

F.No. 13020/18/2018-IES
Government of India
Ministry of Finance
Department of Economic Affairs
(IES Cadre)

Room No. 59, North Block
New Delhi, Dated: 18th October, 2018

OFFICE MEMORANDUM

Subject: Long-term Training Programme for Indian Economic Service (IES) officers with Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS), Singapore to be held in the academic year 2019-20.

Indian Economic Service (IES) Cadre intends to sponsor two IES officers for the one-year Master in Public Administration (MPA) programme being conducted by the Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS), Singapore for the academic year 2019-20.

2. The Programme is intended for mid-level professionals i.e. officers with a minimum 5 years of service and aims to develop skills in leadership, creative thinking and problem solving through economic analysis using big data, official statistics and case studies related to public policy.
3. IES Cadre will bear the programme fee, accommodation charges, return airfare from New Delhi-Singapore Airport-New Delhi (Business/Economy class as applicable), including airport tax, if any, and would also pay admissible living allowance to the nominated officer/s. However, the respective Ministry/Department/Organization will have to reimburse the expenditure incurred by the officer/s for local travel in Delhi (residence to airport and back). The nominated officer/s will be treated as on official duty for the entire period of the Programme and will be paid the Salary (Pay and other allowances) by the Ministry/Department/Organization where the officer/s is posted.
4. Guidelines for shortlisting applications for the instant Training Programme are at **Annexure-I**. Screening and shortlisting of applications of officers shall be done by a Standing Selection Committee in the Ministry of Finance and the decision of the Committee shall be binding and final. The shortlisted applications would be forwarded to LKY School of Public Policy for final selection. The participation of the nominated officer/s in the Programme shall be subject to execution of a bond by the officer/s with the IES Cadre as per the Terms and Conditions annexed thereto (**Annexure-II**).
5. It may be noted that post 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 Ministry/Department/Organization 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-III**) to the undersigned (Room No. 251, North Block, Department of Economic Affairs) or send it via e-mail at dilasha.vasudeva@gov.in latest by 09.11.2018.

Dilasha

7. This issues with the approval of the Competent Authority.



(Dilasha Anand)
Assistant Director (IES)
Tele: 91-11-23095219

Copy to:

1. All IES Officers via e-mail
2. Ms. Arya B.K. with a request to upload it on the IES website.

The guidelines for being nominated to the Long Term Programme with LKY School of Public Policy, National University of Singapore (NUS).

i) Minimum Service:

The officer should have completed atleast 5 years of service for applying for the one-year Master in Public Administration (MPA) programme.

ii) The officer should be holding Cadre post (not on deputation of any type) at the time of submission of application.

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

The officer should be left with a minimum of five years of service after completion of the Training Programme.

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/Department/Organization 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 with a duration of more than 2 weeks are required to complete a cooling off period of atleast two years.

iv) Number of Trainings :

(a) IES officers can attend a maximum of two foreign training programmes sponsored by the IES Cadre in a span of 3 years.

(b) IES officers are eligible for only one long-term Training Programme sponsored by the IES Cadre in their career.

(v) APAR grading:

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

v) Departmental proceedings:

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

ii. The officer, on selection, would need to submit an undertaking to serve in the IES for at least five years or till retirement, whichever is earlier, on returning from the course.

vi) Feedback about work-related performance of the officer may be obtained before nominating him/her for the Training Programme.

Terms and conditions:

- I. The admission and tuition fees for the programme and other approved living expenses shall be borne by IES Cadre, 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 Ministry/Department/Organization.
- 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 Ministry/Department/Organization 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 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.
- 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 (*Annexure-II (a)*).

Dikshu

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT WHEN DEPUTED BY
GOVERNMENT FOR LONG TERM FOREIGN TRAINING**

KNOW ALL MEN BY THESE PRESENTS THAT I, _____,
resident of

_____ at present employed as _____ in
_____ 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 foreign training i.e. all monies paid to me or expended on my account during
training such as pay and allowances, leave salary, tuition fee, cost of international travel
etc. met by the Government at Lee Kuan Yew School of Public Policy, National University
of Singapore, Singapore 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 attorney and client.

WHEREAS I, _____ am being deputed for training abroad by
Government.

AND WHEREAS for the better protection of the Government I have agreed to execute
this bond with such conditions as written hereunder.

NOW THE CONDITIONS OF THE ABOVE WRITEN OBLIGATION ARE THAT;

- I. *In the event of my repatriation becoming desirable or necessary on account of personal difficulties or circumstances, I shall forthwith bear all the expenditure incurred on my repatriation.*
- II. *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 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.*
- III. *Moreover, in case of medical expenses which are not covered by the medical insurance under Medical Insurance Scheme at LKY School, the*

Sponsoring Agency viz. the IES Cadre shall bear 30% of the cost. However, the cost of 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 contained in MEA's letter No. G/GA/653/1/74 dated 5/3/79 as amended from time to time and will be subsequently reimbursed by the IES Cadre. I shall bear any medical expenses not covered under the aforesaid circumstances.

AND upon my making such payment the above written obligation 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.

Signed and dated this _____ day of _____, year

Signed and delivered by _____ (Name and designation)

In presence of _____ and

Witnesses: 1.

2.

ACCEPTED

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

Application Form

1. Name of the applicant (Dr./Mr./Miss/Mrs.):
2. Batch/Year of entry into IES:
3. Age as on 31st October, 2018:
4. Ministry/Department where currently posted:
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 published research papers, if any. Attach separate sheet.
10. Whether attended any long-term/short-term training program abroad in the last 2 years? If yes, details thereof.
11. Whether attended any Conferences/Workshops/Seminars abroad during the last two years? If yes, details thereof.
12. Reasons for interest in the Programme including expectations from it (maximum 300 words). Attach a separate sheet.
13. I hereby declare that all particulars given by me in this application are correct.

Place

Signature of Applicant

Date

Name