

F.No. 13020/16/2017-IES
Government of India
Ministry of Finance
Department of Economic Affairs
(IES Cadre)

Room No. 251, North Block
New Delhi, Dated 26th December, 2017

OFFICE MEMORANDUM

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

IES Cadre 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 2018-19.

- i. 2 IES officers for one year Master in Public Administration (MPA) programme at LKY School of Public Policy, NUS, Singapore.
- ii. 1 IES officer for one year Master in Public Management (MPM) programme 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 and final selection of the officer shall be done by a Standing Selection Committee chaired by the Chief Economic Adviser, Ministry of Finance, Government of India. The nominated applications would be forwarded to LKY School for final selection as per LKY School's selection criteria.

3. The IES Cadre being the sponsoring agency for the officers for this programme, 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 programme. The final participation of the Officers in the programme shall be subject to the execution of a bond by the officers with the IES Cadre as per the Terms and Conditions annexed thereto (**Annexure II**).

4. It may be noted that post selection/nomination, 'political clearance'/Visa Note etc. shall be obtained by the Ministry/Department where the officer is posted. The 'Deputation Order' shall also be issued by the Department/Ministry concerned.

5. 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, **latest by 5th January, 2017. No application beyond the given time limit shall be accepted.** Applications may be sent to the undersigned (Submission of application by an officer should not be construed as automatic nomination for the course).

6. This issues with the approval of Competent Authority.


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Copy to :

All IES Officers via e-mail

The guidelines approved for Long Term Programmes 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) programme and minimum 12 years of service for application for One year Master in Public Management (MPM) programme. The officer should be holding Cadre Posts (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/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.

iv) Number of Trainings

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

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

(v) APAR grading

The officer should have Outstanding/Very Good grading (with minimum of three outstanding grading) in the last five year's APARs, 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 return from the course.

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 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 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.

Application Form

1. Name of the applicant (Dr./Mr./Miss/Mrs.):
2. Batch/Year of entry into IES:
3. Age as on 1st November, 2017:
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

Date

Signature of Applicant

Name