

**No. 13020/51/2016-IES
Government of India
Ministry of Finance
Department of Economic Affairs
(IES Cadre Division)**

**Room No. 59, North Block,
New Delhi, Dated: 26.12.2016**

OFFICE MEMORANDUM

Subject: Long Term courses for IES Officers with LKY School of Public Policy, National University of Singapore (NUS).


The IES Cadre Division in the Department of Economic Affairs intends to sponsor serving IES Officers for the following two courses at the Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS), for the academic session 2017-18:

- i. **2 IES Officers for One year Master in Public Administration (MPA) program at LKY School of Public Policy, NUS, Singapore.**
- ii. **1 IES Officer for One year Master in Public Management (MPM) program at LKY School of Public Policy, NUS, Singapore.**

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-1**. 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 as per LKY School's selection criteria.

3. The Department of Economic Affairs (IES Cadre Division) being the sponsoring agency for the officers for this program, would bear the tuition fee, airfare and other approved living expenses. The officers nominated will be treated as on official duty for the entire period of the program. The final participation of the Officers in the program shall be subject to the execution of a bond by the officers with the IES Cadre Division as per the Terms and Conditions annexed thereto (**Annexure II**).

4. 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 (**Annexure III**), through proper channel, to the IES Cadre Division, **latest by 5th January, 2017. No application beyond the given time limit shall be accepted.** Applications may be sent to Ms. Preeti, Assistant Director, Department of Economic Affairs (Room No. 251, North Block, New Delhi, Tele: 91-11-23095142, E-mail: preeti.balyan@nic.in (Submission of application by an officer should not be construed as automatic nomination for the course).


(Preeti)
AD (IES)

Annexure I

The guidelines approved for Long Term Programs with LKY School of Public Policy, National University of Singapore (NUS).

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 program.

iii) Cooling off:

(a) The officers 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 sponsored by any other Ministry/Deptt./Org. of up to 2 weeks of duration are required to complete a cooling off period of six months.

(c) 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.

(d) Officers who have applied for JISPA: 2017-18 (long-term program) in the current year shall not apply.

iv) Number of Trainings

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

(b) An officer is eligible for only one long-term program in his/her career.

(v) APAR grading

To be eligible for consideration for the course, the officer should have at least 'Very Good' grading in his/her APARs pertaining to the past 5 years.

v) Departmental proceedings

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

The screening of the applications shall be done by a duly constituted Committee after which the nominated applications would be forwarded to LKY School for final selection.

Preeti
26/12/16.

Terms and conditions:

- I. The admission and tuition fees for the program and other approved living expenses shall be borne by IES Cadre Division, DEA.
- II. During training, the nominated officer will be treated as on-duty and will be paid the Salary (Pay and other allowances) by the respective Department/Ministry.
- III. The cost for the outward and return journey to Singapore (one round trip) will be borne by the IES Cadre, DEA. However, the respective Department/Ministry will have to reimburse the expenditure incurred by the officer for local travel in Delhi (residence to airport and back).
- IV. The allowances shall be as per DoPT'S letter no. F.No.12037/14/2014-FTC dated 19.01.2014 and revisions to the same.
- V. The cost for Medical Insurance for the officer shall be paid by the IES Cadre Division to LKY School directly. Any other medical expense not covered by the Medical insurance at LKY School and not falling under "emergency cases" as defined under the Assisted Medical Attendance (AMA) Scheme of the Ministry of External Affairs shall have to be borne by the officer himself/herself.
- VI. The cost of the medical expenses with respect to ailments of non-continuing nature i.e. emergency cases, which have not been detected at the normal place of residence, shall be covered under the Assisted Medical Attendance (AMA) Scheme of the Ministry of External Affairs as contained in MEA's letter no. G/GA/653/1/74 dated 5/3/1979 as amended from time to time and will be subsequently reimbursed by the IES Cadre Division.
- VII. During his/her stay abroad, the nominated officer will not take part in any activity which would contravene the provisions of the Central Civil Services (Conduct) Rules, 1964.
- VIII. Employment in any form shall not be accepted by the nominated officer during the period of stay in Singapore.
- IX. The officer will sign a bond regarding certain obligations as per the prescribed format.

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26/12/16

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 programs abroad in the last 3 years?

<i>Sl. No.</i>	<i>Name of Training Program</i>	<i>Duration (From – To)</i>	<i>Whether Sponsored by IES Division(If not, please specify the sponsoring Min/Deptt/Org. in each case)</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)