

File No. 13020/19/2019-IES
Government of India
Ministry of Finance
Department of Economic Affairs
(IES Cadre)

Room No. 59, North Block
New Delhi, Dated: 2nd December, 2019

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 2020-21.

Indian Economic Service (IES) Cadre being the cadre controlling authority for IES officers 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 2020-21.

2. The Programme is intended for mid-level professionals, i.e. for officers who have served for at least 9 years in the IES. The concerned curriculum 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 i.e. from place of posting to Delhi airport and back. The nominated officer/s will be treated as on official duty for entire period of the Programme and will be paid salary (pay and other allowances) by the concerned Ministry/Department/Organization.
4. Guidelines for shortlisting applications for the instant Training Programme are at **Annexure-I**. Screening and shortlisting of applications 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. However, forwarding of applications by IES Cadre to LKY School of Public Policy

should not be construed as selection for participation in the Programme as final selection will be made by the School. Participation of the nominated officer/s in the Programme shall be subject to execution of a bond by the officer/s 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 nominated officers is posted. The 'Deputation Order' shall also be issued by the Ministry/Department/Organization concerned.

6. Administration/Establishment Division of 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 20.12.2019.

7. This issues with 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. Surobhi Mukherjee 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 Requirement:** The officer should have completed a minimum of nine years of service at the time of applying for the Programme.
- ii. Upper age limit as on 1st July 2020:** 48 years.
- iii. Cooling-off Condition:**
 - a. For short-term Training Programmes:** the officer should not have completed any foreign Training Programme/Seminar/workshop sponsored by the IES Cadre in the last two financial years.
 - b. For long-term Training Programme:** the officer should not have attended any short-term Training Programme/Seminar/workshop sponsored by the IES Cadre in the last two financial years and should not have attended any long-term Training Programme sponsored by the IES Cadre prior to the Programme that the officer is applying for. This implies that officers are eligible to undergo only one long-term Foreign Training Programme in their career.
- iv. Departmental Enquiry/vigilance cases:** The Officer should not have any departmental proceedings/vigilance cases pending or contemplated against him/her.
- v. APAR grading:** The Officer should have 'very good' grading in their APAR for last five years with at least three outstanding entries and no adverse entries.
- vi. Selection Criterion:** selection of officers for being nominated to various Short-term and Long-term foreign Training Programmes will be made by a Standing Selection Committee in DEA under the Chairmanship of Chief Economic Adviser to the Government of India.
- vii. Debarment:**
 - a.** If an officer does not attend the course or withdraws his/her request at any stage after getting nominated for a course, he/she will be debarred as per provisions. The debarment will be for two financial years for not attending a short-term training programme and for three financial years for not attending a long-term training programme.

- b. The officers who drop out with less than three weeks remaining for the commencement of the programme on the ground of official exigencies shall be automatically debarred from any foreign training for a period of one financial year.

viii. Undertaking:

- a. The concerned officer has to give an Undertaking that in case of any false information furnished by him/her in the application form, full expenditure incurred on training would be recovered from him/her with penal interest and action under CCS (CCA) Rules/other relevant rules will be initiated against him/her.
- b. Officer nominated for Long Term programme shall be required to execute a bond, before commencement of the course, to continue to serve the Government for a period of five years after completion of the course.

ix. Feedback:

- a. It shall be mandatory for officers attending long term and short term programmes to give their feedback about the programme attended. The officers who do not submit feedback, after undergoing a training programme, may be restricted in future from applying for any Training Programme being sponsored by the IES Cadre.
- b. The officers nominated for long term courses shall submit a case study/a theme paper related to their course and shall be available as guest faculty for two financial years for providing training to IES officers on 5 related subjects at the Institute of Economic Growth.

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 return journey from Delhi 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 from residence of the Officer to the airport and back.
- IV. The allowances shall be as per DoPT's letter no. F.No.12037/14/2014-FTC dated 19.01.2011 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. As per past practice, the admissible allowances will be credited to the bank account of participating Officers on a quarterly basis with the approval of Adviser, IES, based on the financial concurrence for the Programme.
- VIII. 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.

- IX.** Employment in any form shall not be accepted by the nominated officer during the period of stay in Singapore.
- X.** The officer will sign a bond regarding certain obligations as per the prescribed format (*Annexure-II (a)*).

**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. *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

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 1st July 2020:
4. Ministry/Department where currently posted:
5. Designation:
6. Mailing Address:
 - (i) Office
 - (ii) Residence
 - (iii) E-mail
7. Telephone No.
 - (i) Office
 - (ii) Residence
 - (iii) Mobile
8. Details of published research papers, if any. Attach separate sheet.
9. Whether attended any long-term/short-term training programme abroad in the last 2 years? If yes, details thereof.
10. Whether attended any Conferences/Workshops/Seminars abroad during the last two years? If yes, details thereof.
11. Reasons for interest in the Programme including expectations from it (maximum 300 words). Attach a separate sheet.
12. I hereby declare that all particulars given by me in this application are correct.

Place

Signature of Applicant

Date

Name