

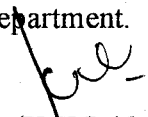
No. A-33022/2/2008-Trg.
Government of India
Ministry of Statistics & Programme Implementation
Central Statistical Organization
(Training Division)

8th Floor, Jeevan Prakash Building,
25, Kasturba Gandhi Marg,
New Delhi - 110001
Dated: September 17, 2009

OFFICE MEMORANDUM

Subject: - Training programmes offered by D/o Personnel and Training and D/o Economic Affairs, M/o Finance.

Please find enclosed herewith the OM/Circulars received from D/o Personnel and Training and D/o Economic Affairs, M/o Finance offering various training programmes/workshops. It was decided in the meeting of Screening Committee that the training programme circulars circulated by DOPT/D/o Economic Affairs to all Ministries (being an open invitation to all concerned) may be uploaded on website of the ministry (maintained by Computer Center and also forwarded to ISS Cadre and ISS association for wider circulation. The officers, who are willing to send their applications directly to the Concerned Department, may do so after getting it forwarded through their respective department/office where they are posted. As regards officers posted in M/o Statistics & P.I, their applications may be forwarded through Administration of the Department.


(K.K.LAMBA)
Director (Trg.)

To

- ✓ 1. DDG(Computer Center), R.K.Puram
2. Director, ISS (Cadre)
3. Secretary, ISS Association

Copy for information & necessary action:-

- i. PPS to Secretary MOSPI.
- ii. PPS to DG, (CSO)
- iii. PPS to DG, (NSSO)
- iv. P.S. to Joint Secretary
- v. ICT Section


(K.K.LAMBA)

*Ministry of
Statistics & P.I.*

*P.L.M.
23/9*

J.D.C. (CA)

*OKA
23/9*

23/9/09

No.40/7/2009-EO(F)
Government of India
Ministry of Personnel, P.G.& Pensions
Department of Personnel & Training

North Block, New Delhi-1
Dated the 25th 12/2009

TRAINING CIRCULAR

Subject: Masters Programme being conducted by Lee Kuan Yew School of Public Policy, National University of Singapore :- (i) Master in Public Policy (MPP)
(ii) Master in Public Administration (MPA)

The undersigned is directed to state that the Lee Kuan Yew School of Public Policy (LKYSPP), National University of Singapore is organizing a two-year Master in Public Policy (MPP) programme and a one-year Master in Public Administration (MPA) programme scheduled to start from July, 2010. The details of the programmes and the application forms may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in).

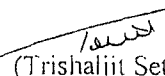
2. The MPP programme is two year programme for young professionals. Students learn the fundamental skills of public policy analysis from the disciplines of politics, economics, and public management. The MPP also offers the invaluable opportunity for qualifying students to obtain a double degree from the LKY School as well as from one of their partner institutes which include Columbia University's School of International and Public Affairs (SIPA), London School of Economics and Political Science (LSE), and Institut d'Etudes Politiques de Paris (Science Po). Students spend one-year in Singapore and the second year in New York, London or Paris, and quite often the school provides full-funding for the students to study there.

3. The MPA programme is a one-year degree for mid-career professionals with more than five years of professional experience. The MPA is designed to enhance the effectiveness of mid-career professionals from the public, private and non-profit sectors in addressing complex, multidimensional policy issues. The MPA programme places great emphasis on management and decision-making. Students will develop new perspectives about governance and also gain invaluable practical experience during their attachment to Singapore ministries and agencies.

4. Various Scholarships are being offered on a competitive basis for the applicants who have a good academic and professional record and have demonstrated leadership and a desire to contribute to public service. The scholarships include a monthly stipend throughout the period of award; one-time book allowance; one-time settling-in allowance; shared housing; tuition, health insurance, examination and other approved fees; Cost of travel from home country to Singapore and back.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the LKYSPP's Circular dated 13th July 2009. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The nomination details should be submitted in the prescribed proformas alongwith the requisite enclosures. The applications should reach this Department through proper channel **not later than 15th January 2010**. Nominations received after the prescribed date will not be considered. The circular inviting applications for the above programme is available on this Department's website persmin.nic.in


(Trishaljit Sethi)
Director

1. The Secretaries of all Ministries/Departments of the Government of India.
2. All State Governments/ Union Territories.
3. Director (Technical), NIC with the request to post the circular along with the LKYSPP's circular and the enclosed application Proformas on the Department's website

For General circulation.
K
7/19/15
SSD CK

Most Immediate

No. 1202 U/12/2007-Trg.I
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

TRAINING DIVISION, BLOCK 04, 3rd FLOOR
OLD JNU CAMPUS, NEW DELHI-110067.
DATED 21 April, 2009.

- Trg Div*
3/1/09
- 1 All Ministries/Departments and attached offices of Government of India
 - 2 Chief Secretaries of States/Union Territories
 - 3 All Central/National/State Training Institutions
 - 4 Staff Colleges of Banks, PSUs (Central & State)
 - 5 Other Training Institutions (Government & Semi- Government only)

Sir/Madam,

You may be aware that the Training Division of Department of Personnel & Training, Government of India sponsors a number of 'Training of Trainers' (ToTs) courses under Trainer Development Programme every year. These courses has been developed in collaboration with the Thames Valley University, Slough-UK under Trainer Development Project with the aim to improve trainers' abilities, delivery skills, designing subject specific courses, internal and external validation and to provide exposure to the supplementary Audio-Visual aids. Details of all these courses are available at <http://persmin.nic.in/otraining/index.html>.

These courses would be conducted at the State Administrative Training Institutes and some selected Central Training Institutions. A list of institutions where these programmes are conducted is at Annexure-I. The schedule and briefs on ToT courses sponsored during 2009-2010 are also enclosed at Annexure-II & III. Nominations of suitable faculty members/officers are invited for these courses. Nominations will be accepted depending on the availability of slots. The courses are residential. No course fee is payable by the participants for attending the course. However, sponsoring authorities will have to pay the boarding and lodging charges of the sponsored candidates (@ Rs.200/- per day per participant) to the host-Institute. The participants should be considered 'on duty' during the entire duration of the course.

The nomination forms, complete in all respects (in the enclosed proforma), should reach the host Institute at least 4-weeks before the starting date of the course. The officers should not finalize their travel plans unless they have received confirmation of slot from the host institute.

Yours faithfully,

Vineet Pandey
(Vineet Pandey)
Director (Trg.)

Tele: 26107960 FAX: 26107962
e-mail vineet.pandey@nic.in

Encl: as above

lc
9/5/09
5/5/09

YASHADA, Pune
Yashwantrao Chavan Academy of Dev. Admn.,
Raj Bhavan Complex, Baner Road,
Pune-411007
(Tel # 020-25608000, 5850869 & FAX: 25608100)

MCR HRD Institute of Andhra Pradesh, Hyderabad
MCR Human Resource Development Institute of Andhra Pradesh,
Road No.25, Jubilee Hills,
Hyderabad-500033.
(Tel # 040-23548487 & FAX: 23548489.)

Administrative Training Institute, Kolkata
Administrative Training Institute,
FC Block, Sector-3, Bidhan Nagar,
Kolkata-700106
(Tel # 044-2337-3960/5244 & FAX: 2337-3960/4015/6721/3865)

Anna Institute of Management,
'Kanchi' No. 161, P.S. Kumarasamy Raja Salai (Greenways Road),
Chennai-600028
(Tel # 044-24937170, 24938247, 24937590 Fax # 24937062)

Bihar Institute of Public Admn. & Rural Development.
WALMI Campus, Phulwari Sharif,
Patna-801501
(Tele: 0612-2452585, FAX: 2452586)

Institute of Management in Government,
Vikas Bhavan P.O.,
Thiruvananthapuram-695033
(Tele: 0471-2304229, FAX: 2302391)

Indian Institute of Public Administration,
I.P. Estate, Ring Road, New Delhi-110002
(Tele: 011-23702400, FAX: 23702440)

J&K Instt.of Mgt., Public Admn. & Rural Development,
3rd Floor, Vikas Bhawan,
Rail Head Complex, Jammu Thawi-180004
(Tele: 0191-2474390, 2474389 FAX: 2473778)

Lal Bahadur Shastri National Academy of Administration,
Charleville, Mussoorie-248179.
Tele: 0135-2630538 2632405 FAX: 2632350, 2632720

Chattisgarh Acasemy of Administration
Indravati Khand, Mantralaya Parisar
Raipur-49200127
Tele: 0771-4268295, 2221279, 4080294 FAX: 4080295

NOMINATION FORM

Course Code	Course Name	Venue	Dates

Sponsoring Authority's Confirmation

1	Name of sponsoring authority	
2	Address for communication (with Pin Code)	
3	Telegraphic Address, e-mail	
4	Telephone Number	
5	Fax Number	
6	Nominee's Name	
7	Nominee's Designation	(since)
8	How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	
9	Please give details of those you have sponsored for this course in the past, and any feedback you have taken from them on benefits to them and the organisation	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme.

Date

Signature & Seal of Sponsoring Authority

S.No.	Course Description and Level	Institute	Duration	Place	From	To
1	DTS State Level	ATI-BP	1-Week	Patna	09/04/2009	13/04/2009
2	DTS State Level	MCRHRD	1-Week	Hyderabad	15/04/2009	18/04/2009
3	ELT National Level	ATIC	1-Week	Kolkata	20/04/2009	24/04/2009
4	DOT State Level	MCRHRD	1-Week	Hyderabad	20/04/2009	24/04/2009
5	RU Development on DTS National Level	RCVPNAA	3-Weeks	Bhopal	20/04/2009	01/05/2009
6	Introduction to SAT Courses National Level	RIPA	3-Days	Jaipur	22/04/2009	24/04/2009
7	Introduction to SAT Courses National Level	UPAAM	3-Days	Lucknow	22/04/2009	24/04/2009
8	DTS State Level	ATI-BP	1-Week	Patna	04/05/2009	08/05/2009
9	DTS State Level	ATIC	1-Week	Kolkata	04/05/2009	08/05/2009
10	RU Development on DTS National Level	LBSNAA	3-Weeks	Mussoorie	04/05/2009	22/05/2009
11	DTS (Hindi) National Level	UPAAM	1-Week	Lucknow	04/05/2009	08/05/2009
12	DOT State Level	ATIC	1-Week	Kolkata	11/05/2009	15/05/2009
13	RU Development on DoT National Level	LBSNAA	3-Weeks	Mussoorie	11/05/2009	29/05/2009
14	DTS National Level	NATRSS	1-Week	New Delhi	11/05/2009	15/05/2009
15	DTS National Level	RCVPNAA	1-Week	Bhopal	11/05/2009	15/05/2009
16	DOT State Level	UPAAM	1-Week	Lucknow	11/05/2009	15/05/2009
17	DOT National Level	NATRSS	1-Week	New Delhi	18/05/2009	22/05/2009
18	DOT National Level	RCVPNAA	1-Week	Bhopal	18/05/2009	22/05/2009
19	DTS (Hindi) National Level	UAOA	1-Week	Nainital	25/05/2009	29/05/2009
20	DTS State Level	ATI-BP	1-Week	Patna	08/06/2009	12/06/2009
21	DTS (Hindi) National Level	IIPPA	1-Week	Shimla	08/06/2009	12/06/2009
22	DTS National Level	RCVPNAA	1-Week	Bhopal	08/06/2009	12/06/2009
23	DOT State Level	ATI-BP	1-Week	Patna	15/06/2009	19/06/2009
24	DOT National Level	RCVPNAA	1-Week	Bhopal	15/06/2009	19/06/2009
25	MOT State Level	UPAAM	1-Week	Lucknow	15/06/2009	19/06/2009
26	MOT State Level	ATIC	1-Week	Kolkata	22/06/2009	26/06/2009
27	DTS National Level	YASDA	1-Week	Pune	22/06/2009	26/06/2009
28	DTS National Level	UAOA	1-Week	Nainital	29/06/2009	03/07/2009
29	DOT National Level	YASDA	1-Week	Pune	29/06/2009	03/07/2009

S.No.	Course Description and Level	Institute	Duration	Place	From	To	
60	DOT	State Level	MGSIPA	1-Week	Chandigarh	17/08/2009	19/08/2009
61	Workshop on e-Governance	National Level	NIC	1-Week	New Delhi	17/08/2009	21/08/2009
62	DOT	National Level	RIPA	1-Week	Jaipur	17/08/2009	21/08/2009
63	DTS	State Level	UAOA	1-Week	Nainital	17/08/2009	21/08/2009
64	DOT	National Level	UAOA	1-Week	Nainital	17/08/2009	21/08/2009
65	Mentoring	National Level	UPAAM	3-Days	Lucknow	17/08/2009	19/08/2009
66	Mentoring	National Level	IMG	3-Days	Thiruvananthapuram	20/08/2009	22/08/2009
67	DTS	State Level	MCRIRD	1-Week	Hyderabad	24/08/2009	28/08/2009
68	Mentoring	National Level	RCVPNAA	3-Days	Bhopal	24/08/2009	26/08/2009
69	DTS (Hindi)	National Level	RIPA	1-Week	Jaipur	24/08/2009	29/08/2009
70	DOT	State Level	UAOA	1-Week	Nainital	24/08/2009	28/08/2009
71	Facilitation	National Level	RCVPNAA	3-Days	Bhopal	27/08/2009	29/08/2009
72	TNA	National Level	ATIM	2-Weeks	Mysore	01/09/2009	11/09/2009
73	DTS	National Level	AIM	1-Week	Chennai	07/09/2009	11/09/2009
74	DTS	State Level	ATI-BP	1-Week	Patna	07/09/2009	11/09/2009
75	TNA	National Level	ATC	2-Weeks	Kolkata	07/09/2009	18/09/2009
76	TNA	National Level	MCRIRD	2-Weeks	Hyderabad	07/09/2009	19/09/2009
77	DOT	National Level	NATRSS	1-Week	New Delhi	07/09/2009	11/09/2009
78	Workshop on e-Governance	National Level	NIC	1-Week	New Delhi	07/09/2009	11/09/2009
79	DTS	National Level	RIPA	1-Week	Jaipur	07/09/2009	11/09/2009
80	DOT	National Level	UAOA	1-Week	Nainital	07/09/2009	11/09/2009
81	DOT	National Level	AIM	1-Week	Chennai	14/09/2009	18/09/2009
82	DOT	National Level	ATI-BP	1-Week	Patna	14/09/2009	18/09/2009
83	DTS	National Level	ISTM	1-Week	New Delhi	14/09/2009	18/09/2009
84	DOT	State Level	MGSIPA	1-Week	Chandigarh	14/09/2009	18/09/2009
85	DOT	National Level	RIPA	1-Week	Jaipur	14/09/2009	18/09/2009
86	Facilitation	National Level	YASDA	3-Days	Pune	14/09/2009	16/09/2009
87	TNA	National Level	AASC	2-Weeks	Guwahati	05/10/2009	16/10/2009
88	DTS	State Level	ATI-BP	1-Week	Patna	05/10/2009	09/10/2009
89	DTS	National Level	ATIM	1-Week	Mysore	05/10/2009	09/10/2009

S.No	Course Description and Level	Institute	Duration	Place	From	To	
120	DOT	National Level	RCVPNAA	1-Week	Bhopal	09/11/2009	13/11/2009
121	DTS	State Level	SIPARD	1-Week	Agartala	09/11/2009	13/11/2009
122	DTS	State Level	SIPARD	1-Week	Agartala	09/11/2009	13/11/2009
123	TNA	National Level	UADA	2-Weeks	Nainital	09/11/2009	21/11/2009
124	DOT	National Level	ATIM	1-Week	Mysore	12/11/2009	16/11/2009
125	DOT	National Level	AASC	1-Week	Guwahati	16/11/2009	20/11/2009
126	DTS	State Level	ATI-BP	1-Week	Patna	16/11/2009	20/11/2009
127	DOT	National Level	ATIC	1-Week	Kolkata	16/11/2009	20/11/2009
128	RU Development on DoT	National Level	ATIC	3-Weeks	Kolkata	16/11/2009	04/12/2009
129	MT Development on DTS	National Level	ISTM	4-Weeks	New Delhi	16/11/2009	11/12/2009
130	Facilitation	National Level	NAFRSS	3-Days	New Delhi	16/11/2009	18/11/2009
131	DOT	State Level	SIPARD	1-Week	Agartala	16/11/2009	20/11/2009
132	MOT	State Level	YASDA	1-Week	Pune	16/11/2009	20/11/2009
133	Mentoring	National Level	UADA	3-Days	Nainital	19/11/2009	21/11/2009
134	DTS	National Level	ATIC	1-Week	Kolkata	23/11/2009	27/11/2009
135	MOT	State Level	RCVPNAA	1-Week	Bhopal	23/11/2009	27/11/2009
136	MOT	State Level	UPAAM	1-Week	Lucknow	23/11/2009	27/11/2009
137	National Training Policy (NTP)	National Level	ISTM	2-Days	New Delhi	30/11/2009	01/12/2009
138	DTS	National Level	IBSNAA	1-Week	Mussoorie	30/11/2009	04/12/2009
139	DTS	National Level	ATIM	1-Week	Mysore	01/12/2009	05/12/2009
140	DLM WORKSHOP	National Level	MCRHRD	3-Days	Hyderabad	01/12/2009	03/12/2009
141	Introduction to SAT Courses	National Level	UPAAM	3-Days	Lucknow	02/12/2009	04/12/2009
142	RU Development on TNA	National Level	ATI-BP	2-Weeks	Patna	07/12/2009	19/12/2009
143	TNA	National Level	ATI-BP	2-Weeks	Patna	07/12/2009	17/12/2009
144	Mentoring	National Level	ATI-BP	3-Days	Patna	07/12/2009	09/12/2009
145	ELT	National Level	ATIC	1-Week	Kolkata	07/12/2009	11/12/2009
146	DOT	National Level	ATIM	1-Week	Mysore	07/12/2009	11/12/2009
147	DTS (Hindi)	National Level	CAA	1-Week	Raipur	07/12/2009	11/12/2009
148	Workshop on e-Governance	National Level	NIC	1-Week	New Delhi	07/12/2009	11/12/2009
149	TNA	National Level	RCVPNAA	2-Weeks	Bhopal	07/12/2009	18/12/2009

S.No.	Course Description and Level	Institute	Duration	Place	From	To	
180	DOT	National Level	ATIM	1-Week	Mysore	22/02/2010	26/02/2010
181	DTS	National Level	ISTM	1-Week	New Delhi	01/03/2010	05/03/2010
182	DTS	State Level	UPAAM	1-Week	Lucknow	01/03/2010	05/03/2010
183	RIT Development on Facilitatic	National Level	ATI-BP	6-Days	Patna	15/03/2010	20/03/2010
184	EOT	National Level	ATI-BP	1-Week	Patna	15/03/2010	19/03/2010
185	National Training Policy (NTP)	National Level	ISTM	2-Days	New Delhi	15/03/2010	16/03/2010
186	Introduction to SAT Courses	National Level	ATI-BP	3-Days	Patna	22/03/2010	25/03/2010
187	DTS	State Level	UAOA	1-Week	Nainital	22/03/2010	26/03/2010

Training Needs Analysis

The aim of TNA course is to help the participants to develop TNA Consultancy Skills so that they can assist client organizations to improve performance through recommending appropriate training and non-training solutions

TNA course is based on 'experiential learning' and as such is not a 'taught' course having classroom lectures. It has a series of practical learning activities - some simulated by the use of a case study and other actual field based situations.

Mentoring Skills

The Mentoring Skills course is intended to help participants develop competencies to carry out mentoring tasks, commensurate with their role, responsibilities and status in their respective organisations. This is not a 'taught' course. Rather, it is a series of practical learning activities - mostly simulated by means of a case study. Participants are therefore expected to take active responsibility both for their own learning and by contributing to group activities.

The aim of the Mentoring Skills Course is to help selected members of staff to acquire an understanding of the concept of mentoring, and the skills to carry out the duties of a mentor. The course provides an introduction to the concept and processes of mentoring, it also includes an intense opportunity to acquire essential skills.

Facilitation Skills Course

The aim of the Facilitation Skills Course is to help participants develop an understanding about the process of Facilitation and to develop some of the core skills. The Course provides an introduction to the concept and processes of facilitation and an opportunity to develop core skills. The Facilitation skills course is intended to help participants develop their understanding of the key processes within facilitation and to develop competencies pertinent to the role of a Facilitator. This is not a "taught" course. Rather, it is a series of practical learning activities. Participants are therefore expected and encouraged to take an active role and responsibility for their own learning and for the learning of the group by contributing to all learning activities. Tutor, peer and individual feedback will also be given during the workshop to support skills development.