

File No. 13020/1/2022-IES
Government of India
Ministry of Finance
Department of Economic Affairs
(IES Cadre)

Room No. 59, North Block,
New Delhi, Dated: 15.10.2024

OFFICE MEMORANDUM

Subject: Inviting applications for participation in Long Term Masters Programme with Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS), Singapore for the academic year 2025-26-reg.

The IES Cadre intends to nominate 2 IES officers for a one-year Masters in Public Administration (MPA) Programme which is fully funded by means of scholarship by the Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS), Singapore for the academic year 2025-26.

2. This one-year Masters in Public Administration (MPA) Programme, is intended for mid-level professionals and focuses on imbibing the following relevant skills in the participants:

- i) The ability to critically review research and the tools to develop detailed policy responses to multidimensional issues and situations.*
- ii) Aims to develop skills in leadership, creative thinking, and problem-solving through economic analysis using big data, official statistics, and case studies related to public policy.*
- iii) Access and insight into Singapore's institutions and corresponding practices in the field of policy-making and implementation.*
- iv) Learning from International best practices by undergoing a Governance Study Project (GSP), which provides an opportunity for applied learning via the preparation and presentation of research policy reports on public policy issues.*

3. Given that the moratorium on funding for foreign training programmes is persisting, it is clarified that the selected candidates will be provided scholarship by the Lee Kuan Yew (LKY) School of Public Policy, National University of Singapore (NUS), Singapore (as per **Annexure II**). The IES Cadre will **not** bear the tuition fee or any travel costs. The selected officer(s) will be treated as on official duty for the entire period and will be paid the Salary (Pay and other allowances) by the Ministry /Department/Organisation where the officer(s) is posted.

4. Guidelines for the selection of officers for the instant training programme are at **Annexure I**. Screening of the applications and final selection of panel of officers shall be done by a Standing Selection Committee chaired by the Chief Economic Adviser, Ministry of Finance. The decision of the Committee shall be binding and final. The shortlisted applications would be forwarded to LKY School of Public Policy for final selection. The decision on the final selection of the officers will be made by the admissions committee of LKY.

5. It may be noted that in the event of selection/nomination, political clearance/visa note etc. shall be obtained by the Ministry/Department/Organization where the officer is posted. The 'Deputation Order' shall also be issued by the Ministry/Department/Organization concerned.

6. Administration/Establishment Division of the participating Ministries/Departments/Organizations may forward the application of eligible and interested officers **in the prescribed format (with complete documents as prescribed in Annexure III and IV)** to Ms. Isha, Assistant Director, IES Cadre physically i.e. to Room No. 59, North Block, Department of Economic Affairs or send it via e-mail to isha.singh10@gov.in latest by **28.10.2024**.

7. This issues with the approval of the competent authority.



(Isha)

Assistant Director (IES)

Tele: 23095219

To,

1. Additional Secretary (Administration), Department of Expenditure, North Block, New Delhi
2. Adviser (Administration), Department of Economic Affairs, North Block, New Delhi.
3. Joint Secretary (Administration/Establishment), Department of Financial Services, 3rd Floor, Jeevan Deep Building, Sansad Marg, New Delhi
4. Joint Secretary (Administration/Establishment), D/o Investment and Public Asset Management (DIPAM), Room No 528, 5th Floor Block No. 14 COO Complex, Lodhi Road, New Delhi
5. Joint Secretary (Administration/Establishment), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi
6. Joint Secretary (Administration/Establishment), Ministry of Corporate Affairs, A Wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi - 110 001
7. Joint Secretary (Administration/Establishment), M/o Agriculture & Farmers Welfare, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi
8. Joint Secretary (Administration/Establishment), M/o Cooperation, Atal Akshay Urja Bhawan, CGO Complex, Lodhi Road, Behind NIA Building, New Delhi - 110003
9. Adviser (Administration), DES, M/o Agriculture & Farmers Welfare, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi
10. Adviser, Commission for Agricultural Costs & Prices, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi
11. Joint Secretary (Administration/Establishment), D/o Fisheries, Krishi Bahwan, Dr. Rajendra Prasad Road, New Delhi
12. Joint Secretary (Administration/Establishment), Department of Rural Development, Krishi Bhawan, New Delhi
13. Joint Secretary (Administration/Establishment), Department of Land Resources, Nirman Bhawan, New Delhi
14. Joint Secretary (Administration/Establishment), Department of Consumer Affairs, Krishi Bahwan, New Delhi
15. Joint Secretary (Administration/Establishment), Department of Food & Public Distribution, Krishi Bahwan, New Delhi
16. Joint Secretary (Administration/Establishment), Ministry of Road Transport & Highways, Transport Bhawan, 1, Parliament Street, New Delhi
17. Joint Secretary (Administration/Establishment), Ministry of Shipping, Transport Bhawan, New Delhi
18. Joint Secretary (Administration/Establishment), Ministry of Housing & Urban Affairs, Nirman Bhawan, C-Wing, Rajpath Area, Central Secretariat, New Delhi - 110011
19. Director General, National Building Organisation, Nirman Bhawan, New Delhi
20. Joint Secretary (Administration/Establishment), M/o Labour & Employment, Shram Shakti Bhawan, Rafi Marg New Delhi
21. Director General, Labour Bureau, SCO 28-31, Sector 17-A, Chandigarh - 160017
22. Joint Secretary (Administration/Establishment), Department of Promotion of Industry and Internal Trade (DPIIT), Udyog Bhawan, New Delhi

23. Economic Adviser (Admin), O/o Economic Adviser, Department of Promotion of Industry and Internal Trade (DPIIT), Udyog Bhawan, New Delhi
24. Joint Secretary (Administration/Establishment), Department of Commerce, Vanijya Bhawan, 16, Akbar Rd, Sunehri Bagh Road Area, Motilal Nehru Marg Area, New Delhi, Delhi 110001.
25. Director General, DGCIS, D/o Commerce, 565, Anandapur, Ward No. 108 Sector- 1 , Plot No. 22, ECADP, Kolkata, West Bengal 700107
26. Joint Secretary (Administration/Establishment), M/o Micro, Small and Medium Enterprises (MSME), Udyog Bhawan, Rafi Marg, New Delhi
27. Development Commissioner, O/o DC (MSME), A-Wing, 7th Floor, Nirman Bhawan, New Delhi.- 110001
28. Joint Secretary (Administration/Establishment), Ministry of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001
29. Joint Secretary (Administration/Establishment), D/o Drinking Water and Sanitation, C Wing, 4th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex Lodhi Road, New Delhi - 110003
30. Joint Secretary (Administration/Establishment), NITI Aayog, Sansad Marg, New Delhi
31. Director General, Development Monitoring and Evaluation Office (DMEO), NITI Aayog, Parliament Street, Sansad Marg, New Delhi
32. Joint Secretary (Administration/Establishment), Department of Telecommunications, Sanchar Bhawan 20, Ashoka Road, New Delhi
33. Joint Secretary (Administration/Establishment), Ministry of Electronics & Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi
34. Joint Secretary (Administration/Establishment), Ministry of Power, Rafi Marg, Shram Shakti Bhawan, new Delhi
35. Joint Secretary (Administration/Establishment), M/o Petroleum & Natural Gas, Shastri Bhawan, New Delhi
36. Joint Secretary (Administration/Establishment), M/o Textile, Udyog Bhawan, New Delhi
37. Jute Commissioner, O/o Jute Commissioner, C.G.O. Complex, 3rd MSO Building 4th Floor, DF Block, Salt Lake City, Bidhannagar, Kolkata, West Bengal 700064
38. Textile Commissioner, O/o DC (Handicrafts), M/o Textiles, Nishta Bhavan, New CGO Bldg. 48, Vitthaladas Thackersey Marg, New Marine Lines, Mumbai, Maharashtra 400020
39. Joint Secretary (Administration/Establishment), Ministry of Railways, 256-A, Raisina Road, Rajpath Area, Central Secretariat, New Delhi
40. Joint Secretary (Administration/Establishment), Department of Higher Education, Shastri Bhawan, New Delhi
41. Joint Secretary (Administration/Establishment), Department of School Education & Literacy, Shastri Bhawan, New Delhi
42. Joint Secretary (Administration/Establishment), M/o Women & Child Development, Shastri Bhawan, New Delhi
43. Joint Secretary (Administration/Establishment), Ministry of Health & Family Welfare, Nirman Bhawan, Maulana Azad Road, New Delhi
44. Joint Secretary (Administration/Establishment), M/o Steel, Udyog Bhaan, New Delhi
45. Joint Secretary (Administration/Establishment), D/o Chemicals & Petrochemicals, A-Wing, Shastri Bhawan, New Delhi
46. Joint Secretary (Administration/Establishment), D/o Fertilizer, Shastri Bhawan, New Delhi
47. Joint Secretary (Administration/Establishment), D/o Pharmaceutical, Shastri Bhawan, New Delhi
48. Joint Secretary (Administration/Establishment), National Pharmaceutical Pricing Authority (NPPA), YMCA Cultural Center Building, 1, Jai Singh Marg, New Delhi, Delhi 110001
49. Joint Secretary (Administration/Establishment), M/o Environment & Forests, Jor Bagh, Lodhi Colony, New Delhi, Delhi 110003
50. Joint Secretary (Administration/Establishment), Ministry of DoNER, Maulana Azad Road, Man Singh Road Area, New Delhi
51. Joint Secretary (Administration/Establishment), 1st Floor, North Eastern Council Secretariat, Nongrim Hills, Shillong-793003
52. Joint Secretary (Administration/Establishment), Ministry of Information & Broadcasting, 6th Floor, A-wing, Shastri Bhawan, New Delhi

53. Joint Secretary (Administration/Establishment), M/o Social Justice & Empowerment, Shastri Bhawan
New Delhi
54. Joint Secretary (Administration/Establishment), Ministry of Tribal Affairs, Rajpath Area, Central
Secretariat, New Delhi, Delhi 110001
55. Joint Secretary (Administration/Establishment), M/o Coal, Shastri Bhawan, New Delhi
56. D/o Public enterprises Lodi Estate, CGO Complex, Lodi Colony, New Delhi, Delhi 110003
57. Joint Secretary (Administration/Establishment), M/o Heavy Industries, Udyog Bhawan, New Delhi
58. Joint Secretary (Administration/Establishment), M/o Tourism, Transport Bhawan, 1 Parliament Street
New Delhi - 110 011
59. Joint Secretary (Administration/Establishment), M/o Civil Aviation, New, Safdarjung Airport Area
Satya Sadan, New Delhi, Delhi 110021
60. Joint Secretary (Administration/Establishment), Ministry of Mines, Shastri Bhawan, Dr. Rajendra
Prasad Road, New Delhi
61. Joint Secretary (Administration/Establishment), Ministry of Panchayati Raj, 11th Floor, J.P. Building,
Kasturba Gandhi Marg, Connaught Place, Delhi 110001.
62. Joint Secretary (Administration/Establishment), Ministry of External Affairs, Patiala House, New
Delhi
63. Joint Secretary (Administration/Establishment), Ministry of New & Renewable, Block-14, CGO
Complex, Lodhi Road, New Delhi - 110 003
64. Joint Secretary (Administration/Establishment), Department of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg, Khelgaon, New Delhi-110049
65. Joint Secretary (Administration/Establishment), Ministry of Skill Development & Entrepreneurship
Shram Shakti Bhawan, Rafi Marg, New Delhi-110001
66. Joint Secretary (Administration), Economic Advisory Council to the Prime Minister, NITI Bhawan
Parliament Street, New Delhi
67. Joint Secretary (Administration/Establishment), Ministry of Minority, 11th Floor, Pt. Deenday
Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

Copy also to:

All IES officers via email.

Guidelines approved for the Training Programme:

- i) **Minimum Service Requirement:** The officer should have completed a minimum of **five** years of service before applying for the one-year Master in Public Administration Programme (MPA).
- ii) Upper age limit as on 1st July 2025: 48 years
- iii) The officer should be holding a Cadre post (not on deputation of any type) at the time of submission of the application.
- iv) **Number of Training programmes attended:**
 - (a) The officer should not have attended more than 2 training programmes sponsored by IES Cadre in the last 3 years.
 - (b) The officer should not have attended any long-term Training programme sponsored by the IES Cadre in their career.
- v) **Departmental Enquiry/vigilance cases:** The Officer should not have any departmental proceedings/vigilance cases pending or contemplated against him/her.
- vi) **APAR grading:** The Officer should have 'very good' grading in their APAR for the last five years with at least three outstanding entries and no adverse entries.
- vii) **Debarment:**
 - a) If an officer does not attend the course or withdraws his/her request at any stage after getting nominated for a course, he/she will be debarred as per provisions. The debarment will be for two financial years for not attending a short-term training programme and for three financial years for not attending a long-term training programme.
 - b) The officers who drop out with less than three weeks remaining for the commencement of the programme on the ground of official exigencies shall be automatically debarred from any foreign training for a period of five years.
- viii) **Undertaking:**
 - a) An officer has to give an Undertaking that in case of any false information furnished by him/her in the application form, the full scholarship extended for their training would be recovered from them with penal interest and action under CCS (CCA) Rules/other relevant rules will be initiated against them.
 - b) Officers nominated for Long Term programmes shall be required to execute a bond, before the commencement of the course, to continue to serve the Government for a period of five years after completion of the course.
- ix) **Feedback:**
 - a) It shall be mandatory for the officers attending long-term and short-term programmes to give their feedback about the programme attended. The officers who do not submit feedback, after undergoing a foreign training programme, may be restricted in future from applying for any Training Programme being sponsored by the IES Cadre.
 - b) The officers nominated for long-term courses shall submit a report/ case study/ theme paper related to their programme and shall be available as guest faculty for two financial years for providing training to IES officers.

The components and details of the **scholarship** are as given below:

Component	Details
Monthly maintenance allowance -tenable from the official arrival date to the programme's official end date.	SGD 1,800 (Tenable from the official arrival date to the official end date of the programme)
One-time book and settling-in allowance	SGD 1000
Tuition fees, health insurance, examination and other approved fees	Tenable from the official arrival date to the official end date of the programme
Cost of travel from home country to Singapore on award of the scholarship with quantum dependent on country of origin – for ASEAN it is SGD 400	
Cost of travel from Singapore to home country on graduation with quantum dependent on country of origin – for ASEAN it is SGD 400	

Application Form

1. Name of the applicant (Dr./Mr./Miss/Mrs.):
2. Batch/Year of entry into IES:
3. Date of superannuation:
4. Ministry/Department where currently working:
5. Designation:
6. Official Passport No.
7. Mailing Address:
 - (i) Office
 - (ii) Residence
 - (iii) E-mail
8. Telephone No.
 - (i) Office
 - (ii) Residence
 - (iii) Mobile
9. Details of previously published research papers, if any. Attach a separate sheet.
10. Whether attended any long-term/short-term training programme for more than two weeks abroad in the last 2 years?
11. Whether attended any Conferences/Workshops/Seminars abroad for more than two weeks during the last two years.
12. Relevance of course to the Officer in their present and future assignments (maximum 500 words). Attach on a separate sheet.
13. I hereby declare that all particulars given by me in this application are correct.

Name

Signature of Applicant

Date

Place

Recommendation of IES Cadre

Name

Date

Signature of Cadre Controlling Authority

Following documents may be **forwarded along with the application latest by 28.10.2024:**

- i. Degree scrolls and academic transcript (including grading description)
- ii. Curriculum vitae or Resume
- iii. **2 essays** covering the following:

Essay 1 (600 words)

- a) What is the most urgent challenge facing your organization, community or nation today? Explain your answer.
- b) Tell us something that you have read or seen that offers a solution to the challenge that you have identified in.

Essay 2 (400 words)

What are your personal and/or professional goals and how do you think the programme can help you in achieving your goals?

- iv. 2 letters of references - Can be professional and/or academic. 1 professional and 1 academic references, preferred.