

No. 11011/14/2014-Trg(TERI)  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

Block-4, 3<sup>rd</sup> Floor, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067  
Dated: 24 February, 2014

To

1. The 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
5. The Joint Secretary (dealing with UTS), MHA, New Delhi

Subject: **One year Diploma Programme in Public Policy and Sustainable Development /Two year M.A. (Public Policy and Sustainable Development) Degree Programme at the TERI University, Delhi—commencing from 21<sup>st</sup> July, 2014 – Reg.**

Madam/Sir,

The Department of Personnel and Training (DoP&T) is sponsoring a **One year Diploma Programme in Public Policy and Sustainable Development/Two year M.A. (Public Policy and Sustainable Development) Degree Programme** at the TERI University, New Delhi. The programme is scheduled to commence at TERI University, New Delhi from **21<sup>st</sup> July, 2014**.

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 One year Diploma Programme being offered by TERI University, New Delhi is a uniquely designed programme and is aimed at participants concerned with policy making and its impact on sustainable development processes. This programme aims to build a robust theoretical and practical knowledge base in public policy supported by case studies from the Indian context.

3. Under the programme conceived as a '**One-year**' Diploma programme in Public Policy and Sustainable Development, the officers will complete a 'Domestic Component' as well as an 'International Component' at TERI University, New Delhi and at a foreign university respectively.

4. 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.

5. TERI University will provide rented accommodation to the participants of the programme on payment of admissible rent (subject to a maximum of Rs.10,000/- per month per participant) by Cadre Controlling Authority of the participants. The accommodation shall have independent bedroom for each participant with a common living room and kitchen in a rented apartment.

6. Please find enclosed herewith particulars of the programme along with the **terms and conditions** for officers admitted to the programme. I would request you to kindly circulate the details of the programme amongst your officers and encourage as many as possible to apply. The details of the programme are available on the website of the Ministry of Personnel, Public Grievances and Pensions ([www.persmin.nic.in](http://www.persmin.nic.in)) and on the website of TERI University, New Delhi i.e. [www.teriuniversity.ac.in](http://www.teriuniversity.ac.in).

7. Course fee: The course fee will be paid as under:

- i) The cost of the international component of the programme will be met by DoP&T for all the participants.
- ii) The cost of the domestic component of the programme - **Rs. 3.0 lakh (Rupees three lakhs only) per participant** will be met by the respective cadre controlling authority in the Government of India (for example, DoP&T for IAS officers, MHA for IPS officers etc.). In case of Central Secretariat Service (CSS) officers, the domestic component fee will be met by the Ministry/Department where the officer is working. In case of SCS/Non-SCS officers the cost of the domestic component of the programme will be met by DoP&T.

8. The sponsoring organizations, namely the organization 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 New Delhi and back, (c) travel cost towards field visit of the participants for collection of data/information on their dissertation and visit to New Delhi for presentation of the dissertation (d) a one time allowance of Rs.1500/- for stationery etc. and (e) cost of residential accommodation (@ Rs 10,000/- per month per participant) to be provided by the TERI University on rent.

9. In case of officers belonging to any Group 'A' service and working on deputation basis in a PSU, the entire cost (domestic as well as international component) for the programme shall be borne by the concerned PSU in which the officer is working at the time of applying for the programme. 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 pay the entire expenditure of the programme to the institute in respect of such officer.


10. 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 **21<sup>st</sup> April, 2014**. Nominations received after this date will not be considered. While sending the nomination, it may clearly be mentioned whether the participant is being nominated for a One year Diploma in Public Policy and Sustainable Development Programme or Two year M.A. (Public Policy and Sustainable Development) Degree Programme. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by TERI University. The interview dates 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 their application directly to this office/TERI University. 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.

11. It may be noted that in respect of officers, appointed under the 'Central Staffing Scheme', 'NOC' from EO's Office should be obtained by concerned Ministries/Departments before forwarding their applications/nominations for this Long Term Domestic Training Programme.

12. In case, the SCS and Non-SCS officers, provisionally shortlisted through the 'Personal Interview' process or any other process devised by the TERI University, are found to be more than 5 in number then final selection of desired number of candidates (five slots) eligible for DOPT funding will be made by the DOPT by applying weightage criteria which includes Seniority, SC/ST/Women/NE/J&K and ACR grading.

13. A copy of the application may also be sent to **Gp. Capt. Rajiv Seth (Retd.), Ph.D, Dean (Admin) & Registrar TERI University, 10 Institutional Area, Vasant Kunj, New Delhi-110070**. Further details of this programme may be ascertained from **TERI University, 10 Institutional Area, Vasant Kunj, New Delhi-110070** Tel: 011-26122222 website: [www.teriuniversity.ac.in](http://www.teriuniversity.ac.in). This circular may also be downloaded from the website of Ministry of Personnel, Public Grievances and Pensions ([www.persmin.nic.in](http://www.persmin.nic.in)).

Yours faithfully,

  
(Alok Kumar)

Joint Secretary (Trg)

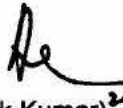
Tel: 26106314

Fax: 26107962

29/02/14

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. All Cadre Controlling Authorities
5. Controller General of Accounts, New Delhi
6. Deputy Director General (Training ), Department of Post, Dak 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, N.Delhi
13. Director (HRD) Ordnance Factory Board, 10-A S K Bose Road, Kolkatta.
14. Gp. Capt. Rajiv Seth (Retd.), Ph.D, Dean (Admin) & Registrar TERI University, 10 Institutional Area, Vasant Kunj, New Delhi-110070

  
(Alok Kumar) 24/02/17

## Terms and conditions

### One year Diploma Programme in Public Policy and Sustainable Development /Two year M.A. (Public Policy and Sustainable Development) Degree Programme at the TERI University, Delhi—commencing from 21<sup>st</sup> July, 2014

The Training Division of Department of Personnel & Training is sponsoring One year Diploma Programme in Public Policy and Sustainable Development/Two year M.A. (Public Policy and Sustainable Development) Degree Programme at the TERI University, Delhi. The Programme will commence from 21.07.2014.

#### 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:

(i)	Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
(ii)	Age	The officers should have at least three years remaining service after completion of the programme.
(iii)	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) DoP&T will meet the cost of the international component of the programme (including travel) for all the participants. The cost would be met out of the Scheme of Domestic Funding of Foreign Training (DFFT).

(b) The cost of the domestic component of the programme **Rs. 3,00,000/- (Rupees Three lakh only) per participant** will be met by the respective cadre controlling authority (for example, DoP&T for IAS officers, MHA for IPS officers and MoEF for IFoS officers 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. In case of SCS/Non-SCS officers the cost of the domestic component of the programme will be met by DoP&T.

(c) In case of officers belonging to any Group 'A' service and working on deputation basis in a PSU **the entire cost (domestic as well as international component) for 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 pay the entire expenditure of the programme to the institute in respect of such officer.

(d) The sponsoring organizations, namely the organization 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 TERI University, New Delhi and back, (c) travel cost towards field visit of the participants for collection of data/information on their dissertation and visit to TERI University, New Delhi for presentation of the dissertation and (d) a one time allowance of Rs 1500/- (Rupees fifteen hundred only) for stationery etc., and (e) cost of residential accommodation (@ Rs 10,000/- per month per participant) to be provided by the TERI University on rent during the programme.

(e) During international training, the daily allowance will be paid to the participants on the basis of extant approved rates for short-term training programmes under the Scheme of 'DFFT of DoP&T.

#### 4. **Conditions for officers admitted to the programme:**

In case of officers sponsored by the Government of India 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/UTs 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 Delhi to participate in the program will be allowed one of the following two options by the sponsoring authorities:-

- (a) The officers will be treated as on duty on tour. They will draw travelling allowance as on tour and allowances as per para II(a) of the Ministry of Finance, Department of Expenditure O.M. 19030/2/86-E-IV dated 24.3.86 amended from time to time.

OR

- (b) The officers will be treated as on transfer. They will not be entitled to the Government accommodation at the original place of posting.

- (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.

#### 5. **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.

6. **Accommodation**

TERI University will provide rented accommodation to the participants of the programme on payment of admissible rent (subject to a maximum of Rs.10,000/- per month per participant) by Cadre Controlling Authority of the participants. The accommodation shall have independent bedroom for each participant with a common living room and kitchen in a rented apartment.

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

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 should not be nominated for the programme. Failure to withdraw the names of officer that are placed in offer list but nominated for this programme, may result in debarment of such officers for central deputation for five years.

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 commencement of the programme to become eligible to apply for this programme.

The faculty members of the State ATIs who have completed at least three years on the date of commencement of the programme 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.

8. **Forwarding of nominations**

Concurrence of State Governments, wherever necessary, would have to be obtained by the sponsoring authority before sending the nominations to DoP&T. Nomination of suitable officers (**who are clear from vigilance angle**) may be forwarded to this Department in the prescribed proforma as per TERI University brochure (may be accessed on TERI University website [www.teriuniversity.ac.in](http://www.teriuniversity.ac.in)) through the appropriate cadre controlling authority so as to reach us **on or before 21<sup>st</sup> April, 2014**. Nominations received after this date will not be considered. While sending the nomination, it may clearly be mentioned whether the participant is being nominated for a One year Diploma Programme in Public Policy and Sustainable Development **or** Two year M.A. (Public Policy and Sustainable Development) Degree Programme. In order to save time, the officers are permitted to send an 'Advance copy' of their application directly to this office/TERI University. 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. It may be noted that in respect of officers, appointed under the 'Central Staffing Scheme', 'NOC' from EO's Office should be obtained by concerned Ministries/Departments before forwarding their applications/nominations for this Long Term Domestic Training Programme.

The nominations would be screened / scrutinized and suitable officers will be called for an interview by TERI University.

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FORMAT OF BOND TO BE EXECUTED BY A GOVERNMENT SERVANT BEFORE PROCEEDING  
FOR the One year Diploma Programme in Public Policy and Sustainable Development/ Two year  
M.A. (Public Policy and Sustainable Development) Degree Programme at the TERI University,  
Delhi—commencing from 21<sup>st</sup> July, 2014

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 i.e. all monies paid to me or expended on my account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the govt./agency concerned, etc. at TERI University, New Delhi, together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, -----, am being deputed for training at TERI University, New Delhi which includes 6-8 weeks international exposure under the Scheme of DFFT, 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 training, OR failing to complete the training 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 Two Thousand and fourteen.

Signed and delivered by ----- (Name and designation)

In the presence of ----- and -----

Witnesses: 1. \_\_\_\_\_  
2. \_\_\_\_\_

ACCEPTED  
on behalf of the President of India by the Cadre Controlling Authority  
(Authorised Signatory)



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, 3<sup>rd</sup> Floor, Old JNU Campus, New Mehrauli Road, New Delhi 110067 before 21<sup>ST</sup> April, 2014.** Incomplete applications will not be considered.

**Application for One year Diploma Programme in Public Policy and Sustainable Development /Two year M.A. (Public Policy and Sustainable Development) Degree Programme at the TERI University, Delhi—commencing from 21<sup>st</sup> July, 2014**

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)				

**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 3: 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 4: 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 a MA in Public Policy and Sustainable Development at TERI University fit in with your plans?

(C) From the policy areas of concentration (specified in the brochure) which area would you like to specialize in? Explain your interest in your chosen area.

(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**

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 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 Sponsoring Authority so as to reach DoPT as aforesaid, by 21<sup>st</sup> April, 2014.**

**For the use of the Sponsoring 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

Name of the sponsoring authority:

\_\_\_\_\_

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

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

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

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

NB. The sponsoring authority would pay the fee for the domestic component of the programme.