

**File No. 13020/4/2018-IES**  
**Government of India**  
**Ministry of Finance**  
**Department of Economic Affairs**  
**(IES Cadre)**

**Room No. 59, North Block,**  
**New Delhi, Dated: 20.04.2018**

**OFFICE MEMORANDUM**

**Subject: Inviting applications for participation in short-term training programmes with Duke Centre for International Development (DCID), Duke University, Durham, U.S.A.**

IES Cadre intends to nominate 2 IES officers each for the following five short-term training programmes with Duke Centre for International Development (DCID), Duke University, Durham, U.S.A.:

- i. **Project Appraisal and Risk Management (PARM) (May 14–June 2, 2018)**
  - ii. **Monitoring and Evaluation of Development Programmes (M&EDP) (June 10-22, 2018)**
  - iii. **Transfer Pricing; Policy and Practice (June 11-15, 2018)**
  - iv. **Fiscal Decentralization and Local Government Financial Management (PFD) (July 8-27, 2018)**
  - v. **Budgeting and Financial Management in the Public Sector (BUDGET) (July 22 – August 10, 2018)**
2. The afore-mentioned training programmes aim to familiarize the participants with state-of-the-art empirical methods and to gain international exposure to learn from the best practices followed internationally in each of the above subjects.
3. The IES Cadre will bear the tuition fee; airfare including cost of return ticket (Business/Economy class as applicable for individual officers) from place of posting to Raleigh, Durham International Airport and back and airport tax, if any; cost of local travel from airport to the University/hotel and back while in U.S.A. (reimbursable on production of receipt); and also pay admissible per diem foreign daily allowance to the participants at the applicable conversion rate.
4. Guidelines for selection of officers for the instant training programmes are at **Annexure I**. Screening of the applications and final selection of officers shall be done by a Standing Selection Committee chaired by the Chief Economic Adviser, Ministry of Finance. The decision of the Committee shall be binding and final.
5. It may be noted that in the event of selection/nomination, 'political clearance'/visa note etc. shall be obtained by the Ministry/Department/Organization where the officer is posted. The 'Deputation Order' shall also be issued by the Department/Ministry concerned.
6. Administration/Establishment Division of the participating Ministries/Departments/Organizations may forward the application of eligible and interested Officers **in the prescribed format (Annexure II)** to the undersigned (Room No. 251, North Block, Department of Economic Affairs) or send it via e-mail at [dilasha.vasudeva@gov.in](mailto:dilasha.vasudeva@gov.in) **latest by 30.04.2018**.

**Guidelines approved for the Training Programme:**

**I. Minimum Service:**

Officers should have completed a minimum of 7 years of Service.

**II. Upper Age Limit:**

Officers applying for these programmes should have minimum 2 (two) years of service left for superannuation at the time of attending the programme

**III. Relevance of the course:**

Officers applying for the Training Programmes should certify that the course is relevant to their current job-profile and it would enable them to contribute to the work being handled by them.

**IV. Foreign Training/ Conferences/Workshops/Seminars:**

The Officer should not have attended any Foreign Training/Conferences /Workshops/Seminars abroad of duration of more than two weeks (excluding travel time) during the last two years.

**V. APAR Gradings:**

The officer should have Outstanding/Very Good grading (with minimum of three outstanding grading) in the last five years' APARs, with no adverse entries.

**VI. Departmental proceedings:**

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

**VII.** Preference would be given to those IES officers who are currently holding cadre posts.

**VIII.** An Officer may convey willingness for consideration of his/her name for a maximum of three training programmes.

7. This issues with the approval of the competent authority.

*Dilasha Vasudeva*  
20/4/18

**(Dilasha Vasudeva)**  
**Assistant Director (IES)**  
**Tele: 23095142**

**To,**

Joint Secretary (Administration/Establishment) of all participating Ministries/Departments

**Copy also to:**

1. All IES Officers via email
2. Ms. Arya B K, Assistant Director (IES); to be uploaded on the IES website.

**Application Form**

1. Name of the applicant (Dr./Mr./Miss/Mrs.):
2. Batch/Year of entry into IES:
3. Date of superannuation:
4. Ministry/Department where currently working:
5. Designation:
6. Official Passport No.
7. Mailing Address:
  - (i) Office
  - (ii) Residence
  - (iii) E-mail
8. Telephone No.
  - (i) Office
  - (ii) Residence
  - (iii) Mobile
9. Details of previous published research papers, if any. Attach separate sheet.
10. Whether attended any long-term/short-term training programme for more than two weeks abroad in the last 2 years?
11. Whether attended any Conferences/Workshops/Seminars abroad for more than two weeks during the last two years.
12. Relevance of course to the Officer in their present and future assignments (maximum 500 words). Attach on a separate sheet.
13. I hereby declare that all particulars given by me in this application are correct.

Name \_\_\_\_\_ Signature of Applicant  
Date \_\_\_\_\_ Place

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Recommendation of IES Cadre

Name

Date

Signature of Cadre Controlling Authority