

No. A-330/2012-ISTM (CSS-G)  
GOVERNMENT OF INDIA  
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT  
DEPARTMENT OF PERSONNEL & TRAINING  
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)  
OLOF PALME MARG, NEW DELHI-110067  
TEL. 91-11-26164285 TELEFAX: 91-11-26104183

New Delhi, dated 13<sup>th</sup> April 2012

**Subject: Conducting ten days Overseas Training Programme for Directors / Joint Secretaries to the Government of India during the period 21 - 30 June 2012 (CSS-CTP Level 'G')**

The Institute of Secretariat Training & Management (ISTM), New Delhi (India) is a premier training institute under Department of Personnel & Training, Government of India. It is a multi-disciplinary organization specialized in capacity building, consultancy and research paper. One of its mandate is to conduct Mid-career Training programmes for Directors / Joint Secretaries to the Government of India. This training is mandatory for officers who have completed requisite years of service and are eligible to be considered for promotion to higher positions in the Government of India. The aim of the programme is to update the knowledge of the participants about the latest concepts, approaches, practices in governance, etc. and to develop their skills and competencies necessary for shouldering higher responsibilities. The central theme is Public Governance in the context of Public Policy formulation and Public service delivery outcomes. During this training the officials are also given international exposure through an Overseas Training Component (OTC) for ten days.

2. Concurrently, we are looking for a suitable Foreign Institute which can organize an OTC for ten days' duration for the officers with the objective of visiting organizations/Institutions overseas and to understand best practices abroad.

3. The ten days overseas training may be designed to have following components:

- Development experiences of selective countries - both emerging economies and advanced countries;
- Security concerns in a globalized world;
- Social sector policies and challenges in health, education and social justice;
- Service system design and process re-engineering in capacity constrained areas;
- Innovations in E-governance for service delivery;
- Global markets and institutions and their impact on issues of WTO and Climate Change;
- Best practices in Service Delivery; and
- Role of Government in public sector reform.

4. The next such overseas training is tentatively scheduled from 21 - 30 June 2012. The anticipated number of officers would be between 35 - 45.

5. To conduct this 'Overseas Training Component', you may kindly send your letter of intent with a comprehensive proposal including the academic inputs, field visits, exposure to various parts of the country and exposure tour to one or two neighbouring countries during the week (including the weekend).

6. The proposal may also include all the logistic arrangements for the group from the time the group arrives in the country till their departure from that country to India, as under:

- Briefing about the visit
- Field visits
- Company/ Organisations visits
- Country exposure to various schemes / projects/ programmes
- Neighbouring country exposure
- Accommodation ( On twin-sharing-basis for participating officers and single occupancy each for the Director ISTM and faculty coordinator)
- All meals (vegetarian and non-vegetarian Indian food)
- Internal travel arrangements
- Comprehensive insurance for the entire duration of the training.

7. The electronic copy of the comprehensive proposal including the day-to-day training schedule and the detailed financial implications of organizing this training may kindly be sent to us by 05 May 2012 at the following e-mail addresses:-

Email: kg.rajulu@nic.in

With regards,

Yours sincerely,



(K. GOVINDARAJULU)

Joint Director

Institute of Secretariat Training & Management,

Room No. 104, Administrative Block,

Old JNU Campus, Olof Palme Marg, New Delhi - 110 067.

Tel # 91-11- 26164285 cell: 91119968248083 Fax # 91-11-26104183, 26104038

**EXPRESSION OF INTEREST**

**I. INTRODUCTION**

The Director, ISTM wishes to engage an Institute for conducting “Overseas Training” of middle/senior level officers from Government of India to help them broaden their horizon and in acquiring knowledge of new methods, approaches and skills used in various projects in other countries and also in replicating such models with necessary modifications in their own countries, as part of the Cadre Training Plan of the Central Secretariat Service (CSS).

**II. ABOUT ISTM**

The Institute of Secretariat Training & Management (ISTM) is a multidisciplinary organization specializing in capacity building, consultancy and research support particularly for the Central Secretariat. It was established in 1948 and is committed to the ideal of “Efficiency and the Public Good”. ISTM’s helps develop the professional competence of individual officers of not only the Central Government but also of the State Government, Public Sector Undertakings and Autonomous Bodies. ISTM has been conducting foundational and refresher courses every year of Union and State Government officials. ISTM is also involved in implementation of CSS Cadre Training Plan which envisages organizing mid-career mandatory training programmes having linkages with career progression officers of the CSS.

**III. OBJECTIVES OF THE OVERSEAS TRAINING COMPONENT**

A overseas training component (OTC) is part of the Cadre Training Plan to help Officers in broadening their horizon and in acquiring knowledge of new methods, approaches and skills used in various projects in other countries as also in replicating such best practices, with necessary modification, in their own countries. This programme is envisaged for senior level Director / Joint Secretary level officers of the Government of India as part of mandatory training plan. The central theme of the five weeks course is “Public Governances in the context of public policy formulation and public service delivering outcomes”. The OTC may include the following:

- Development experiences of selective countries - both emerging economies and advanced countries;
- Security concerns in a globalized world;
- Social sector policies and challenges in health, education and social justice;
- Service system design and process re-engineering in capacity constrained areas;
- Innovations in E-governance for service delivery;
- Global markets and institutions and their impact on issues of WTO and Climate Change;
- Best practices in Service Delivery; and
- Role of Government in public sector reform .

**IV THE COMPONENTS OF TRAINING**

To organize a one week training programme in one or two countries consisting of the following components:-

- i. Academic inputs (20 to 25% only)
- ii. Institutional visits
- iii. Field visits
- iv. Neighboring country exposure
- v. Exposure to various schemes / projects/ programmes on public service delivery.

## **V. EXTENT OF SUPPORT**

Your proposal has to include the following components for a group size of 30-35 participants;

- a) Detailed programme design and schedule bringing out clearly its linkage with the course objectives.
- b) Detailed time table indicating subjects, timings for class room lecture and field visits.
- c) Full details relating to the organization visits bringing out the relevance of such visits.
- d) Programme fees and payment schedule.
- e) Fees to be inclusive of the following:
  - Programme design and delivery
  - Programme materials
  - Room accommodations for participants (single/double occupancy)
  - Breakfast, lunch and dinner for all the participants
  - Economy roundtrip airfares for participants within the countries of foreign training
  - Airport transfers, local transports, and city tours
  - Certificates
  - Medical/Insurance, airport taxes etc. during travel within the foreign training period
  - Complimentary support for ISTM faculty

## **VI. PROFILE OF THE INSTITUTION**

- i. Status of the Institution
- ii. Details regarding similar programmes conducted for international participants

- iii. Details of faculty of the institution
- iv. Details of infrastructure available in the institution
- v. Number of training programme carried out in the previous five years
- vi. Certificates from the organizations (especially govt. organizations) where similar training programmes were conducted.

The institutes expressing their interest may submit their proposals enclosing therewith relevant documents with regard to their experience, clientele list and their performance certificates to:

The Director,

Institute of Secretariat Training and Management

Department of Personnel and Training

Administration Block, JNU Old Campus, New Delhi-110067

Website: <http://www.istm.nic.in>

Email: [kg.rajulu@nic.in](mailto:kg.rajulu@nic.in)

Tel: 91-011-26164285, Fax: 91-011-26104183

The Director, ISTM reserves the right to reject the proposal or cancel the process at any stage without assigning any reason, whatsoever. **The programme is scheduled from 04 June to 06 July 2012.**