/NIIT/Aptech/Foreign languages, legal etc.)

Name of the Qualification	Date		Marks obtained/CGPA	Maximum marks/CGPA	Class/Distinction
	From	To			

**Section 4: Work experience**

(A) Full time (attach additional sheets, if necessary)

Organization	Designation	Period		Nature of work
		From	To	

(B) Part-time, training, project work, volunteer work, etc. (attach additional sheets, if necessary)

Organization	Period		Total month	Nature of work
	From	To		

**Section 5: Additional information**

(Please attach separate sheets wherever necessary)

(A) Briefly describe your job responsibilities and your achievements at your work place.

(B) What are your career goals and how does this programme at TERI University fit in with your plans?

(C) Indicate the Public Policy area identified by you with the approval of your Ministry/Department/State Govt. etc. for preparation of the Policy document during the training period.

(D) Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed area of specialization.

(E) Is there any other relevant information that you would like to provide about yourself?

**Section 6: Previous record of training**

[Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions]

i) Have you attended any foreign training of more than 15 days duration in the past?

YES

NO

If yes, please specify: \_\_\_\_\_

Name of the institute: \_\_\_\_\_

Country: \_\_\_\_\_

Duration: From: \_\_\_\_\_ To: \_\_\_\_\_

ii) Have you attended any training (including domestic) of more than 12 weeks duration in the last 5 years?

YES

NO

If yes, please specify: \_\_\_\_\_

Name of the institute: \_\_\_\_\_

Country: \_\_\_\_\_

Duration: From: \_\_\_\_\_ To: \_\_\_\_\_

**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

Please send an **ADVANCE COPY** (before submission to your departmental superiors/Cadre Controlling Authority for sponsorship) directly to the **Joint Secretary, Department of Personnel & Training, Block IV, 3<sup>rd</sup> Floor, Old JNU Campus, New Mehrauli Road, New Delhi 110 067**

However, please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT as aforesaid, by 2<sup>nd</sup> November, 2015.

**For the use of the Cadre Controlling Authority only**

i) Is there any vigilance case pending or contemplated against the officer? YES  NO   
If yes, please give details:

ii) Is there any standing adverse entry against the officer? YES  NO   
If yes, please give details:

iii) Is the applicant's overall ACR grading "Very Good"? YES  NO   
If no, please give details:

iv) Whether cadre clearance has been obtained?

*(For officers who would be completing their deputation tenures prior to joining the MA (Public Policy and Sustainable Development) programme. In such cases, clearance of the State Government/Parent Department has to be obtained)*

v) Has the candidate been offered a central deputation also? YES  NO

vi) If selected, will the candidate be released for the programme? YES  NO

vii) 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.

viii) 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.

- a) Name: \_\_\_\_\_
- b) Designation: \_\_\_\_\_
- c) Office address: \_\_\_\_\_
- d) Telephone No. : \_\_\_\_\_
- e) Fax No. : \_\_\_\_\_
- f) E-mail Id: \_\_\_\_\_

Name of the Cadre Controlling Authority: \_\_\_\_\_

Designation: \_\_\_\_\_

Office: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_ Signature \_\_\_\_\_

File No. \_\_\_\_\_

\_\_\_\_\_

Office Seal

FORMAT OF BOND TO BE EXECUTED BY A GOVERNMENT SERVANT BEFORE  
PROCEEDING FOR 8<sup>th</sup> One year Diploma Programme in Public Policy and Sustainable  
Development at the TERI University, New Delhi-commencing from 4<sup>th</sup> January, 2016.

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 training by TERI 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 TERI  
University together with interest thereon from the date of demand at Government rates, for the time being  
in force, on Government loans or, if payment is made in a country other than India, the equivalent of the  
said amount in currency of that country converted at the official rate of exchange between that country and  
India AND TOGETHER with all costs between the attorney and the client.

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

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

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

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

Signed and delivered this the \_\_\_\_\_ day of \_\_\_\_\_ month of the year Two Thousand and  
Fifteen.

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)