

No. T-13014/1/2019-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 21st February, 2019

To

- 1. Secretaries (All Ministries/Departments in Government of India)
- 2. The Chief Secretaries to all State Governments
- 3. Administrators of Union Territories
- 4. Directors General/Directors of Central & State Training Institutes

Sub: 4th One year Advanced Management Programme in Public Policy (AMPPP) during 2019-20 at Indian School of Business, Hyderabad/ Mohali- Regarding.

Sir/Madam,

It is hereby informed that one year 'Advanced Management Programme in Public Policy' (AMPPP) is being conducted by Indian School of Business (ISB), the 4th Batch of which is scheduled to commence from 3rd May, 2019. The course is entirely a domestic long term programme without any foreign component and will be carried out at ISB's Mohali & Hyderabad campuses.

Course pedagogy:

- 2. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, as well as international exposure embedded in them, the AMPPP has been conceptualized as an officer friendly domestic training programme on public policy without any international component. The advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.
- 3. The programme encompasses three baskets of learning:
 - Toolkits (fundamentals - economics, finance and accounts and quantitative methods, policy design and implementation frameworks etc)
 - Domain knowledge (Urban planning, Infrastructure, Social Policy etc) and
 - Skill areas (leadership, communication and negotiation)

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The course shall to be delivered via a hybrid model with domestic residencies involving intensive classroom sessions, distance and e-learning module, online preparatory and follow up sessions. The details in this regard may be ascertained from the web site of Indian School of Business, Hyderabad Mohali.

4. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.
5. Details of the 'Terms and Conditions' of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Dr Aarushi Jain, Associate Director, Bharti Institute of Public Policy, IISB, (Phone No. 0172-4591640, Mobile: +91 9418498444, e-mail: amppp@isb.edu or aarushi_jain@isb.edu) or Ms Sonal Jadhav, Manager, Centre for Executive Education, ISB (Mobile No. 09952902620, e-mail: sonal_jadhav@isb.edu) and websites of Indian School of Business- Hyderabad Mohali (ISB-H/M) <http://www.isb.edu/amppp> and DoP&T's website <http://dopt.gov.in/> → About DoPT → Wings and Divisions in DoPT → Training → Programmes → LTPP → Indian School of Business, Hyderabad Mohali.
6. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Department/ State Government etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with ISB- H/M in the matter.
7. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before **29th March, 2019**. Nominations received after this date will not be considered. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for interview/discussion by ISB-H/M. The discussion date, time & place will be intimated to the officers by ISB-H/M. In order to save time, the officers are permitted to send an 'Advance Copy' of their applications directly to this office and ISB-H/M. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of higher formal



application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

8. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

Yours faithfully,



(Biswajit Banerjee)

Under Secretary to the Government of India
Telephone: 011-26194167

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N.Delhi
13. Ms. Mamtha Reddy, Senior Associate Director, Centre for Executive Education, Indian School of Business(ISB), Knowledge City, Sector- 81, Mohali- 160062 with request to consider applications received on or before **20th March, 2019** based on their eligibility for calling the officers for the discussion/interview.
14. Shri Steven Burton, Executive Director, Centre for Executive Education, ISB, Hyderabad/ Mohali.
15. Dr Aarushi Jain, Associate Director, Bharti Institute of Public Policy, ISB- Hyderabad/ Mohali.
16. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.

Terms and conditions

4th one year Advanced Management Programme in Public Policy at Indian School of Business - Hyderabad/ Mohali

4th one year Advanced Management Programme in Public Policy at Indian School of Business (ISB) - Hyderabad/ Mohali will commence from 3rd May, 2019. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the AMPPP has been conceptualized as an officer friendly domestic training programme on public policy without any international component. The advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The course shall consist of four terms, to be delivered via a hybrid model with domestic residencies involving intensive classroom sessions, distance and e-learning module, online preparatory and follow up sessions. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.

The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Department/ State Government etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Department/ State Government will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-coordinating with ISB-H/M in the matter.

2. Eligibility:

The programme is open to officers of All India Services (IAS, IPS & IFS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers shall not be more than 50 years on the date of commencement of the programme (53 years in case of officers belonging to SC/CT).
Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme.

3. Course Fees:

(a) The course fee for the programme is **Rs. 12.60 Lakh** (Rs. Twelve Lakh Sixty Thousand Only) + **Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of classroom and online sessions, study material, boarding and lodging for the duration of residency. **The nomination for the programme and payment of course fee shall be made by the Cadre Controlling Authorities (for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc).** In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The pay & allowances as well as cost of travel to and fro from the place of posting to the place of domestic residencies shall be payable by the office where the officer is posted during the currency of the training programme. A one-time grant of Rs.5000/- (Rupees Five Thousand Only) towards books/stationery shall also be paid to the selected officer by the office, where the officer is posted during the currency of the training programme.

(c) In case of Group 'A' officers working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

(d) The Programme fee [Rs. 12.60 Lakh (Rs. Twelve Lakh Sixty Thousand Only)] **plus** Goods & Service Tax (GST) as per applicable rates need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

4. Programme structure

a. Duration: AMPPP is designed as a 1 year programme.

b. The programme encompasses three baskets of learning:

- Toolkits (fundamentals - economics, finance and accounts and quantitative methods, policy design and implementation frameworks etc)
- Domain knowledge (Urban planning, Infrastructure, Social Policy etc) and
- Skill areas (leadership, communication and negotiation)

c. **Design elements:**

- Inauguration
- Residencies
- Technology Assisted Learning
- Guest Lectures
- Capstone Project: White paper on a Policy
- Policy Walk
- Assessments
- Graduation

d. **Typical term structure**

- Duration of the programme is one year. The AMPPP course consists of 4 terms and each term will have one residency.
- Typical term structure: 3 weeks of Pre-Reads + Residency (9 days) + 2 weeks of Technology Assisted Learning + 1 week of exam
- The programme is spread across 15 credits. Each full credit course is allocated ten classes of two hours (20 hrs) of executive education-style intensive classes.
- The Technology Assisted Learning component of the course will be delivered via online mode.
- Capstone Project: Each student will have to work on a capstone project which will be a white paper on a Public Policy. It will carry 1 credit.
- Policy Walk: The students will be taken for a policy walk over two days in order to meet the Public Policy Formulators as well as implementers to understand the Public Policy environment in a practical manner.
- Additionally, there will be various guest lectures through the residencies to give a practitioner's perspective to Public Policy students.
- ISB programmes emphasize high academic rigor and "no exception" policy. The participant must obtain an overall passing grade for every course module.

e. Policy Paper: Officers will be required to submit a Policy Paper on a policy issue concerning the Ministry / Department where they are currently posted. The issue for this paper will have to be identified in consultation with the Ministries / Departments / State Governments / UTs etc. where they are currently working.



5. **Programme Schedule (Tentative)**

Residency	Start Date	End Date	Campus
Residency 1	3 rd May, 2019	12 th May, 2019	Hyderabad Campus
Residency 2	16 th August, 2019	25 August, 2019	Mohali Campus
Residency 3	1 st November, 2019	10 th November, 2019	Mohali Campus
Residency 4	10 April, 2020	19 th April, 2020	Mohali Campus

6. **Hostel Facilities**

ISB will provide rent-free furnished residential accommodation in the Institute to the participants and will arrange boarding facility, which is included in the course fee.

7. **Conditions for officers admitted to the programme:**

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

8. **Selection procedure and forwarding of nominations**

- (i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time. Officers whose names have been recommended for central deputation/ or figuring in the 'offer list' for central deputation under the 'Central Staffing Scheme' should not be nominated for the AMPPP programme. Failure to withdraw the applications of such officers for the AMPPP, may result in debarment of officers for central deputation for five years.
- (ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least **two years** of their tenure on central deputation on the date of this notification to become eligible to apply for this programme.
- (iii) The faculty members of the State ATIs who have completed at least **three years** on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

9. **Forwarding of nominations**

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.

(ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to ISB's website <http://www.isb.edu/amppp/> and DoP&T's <http://dopt.gov.in/> → **About Us** → **Wings and Divisions in DoPT** → **Training** → **Programmes** → **LTDP** → **Indian School of Business, Hyderabad/ Mohali**. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **20th March, 2019**.

(iii) Nominations received after the due date will not be considered.

(iv) In order to save time, the officers are permitted to send an Advance Copy of the application to Ms Sonal Jadhav, AMPPP Office, Centre for Executive Education, Indian School of Business (ISB), Gachibowli, Hyderabad-500032.

(v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for **discussion/interview** by ISB. The discussion dates, time and place will be intimated to the officers by ISB. In order to save time, the officers are permitted to send an **Advance Copy** of the application directly to this office. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities and approval of the Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

10. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her 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 the programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans".





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<p>Indian School of Business, Hyderabad/ Mohali Phone No: +91 40 2318 7516 / 2300 7041/42, E-mail Id: amppp@isb.edu, Website: http://www.isb.edu/amppp</p>	<p>Government of India Department of Personnel & Training 3rd Floor, Old Secretariat Building Rajpath Road, New Delhi - 110011 Phone: 26194167, Fax: 26194168 Website: http://door.gov.in/</p>
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APPLICATION FOR ADMISSION IN 4TH ONE YEAR ADVANCED MANAGEMENT PROGRAMME IN PUBLIC POLICY

(Programme Commences on 3rd May, 2019 Last date of receiving application is 20th March, 2019)

(Non-Govt. sponsored candidates)

PART-A

1. PERSONAL DETAILS				Paste a recent passport sized photograph
Title (Mr./Ms/Dr.)				
Full name in block letters (First name, Middle name, Surname)				
Father's full name				
Mother's full name				
Gender (Put <input checked="" type="checkbox"/>)	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	DD MM Year
Date of Superannuation	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Age as on 03-05-2019	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Year Month
Nationality		Religion		
Caste category (Put <input checked="" type="checkbox"/>)	General <input type="checkbox"/> OBC <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/>			
Equivalent Rank in Govt. of India		Level in Pay Matrix as per 7 th CPC/ Grade Pay with Pay Band		
2. MINISTRY/DEPARTMENT DETAILS				
Name of the Ministry/ Department				
Designation				
Office Address		State		PIN
Telephone No.		Fax		
Service cadre with year of allotment				
Length of service in Group-A				
Are you presently on deputation to the Govt. of India (Put <input checked="" type="checkbox"/>)		Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, from which date:	

Date of completion of tenure?					
3. ADDRESS FOR CORRESPONDENCE					
Address					
City		State	PIN		
Telephone No		Fax No			
Mobile No					
Email ID <i>(In Capital Letters)</i> <i>(Male and Female)</i>					

4. ACADEMIC RECORD					
S. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					

5. DETAILS OF WORK EXPERIENCE						
S. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

Total experience (in years)

6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD) (Duration should be at least two weeks or more)(Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions)

S. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

- i. Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the programme period.
- ii. Briefly describe your job responsibilities and your achievements at your work place.
- iii. Statement of Purpose: Why are you interested in pursuing this programme?
- iv. Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- v. Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

(Signature)

Date:

Instructions:

- *The application form is to be sent through the Cadre Controlling Authority.*
- *However, you may kindly send the advance copy directly to Shri Ram Meena, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4th Floor, Block-4, Old JNU Campus, New Delhi-110067 as well as to Ms Sonal Jadhav, AMPPP Office, Centre for Executive Education, Indian School of Business(ISB), Gachibowli, Hyderabad-500032.*
- *Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 20th March, 2019.*
- *The application envelop should be superscripted as "Application for admission in 4th AMPPP at ISB- Hyderabad/Mohali".*

PART - B

(For the use of the Cadre Controlling Authority only)

1. Is there any vigilance case pending or contemplated against the officer? (put ✓) Yes No

2. Is there any standing adverse entry against the officer? (put ✓) Yes No

If YES, please give details:

3. Is the applicant's overall ACR grading "Very Good"? (put ✓) Yes No

4. Whether cadre clearance has been obtained? (put ✓) Yes No

(For officers, who would be completing their deputation tenures prior to joining the AMPPP? In such cases, clearance of the State Government/Parent department has to be obtained)

Has the candidate been offered a central deputation also? Yes No

If selected, will the candidate be released for the Programme? Yes No

5. Topic for Policy paper to be selected by the officer with the approval of the Ministry/ Department State Government etc. where the officer is currently working.

6. Details of Nodal Officer (of the rank of JS or above to the Government of India) nominated by the Ministry/ Department/ State Government etc. where the officer is currently working for mentoring and guidance to the Sponsored Officer for developing the policy documents.

- a) Name: _____
- b) Designation: _____
- c) Office address: _____
- d) Telephone No. : _____
- e) Fax No. : _____
- f) E-mail Id: _____

Cadre Controlling Authority:

Name of the Cadre Controlling Authority (Department/Ministry)	
Contact Person	
Designation	
Address	
Telephone No.	
Fax No.	
E-mail ID	

Place: _____ (Signature of the

Date: _____ Cadre Controlling Authority)

File No. _____

_____ Office Seal (Compulsory)

FORMAT OF BOND TO BE EXECUTED BY A GOVERNMENT SERVANT BEFORE PROCEEDING FOR 4th ADVANCED MANAGEMENT PROGRAMME IN PUBLIC POLICY (AMPPP) OF INDIAN SCHOOL OF BUSINESS- HYDERABAD/ MOHALI (ISB-H/M)

KNOW ALL MEN BY THESE PRESENTS THAT I, -----, resident of -----, at present employed as ----- in the Ministry/Department-----, 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 AMPPP programme by ISB-H.M i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by ISB- H/M 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 the attorney and the client.

WHEREAS I, -----, am being deputed for AMPPP programme by ISB- H/M.

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, 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 the AMPPP programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation, whichever is earlier, 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.

AND upon my making such payment the above written obligations 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.

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the ----- day of ----- month of the year Two Thousand and -----

Signed and delivered by ----- (Name and designation)

In the presence of ----- and -----

Witnesses: 1. _____
2. _____

ACCEPTED
On behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory)
[Office Seal Compulsory]