

No. 13020/15/2015-IES  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(IES Division)

Room No. 59, North Block,  
New Delhi, dated: 18.01.2016

**OFFICE MEMORANDUM**

**Subject: Long Term Training Programs with Lee Kuan Yew School of Public Policy, Singapore for IES Officers – Sponsoring of IES Officers reg.**

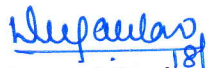
The IES Division in the Department of Economic Affairs intends to sponsor serving IES Officers for the following two courses at the **Lee Kuan Yew School of Public Policy, National University of Singapore** for the academic session 2016-17:

- i. **2 IES Officers for the *One year Master in Public Administration (MPA)* program at the Lee Kuan Yew School of Public Policy, Singapore for IES officers who have completed minimum 5 years of service.**
- ii. **1 IES Officer for the *One year Master in Public Management (MPM)* program at the Lee Kuan Yew School of Public Policy, Singapore for senior IES officers who have completed minimum 12 years of service.**

2. The applications for the above mentioned courses shall be accepted only when duly forwarded through proper channel in accordance with the guidelines as stated in Annexure-I. The screening of the applications shall be done by a Committee after which the nominated applications would be forwarded to LKY School for final selection. The decision of the Committee would be final in this regard.

3. The Department of Economic Affairs (IES Division) being the Sponsoring Agency for the officers for this program, would bear the tuition fee, airfare and other estimated living expenses. The officers nominated will be treated as on official duty for the entire period of the program. The final participation of the Officers in the program shall be subject to the execution of a bond by the officers with the IES Division as per the Terms and Conditions annexed thereto (Annexure II).

3. **Eligible and willing IES officers who wish to apply for the above mentioned courses at LKY School may forward their applications in the enclosed proforma, through proper channel, to the IES Cadre, latest by 29.01.2016.** Applications may be sent to The Director, IES Division, Department of Economic Affairs (Room No. 59, North Block, New Delhi, Telefax: 91-11-23093570). (Submission of application by an officer should not be construed as automatic nomination for the course).

  
(Deepak Rao) 18/01/2016  
Deputy Director  
Tele: 23095219  
Fax: 23093570

To:

Ms. Preeti, Assistant Director, IES Division, DEA with the request to post the material on the IES website.

Guidelines approved for the Courses at Lee Kuan Yew School of Public Policy, National University of Singapore

**i) Minimum Service:**

Officers should have completed a **minimum of 5 years of service** for application for One year Master in Public Administration (MPA) program and **minimum 12 years of service** for application for One year Master in Public Management (MPM) program.

**ii) Number of years of Service left after the Training cum Exposure visit:**

The officer should be left with a minimum of three years of service after completion of the training course.

**iii) Cooling off:**

- (a) The officer having attended up to 2 weeks of Foreign Training sponsored by the IES Cadre are required to complete cooling off period of at least one year.
- (b) The officers having attended foreign trainings/seminars/workshops of more than 2 weeks of duration are required to complete a cooling off period of one year.

**iv) Number of Trainings**

The officers can attend a maximum of only two Foreign Training program sponsored by the IES Cadre in a span of 3 years.

**v) Departmental proceedings**

The officer should not have any departmental proceedings/Vigilance cases pending or contemplated against him/her.

Supaulao  
18/01/2016

### Application Proforma

1. Name of the applicant (Dr. /Mr. /Miss/Mrs.):
2. Course Applied for at LKY School?
3. Batch/Year of entry into IES:
4. Date of superannuation:
5. Ministry/Department where currently working:
6. Designation:
7. Official Passport No.
8. Mailing Address:  
(i) Office  
(ii) Residence  
(iii) E-mail
9. Telephone No.  
(i) Office (ii) Residence (iii) Mobile
10. Academic Qualifications Details.
11. Details of previous published research papers, if any. Attach separate sheet.
12. Whether attended any long-term/short-term training program abroad in the last 2 years?

Sl. No.	Name of Training Program	Duration (From – To)	Whether Sponsored by IES Division

13. Details of Previous Postings:

Sl. No.	Name of Department	Duration (From – To)	Job Profile

14. Relevance of course to the officer (maximum 300 words). Attach a separate sheet.
15. I hereby declare that all particulars given by me in this application are correct.

Name  
Date

Signature of Applicant  
Place

Name  
Date

Signature of the forwarding authority

**Terms and conditions:**

- I. The admission and tuition fees for the program and other approved living expenses shall be borne by IES Division, DEA.
- II. During training, the nominated officer will be treated as on-duty and will be paid the Salary (Pay and other allowances) by the respective Department/Ministry.
- III. The cost for the outward and return journey to Singapore (one round trip) will be borne by the IES Cadre, DEA. However, the respective Department/Ministry will have to reimburse the expenditure incurred by the officer for local travel in Delhi (residence to airport and back).
- IV. The officer will have to make his/her own arrangements for lodging and boarding during his/her stay in Singapore in consultation with and assistance from LKY School. The expense incurred for this purpose shall be reimbursed to the officer concerned or LKY School (in case Hostel is provided by the School), by the IES Division. The maximum amount to be reimbursed shall be subject to the costs as mentioned under Living and Housing Expenses in the Estimated Cost for Attendance for the program at LKY for the year 2016-17. Any cost over and above that shall have to be borne by the officer himself.
- V. The cost for Medical Insurance for the officer shall be paid by the IES Division to LKY School directly. Any other medical expense not covered by the Medical insurance at LKY School and not falling under "emergency cases" as defined under the Assisted Medical Attendance (AMA) Scheme of the Ministry of External Affairs shall have to be borne by the officer himself/herself.
- VI. The cost of the medical expenses with respect to ailments of non-continuing nature i.e. emergency cases, which have not been detected at the normal place of residence, shall be covered under the Assisted Medical Attendance (AMA) Scheme of the Ministry of External Affairs as contained in MEA's letter no. G/GA/653/1/74 dated 5/3/1979 as amended from time to time and will be subsequently reimbursed by the IES Division.
- VII. During his/her stay abroad, the nominated officer will not take part in any activity which would contravene the provisions of the Central Civil Services (Conduct) Rules, 1964.
- VIII. Employment in any form shall not be accepted by the nominated officer during the period of stay in Singapore.
- IX. The officer will sign a bond that he/she shall serve the government for a period of five years or till retirement whichever is earlier, after completion of the training program. If the officer quits the service or fails to complete the training, he/she is required to pay to the Government all expenses incurred (including pay & allowances drawn by the officer) for the training.