

No. A-33099/03/2010-ISTM (CSS-F)
GOVERNMENT OF INDIA
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
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New Delhi, dated 10th June, 2010

Subject: Conducting 1 week Overseas Training Programme for Deputy Secretaries to the Govt. of India

Institute of Secretariat Training & Management (ISTM) is a premier training institute under Department of Personnel & Training, **Government of India** . One of its mandate functions is to conduct Mid Career Training programmes for Deputy Secretaries for 3 weeks. This training is a mandatory mid-career training for the Deputy Secretaries to Government of India who have completed requisite years of service and are eligible to be considered for promotion to higher positions in the Government of India. **During this training the officials are also given exposure of the situation prevailing in other countries through an Overseas Training for 1 week.**

2. We are thus looking for a suitable Foreign Institute which can organize an ‘**overseas training**’ for **one week** for the officers so that they can:-

- Have the exposure to the planning process in various countries.
- Have a first hand experience of the execution, monitoring and evaluation process of successful projects.
- Study of Government led developmental initiatives/ activities.
- Update with the latest trends in public administration.
- Identify the emerging concepts in management, governance and organizational development.

- Exposure to the reforms initiative undertaken for achieving citizen centric governance.

3. The next such overseas training is tentatively scheduled from **19th to 23rd July, 2010**. The anticipated number of officers is 25 or at the most 30.

4. Reputed training Institutes/universities desirous of conducting this training programme may send their letter of intent with a comprehensive proposal including the academic inputs, field visits, exposures to various parts of the country and about exposure tour to one or two neighbouring countries during the week (including the weekend).

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

- Visit briefing
- Field visits
- Company/ Organisations visits
- Country exposure to various schemes / projects/ programmes
- Neighbouring country exposure
- Accommodation (On single occupancy/twin-sharing-basis for participating officers and single occupancy for the Director ISTM and faculty coordinator)
- Internal travel arrangements
- Comprehensive insurance for the one week duration of the training.

6. The electronic copy of the comprehensive proposal including the day to day training schedule and the detailed financial implications of organizing this training should be sent to Shri Yogesh Dwivedi, Assistant Director, ISTM, by **16th June, 2010.**

Shri Yogesh Dwivedi,

Assistant Director & Course Coordinator

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