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भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान0
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)
कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING
प्रशासनिक ब्लाक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI – 110067
दूरभाष / TELEPHONE – 011-26185314 ; टेलीफैक्स / FAX – 011-26104183

Date: 4th October, 2016

To

As per list

Subject: Request for proposal for conducting one week Overseas Training Module for officers of the Government of India.

Madam/Sir,

The 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 in service training programmes for the civil servants of the Government of India to improve their effectiveness and prepare them for leadership positions in the Service. This proposal relates to a six weeks' training programme where the major components relate to public policy analysis and recent legislative initiatives. Of these six weeks' duration, participants are provided one week 'Overseas Training Module'. The basic purpose for the participants of the overseas exposure component is to develop citizen centric attitude in public service delivery and good governance practices.

2. The Institute of Secretariat Training and Management, Government of India, is considering entering into a long-term Memorandum of Understanding with Training Institute/Universities for conducting **'Overseas Training Module'** for **one week duration** (from Sunday to Sunday) for the officers. The objectives for the Overseas Training Module are as under:-

I. Know and learn about the development processes in various countries.
II. Experience and study the execution, monitoring and evaluation process of successful projects and programmes implemented in the recent past.

III. Obtain an insight to Government led developmental initiatives/ activities, including ease of doing business.
IV. Identify the emerging concepts in management, governance and organizational development.
V. Exposure to the reforms initiatives and best practices for achieving citizen centricity and e-governance.
VI. Understand the institutional visits relating to overall institutional structure and their public service deliverables and their issues and challenges.

3. In a calendar year, 4-5 such overseas training modules are required to be conducted by the training institute/university. Number of officer trainees in each of these training modules may vary from 20-35. They will be accompanied by one faculty Coordinator and one Observer.

4. If your Institution is interested in conducting this 'Overseas Training Module' and would like to enter into a long-term relationship with the ISTM, Department of Personnel and Training, Government of India, you may send a letter of intent with a comprehensive proposal including the academic inputs, field visit, exposure to various parts of the country and about one-two days exposure tour to one neighbouring country. The exposure visit may adopt the following methodologies:

a) Brief presentation by the visited institution on the objectives and purpose of the exposure visit.
b) Classrooms presentation by senior management of the visited institutions focusing on their mission, strategies, interventions, focus areas and overall management.
c) Briefing at the field level on the programmes and projects visited by the participants.
d) Practical learning through observation and interactive discussion during the field visit.

5. The proposal should also include all the logistic arrangements for the group from the time participants reach the destination country till their departure from that country to India for activities listed as under:-

I. Classroom inputs not more than 25%. The topics on which inputs are proposed to be given are to be finalized in consultation with the ISTM. In case the Guest Speaker for any particular topic so finalized is not available on the appointed day during the actual visit, alternative topic need to be decided in consultation with the Course Director of ISTM.
II. Training and stay arrangements: Training and stay arrangements of Indian Officers may be arranged within the campus of the University/Institute. In case stay facility is not available within the campus, accommodation may be arranged in a nearby Hotel which may not be less than 3 star rating.
III. Accommodation (TWIN BEDDED with 2 persons sharing one room basis for participating officers and TWO separate single occupancy rooms, one for Course Director of ISTM and other for Course Observer from Department of Personnel & Training).
IV. Each room of the Indian Officers, i.e, both participating officers, Course Director and Course Observer are required to be equipped with Tea/Coffee

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Makers and two (2) litres of Bottled Still Water per person, per-day. Provisions of Tea/Coffee/Milk etc may be replenished every day.

V. Learning should be through field visits and Institutional visits in small groups.

VI. Exposure visits to various schemes / projects/ programmes and best practices in governance.

VII. Exposure to various schemes/projects/programmes and institutions in a neighboring country.

VIII. All meals, including Breakfast, evening Tea/Coffee/Snacks [vegetarian & non-vegetarian Indian food and drinking water in the rooms (as mentioned above), classrooms as well as while travelling].

IX. Internal travel arrangements, including field/institutional visits and local sightseeing in small groups of 8 to 10 participants, covering each of the places/institutions proposed to be visited, by each group.

X. Comprehensive insurance, including medical insurance, for all participants for the duration of the training.

XI. The cost of training per participant is to be quoted taking all expenses towards travel, stay, training, visits, etc. into consideration and treating all the expenses towards Course Director and Course Observer as complementary irrespective of the number of participants in the Training Programme.

6. If your Institution is interested in conducting the training programmes for Indian Officers as per the broad outline mentioned above, please send your Tentative Standard Training Plan and Cost of conducting the module also indicating cost per participant, treating the expenses towards Course Director and Course Observer as complementary, as mentioned in para 5 (XI) above, in a **SEALED Envelope**, addressed to "The Director, Institute of Secretariat Training and Management, Administrative Block, JNU(Old) Campus, Olof Palme Marg, New Delhi - 110067, India, before 24th October 2016.

7. The electronic copy of the comprehensive proposal including the day to day training schedule and details of visits for organizing such modules may also be sent to ISTM (kg.rajulu@nic.in) by 24/10/2016.

Yours faithfully,

(Vadali Rambabu)
Deputy Director
Institute of Secretariat & Management,
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Old JNU Campus, Olof Palme Marg,
New Delhi-110067
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