No. 54-1/2022/MDI-Trg. Government of India Department of Telecommunications 213, Mahanagar Doorsanchar Bhawan, JLN Marg, New Delhi-110002 (Capacity Building & Training Division)

Dated: 22th July 2022

Office Memorandum

Subject: Inviting nominations for 15th Post Graduate Diploma Programme in Public Policy and Management (PGD-PPM) during 2022-24 at Management Development Institute (MDI) Gurugram scheduled from 1st Nov 2022-reg.

Department of Personnel & Training (DoPT), vide OM No. T-13012/2/2021-LTDP dated 20th July 2022, has invited the nominations of the eligible officers for 15th Post Graduate Diploma Programme in Public Policy and Management (PGD-PPM) during 2022-24 at Management Development Institute (MDI) Gurugram, wherein the programme will commence from 1st November 2022. The details of the course are available at Annex-I.

- 2 . The willing and eligible officers may send their applications in the prescribed proforma, complete in all respect, through proper channel, to the undersigned so as to reach on or before 4th Aug 2022, along with following documents:
 - i. Duly filled Application (Annex-II), countersigned and verified by Service Book custodian.
 - ii. Copy of IPR filled as on 31.01.2022 (in pdf format).
 - iii. Stay Particulars/ Posting Details as on date, (in addition to the information filled in Application) as per Annex-III.
 - iv. Training details (Domestic/International), (in addition to the information filled in Application) as per Annex-IV.
 - v. Copies of last 5 Years APARs.
 - vi. Undertaking as per Annex-V
 - vii. One scanned copy of duly filled application as per 2.(i) along with all requisite documents (as per 2.(i) to 2.(vi)) should be sent to the undersigned at dirtrg-dot@nic.in with cc to adg.trg-dot@gov.in.
- 3. Application received after the last date may not be considered.

(Devendra Yadav) Director (Training-I)

Tel.23210148(O)

Encl: As above

To,

All concerned officers.

No. T-13012/2/2021-LTDP

Government of India

Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

(Training Division)

3rd Floor, Block-4, Old JNU Campus, New Mchrauli Road, New Delhi-110067

Dated: 20th July, 2022

To

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

Sub: 15th Post Graduate Diploma Programme in Public Policy and Management (PGDM-PPM) during 2022-24 at the Management Development Institute, Gurugram.

Madam/Sir,

The 15th Post- Graduate Diploma in Public Policy and Management (PGD-PPM) is scheduled to commence from 1st November, 2022 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. Total duration of the programme will be 18 Months (15 Months Residential and 3 Months from the respective places of work for policy paper).
- 3. Please find enclosed herewith particulars of the programme along with <u>terms and conditions</u> 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 PGDMPPM, MDI-Gurugram and also on the website of MDI- Gurugram i.e. www.mdi.ac.in.
- 4. The nominated Officers will be required to develop a <u>Policy Paper</u> 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 <u>Nodal Officer</u> of the rank of JS or above to the

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Government of India for mentoring and guidance to the sponsored officer for developing the policy

document and coordinating with MDI-G in the matter.

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 Shri Geela Ram

Gurjar, Assistant Section Officer (LTDP), Room No. 403, Block-4, Old JNU Campus, New Delhi-

110067; E-mail: geelaram.gurjar@gov.in; on or before 23rd Auguat, 2022. 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.

Further details of this programme may be ascertained from Mrs. Shweta Ranjan, Deputy 6.

Admin Officer, Management Development Institute, Mehrauli-Gurugram Road, Sukhrali, Gurugram-

122007 (Haryana) Telephone: 0124-4560553, Mobile: 9910677446, E-mail Id: ppmoffice@mdi.ac.in

or shweta@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.

Yours faithfully,

Encl: Terms and conditions

Director (Training)

Telephone: 011-26107960

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
- 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. Prof Rupamanjari Sinha Ray, Management Development Institute, Mehrauli Road, Sukhrali, Gurugram-122001 with request to consider applications received on or before 23rd August, 2022.
- 14. NIC, for uploading notification on DoP&T website Training Division, the (https://dopt.gov.in/) and Training Division's Website (http://dopttrg.nic.in/).

15th Post Graduate Diploma in Public Policy and Management at Management Development Institute, Gurugram

The 15th Post Graduate Diploma in Public Policy and Management (PGDM-PPM), at Management Development Institute, Gurugram, will commence from 1st November, 2022. 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 course 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. 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:

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.

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3. Course Fees:

- The Fee for the programme is Rs. 6,38,880/- (Rupees Six Lakh Thirty Eight Thousand Eight Hundred Eighty only) plus expenses towards Rural/NGO attachment subject to maximum of Rs. 30,000/- (Rupees Thirty Thousand only) [Total Course fee will be Rs. 6,68,880/-].
- (b) The entire Course Fee (Course fee and expenses towards Rural/NGO attachment) 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).
- The entire Programme fee [Rs. 6,68,880/- (Rs. Six Lakh Sixty Eight Thousand Eight Hundred Eighty 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.
- (d) 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 and (e) one time allowance of Rs.5000/- (Rupees five thousand only) for stationery etc.

4. **Hostel Facilities**

This is a residential programme and MDI-G will provide suitable accommodation at their campus at the rate of Rs. 11,000/- (Rs. Eleven Thousand only) per month per participant (Maximum Rs. 1,65,000/- 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 15 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;
- For the grant of special pay/ Central deputation (Tenure allowance) (CDTA), the participants will (iii) be regulated as under:-Hr. Vavayaw

Page 5 of 14

- (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.

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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.
- (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://dopttrg.nic.in/→Programmes→PGDMPPM, 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 23rd August, 2022.
- (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 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.

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(vi) Any relaxations in the terms & conditions will be subject to recommendations of the concerned Cadre Controlling Authority/ Sponsoring Authority and approval of competent authority in DoPT.

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 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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MANAGEMENT DEVELOPMENT INSTITUTE School of Public Policy and Governance M.G. Road, Sukhrali, Gurugram-122007 (Haryana), India

Tel: +91-124-4560553, 4560000 (Extn-553) Fax-4560009 Email id: admissions@mdi.ac.in, Website: www.mdi.ac.in

Government of India Department of Personnel & Training Block- IV, 3rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26194167, Fax No: 011-26106314, Website: https://dopt.gov.in/

APPLICATION FOR ADMISSION IN 15th Post Graduate PROGRAMME IN PUBLIC POLICY & MANAGEMENT

(Programme Commences on 1st November, 2022 Last date of receiving application is 23rd August, 2022) (For Govt sponsored candidates)

PART-A

1. PERSONAL DE	TAILS									
Title (Mr./Ms/Dr.)										
Full name in block letters (First name, Middle name, Surname)									Paste a rece passport siz photograp	ed
Father's full name										
Mother's full name										
Gender (Put √)	Male	Fen	nale		Date o	of birt	h	DD	MM Ye	∐ ear
Date of						Age a				
Superannuation	DD	MM	Yea	r	C		-2022	Year	MM	
Nationality						Relig	gion			
Caste category (Put √)	General		0	вс			SC		ST	
Equivalent Rank in Govt. of India	Level in Pay Matrix as per 7 th CPC/ Grade Pay with Pay Band									
2. MINISTRY/DEPA	RTMENT	DETAIL	S							
Name of the Ministry/ Department										
Designation										
Office Address										
		State					PIN			
Telephone No.							Fax			
Service cadre with year of allotment	of									
Length of service in Grou	ıp-A									
Are you presently on dep to the Govt. of India (Put		Yes		No		If ye	es, from	which d	ate:	
Date of completion of te										
		of Economic Monaco		h		/				

3. ADDRESS FOR CORRESPO	NDENCE			
Address				
City	State		PIN	
Telephone No		Fax No		
Mobile No				
Email ID (In Capital Letters) (Main and alternate)				

Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					

Sr. No	Post held	Department/	Ten	ure	Pay Scale	Nature of responsibility
		Organization	From	То	, ay searc	
1						
2						
3						
4						
5						
6						

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) Sr. Name of Course / Training Programme Name of the Institution / Place Year Puration (in weeks) 1 2

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:	(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 Geela Ram Gurjar, Assistant 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: geelaram.gurjar@gov.in] as well as to Management Development Institute, Mehrauli-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 23rd August, 2022.
- The application envelop should be superscripted as "Application for admission in 15th PGD-PPM (2022-24) at MDI, Gurugram"



PART - B

(For the use of the Cadre Controlling Authority only)

1.		Yes	No
_	officer? (put √)	year a	
	If YES, please give details:		
2.		Yes	No
	(put √)		
	If YES, please give details:		
		- California - Colonia - Colonia - Colonia	
	Is the applicant's overall ACR grading "Very Good"?	Yes	No
	(put √)		
	If NO, please give details:		
١.	Whether cadre clearance has been obtained? (put $\sqrt{\ }$)	Yes	No
	(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)		
	Has the candidate been offered a central deputation also?	Yes	No
	If selected, will the candidate be released for the Programme?	Yes	No
	Topic for Policy paper to be selected by the officer with the app	proval of the	Ministry/ Departr

	nment etc. where the officer is currently working for mentoring a for developing the policy documents.
Name:	
Designation:	
Office address:	
Telephone No. :	
Fax No. :	
E-mail ld:	
CADRE CONTROLLING AUTHORITY	
Name of the Cadre Controlling	
Authority (Department/Ministry)	
Contact person	
Designation	
Address	
Tel No	
Fax No	
Email ID	
Place:	(Signature of the
Date:	Cadre Controlling Authority)
	File No.
	Office Seal (Compulsory

Details of Nodal Officer (of the rank of JS or above to the Government of India) nominated by the

Page **13** of **14**

Format of Bond To be executed by a Government Servant Before Proceeding for the 15th Post Graduate Diploma in Public Policy and Management (PGD-PPM) of Management Development Institute (MDI), Gurugram

KNOW ALL MEN BY	THESE PRES	ENTS THAT I,	, resident of	,
at present employed as	in the M	Ministry/Department_		_, do
hereby bind myself and my				
(hereinafter called the 'Gover	nment') on dem	and, 'all charges and	expenses' that shall or may	have
been incurred by the Governi	nent for the pro	gramme i.e. all moni	es paid to me or expended or	n my
account during the programm	e period such as	pay and allowances,	leave salary, cost of fee, trave	elling
and other expenses met by the	govt./agency co	oncerned, etc. at MDI	- Gurugram, together with in	terest
thereon from the date of den	and at Governm	nent rates, for the tin	ne being in force, on Govern	ment
loans or, if payment is made	- Th			
currency of that country con		20 ALIX 6-10 C		India
AND TOGETHER with all co	sts between the	attorney and the client		
WHEREAS I		am being deputed	for PGDM-PPM to be condu	ucted
by the Department of Personn				
AND WHEREAS for	the better prote	ction of the Governm	nent I have agreed to execute	e this
bond with such conditions as	written hereunde	r:		
NOW THE CONDITION		OVE WRITTEN OR	LICATION IS THAT ! d	
			LIGATION IS THAT, in the	
of my failing to resume duty				
without returning to duty afte				
complete the programme, OR before superannuation which i				
or as may be directed by the (
the date of demand at Government			7	Hom
the date of demand at oover		time deing in lorde d	ii do reminent round.	
AND upon my makin	g such payment	the above written of	oligations shall be void and o	of no
effect, otherwise it shall be and	d remain in full	force and virtue.		
The Dond shall in all m	osposta ka gaya	mad by the laws of In	die for the time being in force	a and
the rights and liabilities he		Control of the Contro	dia for the time being in force	
appropriate Courts of India	redirect shart,	where necessary, be	accordingly determined by	tiic
appropriate courts of maia				
The Government of Inc	dia has agreed to	bear the stamp duty p	payable on this bond.	
Signed and delivered the	nis the d	ay ofm	onth of the year 2022.	
Signed and delivered by		_ (Name and Designa	ation)	
In the presence of	and	·		
Witnesses: 12.				
2			ACCEP	TED
			ACCEP	ILD

\$

on behalf of the President of India by the Cadre Controlling Authority

(Authorized Signatory)[Office Seal Compulsory]

Posting Details

S.	Office /	Place of	Designation	Period		Work Profile
No.	Institute /	Posting	(Grade)	From	То	
	Organization		and Pay			
			Level			

Training Details

S.	Name of the Course	Institute and	Per	riod	Training
No.		Place of	From	То	Sponsored
		Training			by

The Director (Training-I) 213, Mahangar Doorsanchar Bhawan Old Minto Road Road, JLN Marg, New Delhi-110002

Subject: 15th Post Graduate Diploma Programme in Public Policy and Management (PGD-PPM) during 2022-23 at Management Development Institute (MDI) Gurugram scheduled from 1st Nov 2022.

Ref: Department of Personnel and Training OM No. T-13012/2/2021-LTDP dated 20th July 2022.

Undertaking

With reference to a	above referred letter from Do	oP&T for the course as n	nentioned in the
subject, it is certified th	at I,	, staff no	presently
working as	at I,(designation) in	(Organiz	zation) meet the
eligibility conditions as pe	er the terms and conditions of	f the referred letter.	
duration in India during programme. Further, I ha	hat I have not undergone a transport a period of 5 years preced we not undergone a progranurs or more than one month-years.	ing the date of commer nme of training abroad of	ncement of this of more than 2-
* *	For Central Staffing Schemand Training as on date for t	1 0	
Dated:		Signatur Name:	re
Place:		Stamp:	