

No. 13020/5/2014-IES  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(IES Division)

Room No. 59, North Block,  
New Delhi, dated: 27.11.2014

OFFICE MEMORANDUM

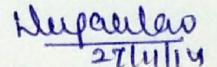
**Subject: Long Term Training Programs with Lee Kuan Yew School of Public Policy, Singapore for IES Officers – Sponsoring of IES Officers reg.**

The IES division in the Department of Economic Affairs intends to sponsor serving IES Officers for the following two courses at the **Lee Kuan Yew School of Public Policy, National University of Singapore for the academic session 2015-16:**

- i. **2 IES Officers for the *One year Master in Public Administration (MPA)* program at the Lee Kuan Yew School of Public Policy, Singapore for IES officers who have completed minimum 5 years of service.**
- ii. **1 IES Officer for the *One year Master in Public Management (MPM)* program at the Lee Kuan Yew School of Public Policy, Singapore for senior IES officers who have completed minimum 12 years of service.**

2. The applications for the above mentioned courses shall be accepted only when **duly forwarded through proper channel** in accordance with the **Guidelines** as stated in **Annexure-I**. The screening of the applications shall be done by a Committee after which the nominated applications would be forwarded to LKY School for final selection. The decision of the Committee would be final in this regard.

3. **Eligible and willing IES officers who wish to apply for the above mentioned courses at LKY School may forward their applications in the enclosed proforma through proper channel to the IES Cadre, latest by 12.12.2014.** Applications may be sent to The Director, IES Division, Department of Economic Affairs (Room No. 59, North Block, New Delhi, Telefax: 91-11-23093570). (Submission of application by an officer should not be construed as automatic nomination for the course).



(Deepak Rao)

Deputy Director

Tele: 23092995

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To:

Mr. Syed Zubair Husain Noqvi, Assistant Director, IES Division, DEA with the request to post the material on the IES website



Guidelines approved for the Courses at Lee Kuan Yew School of Public Policy, National University of Singapore

**i) Minimum Service:**

Officers should have completed a **minimum of 5 years of service** for application for One year Master in Public Administration (MPA) program and **minimum 12 years of service** for application for One year Master in Public Management (MPM) program.

**ii) Number of years of Service left after the Training cum Exposure visit:**

The officer should be left with a minimum of three years of service after completion of the training course.

**iii) Cooling off:**

(a) The officer having attended up to 2 weeks of Foreign Training sponsored by the IES Cadre are required to complete cooling off period of at least one year.

(b) The officers having attended foreign trainings/seminars/workshops of more than 2 weeks of duration are required to complete a cooling off period of one year.

**iv) Number of Trainings**

The officers can attend a maximum of only two Foreign Training programmes sponsored by the IES Cadre in a span of 3 years.

**v) Departmental proceedings**

The officer should not have any departmental proceedings/Vigilance cases pending or contemplated against him/her.



## Application Proforma

1. Name of the applicant (Dr./Mr./Miss/Mrs.):
2. Course Applied For at LKY School ?
3. Batch/Year of entry into IES:
4. Date of superannuation:
5. Ministry/Department where currently working:
6. Designation:
7. Official Passport No.
8. Mailing Address:
  - (i) Office
  - (ii) Residence
  - (iii) E-mail
9. Telephone No.
  - (i) Office
  - (ii) Residence
  - (iii) Mobile
10. Academic Qualifications Details.
11. Details of previous published research papers, if any. Attach separate sheet.
12. Whether attended any long-term/short-term training programme abroad in the last 2 years?

<i>Sl. No.</i>	<i>Name of Training Program</i>	<i>Duration (From – To)</i>	<i>Whether Sponsored by IES Division</i>

13. Details of Previous Postings:

<i>Sl. No.</i>	<i>Name of Department</i>	<i>Duration (From – To)</i>	<i>Job Profile</i>

14. Relevance of course to the officer (maximum 300 words). Attach a separate sheet.
15. I hereby declare that all particulars given by me in this application are correct.

Name  
Date

Signature of Applicant  
Place

Recommendation of IES Cadre

Name  
Date

Signature of Cadre Controlling Authority (IES)