



Government of India
Institute of Secretariat Training & Management
Department of Personnel & Training
JNU(Old) Campus, Olof Palme Road, New Delhi-110067
Telephone No. 00 91 11 26185314 ; Fax No. 00 91 11 26104183

No. A.33099/01/2011-ISTM

Dated, New Delhi, the 8th March, 2011

To
The Foreign Training Institutes

Subject: Conducting 2 weeks Overseas Training Programme for officers of the Government of India.

Sir/Madam,

Institute of Secretariat Training & Management (ISTM) is a premier training institute of the Government of India, functioning under the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training). ISTM conducts mid-career training programmes for the middle level bureaucrats of the Government of India to improve their efficiency and prepare them for their next promotion to the grade of 'Deputy Secretary to the Government'. **During this training at ISTM, these officers are to be given exposure of the situation prevailing in other countries through an Overseas Training Module for 2 weeks.**

2. We are looking for a suitable Foreign Training Institute which can organize an '**Overseas Training Module**' for **two weeks duration** for the officers so that they can:-

- i) have the exposure to the planning process in various countries.
- ii) have a first hand experience of the execution, monitoring and evaluation process of successful projects.
- iii) study of Government led developmental initiatives/ activities.
- iv) update with the latest trends in public administration.
- v) identify the emerging concepts in management, governance and organizational development.
- vi) exposure to the reforms initiative undertaken for achieving citizen centric governance.

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3. The next such overseas training is tentatively scheduled from **25th April to 6th May, 2011**. The anticipated number of officers is 30.

4. If you are interested to conduct this 'Overseas Training Module', kindly send your letter of intent with a comprehensive proposal including the academic inputs, field visits, exposures to various parts of the country and about six days (including week end) exposure tour to one or two neighbouring countries.

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:

- ✓ Classroom input (20 to 25% only- Must be very minimum)
- ✓ Field visits
- ✓ Company/ Organisations visits
- ✓ Exposure to various schemes / projects/ programmes
- ✓ Country exposure to various schemes / projects/ programmes
- ✓ Neighbouring country exposure
- ✓ Accommodation (On twin-sharing-basis for participating officers & single occupancy for faculty coordinator)
- ✓ All meals (vegetarian & non-vegetarian Indian food)
- ✓ Internal travel arrangements
- ✓ Comprehensive insurance for the two weeks 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 R.K. Kundi**, Deputy Director, ISTM, by **31st March, 2011**.

Yours faithfully,

Sd/-

(R.K. Kundi)

Deputy Director & Course Coordinator
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