Sub: 45th Advanced Professional Programme in Public Administration (APPNA) to be held from 01.07.2019 to 30.04.2020 at Indian Institute of Public Administration (IIPA), New Delhi.

Training Division of Department of Personnel & Training (DOP&T) is sponsoring 45th Advanced Professional Programme in Public Administration (APPNA) which will be held from 1st July 2019 to 30th April, 2020 at Indian Institute of Public Administration (IIPA), New Delhi.

2. This programme has been designed to prepare the participants to make a greater contribution to better governance, and to inculcate and strengthen leadership qualities in the civil service. It provides an opportunity to the participants to analyse major contemporary issues in governance, learn about recent developments in the social sciences and their application in administration, review their experiences by making a critical analysis of environmental and other factors, apply relevant concepts, skills and techniques relating to policy, behavioral and administrative sciences and to demonstrate their creative and analytical abilities individually and in groups.

3. On successful completion of the programme, participants are awarded a Master’s Diploma in Public Administration (MDPA) by IIPA. Successful participants holding a post graduate degree with 50% marks (recognised by the Punjab University, Chandigarh as equivalent to their post graduate degree) will be eligible for the award of an M.Phil degree by the Punjab University, Chandigarh.
4. **Eligibility Conditions:** (a) Officers should be clear from vigilance angle. (b) Officers should have at least 10 years of Group ‘A’ service (Class-I) and should be of the rank of Director/Deputy Secretary in Government of India or holding an equivalent post. (c) Officers should not be more than 50 years of age as on 1.7.2019 (53 years in the case of officers belonging to SC/ST). (d) The officer should not have undergone a training programme of 12 weeks or more duration, in India or abroad during a period of 5 years preceding the date of commencement of this programme. Further, the officer should not have undergone a programme of training abroad of more than 2 weeks in preceding 2 years, more than one month in the preceding 3 years or more than 6 months in preceding 5 years.

5. **Course fee and other financial commitments:** The sponsoring authority will have to meet the cost of following in respect of participants:

   (a) A total amount of Rs. 11,65,840/- (Rupees eleven lakh sixty five thousand eight hundred forty only) (out of which an amount of Rs. 6,65,840/- (Rupees six lakh sixty five thousand eight hundred forty only) will be towards domestic component expenditure and an amount of Rs. 5,00,000/- (Rupees five lakh only) will be to cover cost of preparation of dissertation/field visit, village study, urban study and foreign study visit (11 nights and 12 days) in respect of each participant is to be remitted by the Sponsoring Railway/organization to the Registrar, Indian Institute of Public Administration (IIPA), New Delhi

   (b) Salary and other allowances during the training period shall be as per entitlements, and

   (c) Rs. 5,000/- (Rupees five thousand only) as onetime allowance for purchase of stationery.

6. **Terms and conditions will be as under:**

   (i) The period of their training will be treated as duty.

   (ii) The officers coming from outside Delhi to participate in the programme will be allowed one of the following two options.

   (a) The officers will be treated as on duty on tour. They will draw TA as on tour for the period of journey and daily allowances for the period of halt under normal rules. They could retain residential accommodation for the period of training at their place of posting provided they are required for the bonafide use of families.

   Or

   (b) The officers will be treated as on transfer. They will draw transfer traveling allowance in accordance with the rules. They will not be entitled to Government accommodation at the original place of posting. They will draw the pay and allowances as admissible to them when they are posted at Delhi.

   (iii) Officers entitled to the facility of residential telephone sanctioned to them will be allowed to retain the residential telephone on the usual terms for six months and thereafter on the condition that the officers will pay for all calls in excess of the free calls allowed by the P&T Department as stipulated in the Ministry of Finance (DOE) Office Memorandum No.7 (10)-E (Co-ord)/79 dated 01.08.79 as amended from time to time.

   (iv) The vacancy caused by deputation of officers can be filled up by the competent authority.
(v) If the officer is on deputation, fees/any expenditure in connection with this programme and the pay and allowances during this training will be borne by the sponsoring organization.

(vi) In case an officer proceeding on training is a bonafide occupant of Governemnt accommodation in the general pool controlled by the Directorate of Estate, he could retain the residential accommodation for the full period of training at his place of posting provided the residence is required for bonafide use of members of his family.

(vii) The IIPA may provide residential accommodation to the Institute’s Hostel at the prevailing rates to the participants from outside Delhi who desires such accommodation.

(viii) Officers who are CGHS beneficiaries in Delhi and at the other CGHS covered cities will be entitled to receive medical facilities under CGHS during the training period in Delhi provided they obtain the authority letter from the offices which have issued token cards to them. Officers not covered by the CGHS at their place of duty will, however, not be able to avail themselves of this facility.

(ix) The attendance and leave shall be governed by the respective leave rules as applicable in the parent department of the participant(s) during the programme. Ordinarily Earned Leave shall not be granted to the participant(s) during the period of the programme.

(x) All other rules/conditions mentioned in DOP&T’s letter No. 12013/01/2019-Trg(45th APPPA) dated 06.03.2019.

7. As this is a long term programme to be conducted for the Middle Management Level, it is very essential that officers deputed for this programme are of requisite caliber with appropriate administrative experience, and potential to make full use of long term training programme for the government.

8. The sponsoring railways/PUs should recommend only those Group ‘A’ central service officers who are likely to stay with the sponsoring railways/PUs for some more time. Officers, whose names have been recommended for central deputation, should not be nominated for the APPPA course. Failure to withdraw the names of officers on offer who are nominated for APPPA course, may result into debarment of officers for future central deputation for five years.

9. Bond to be executed by the applicant: Before joining the programme the officer is required to execute the bond (copy enclosed) to the extent "that in the event of APPPA participant failing the resume duty, or resigning or voluntarily retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of training, or failing to complete the training programme, or quitting the service at any time within a period of five (5) years after the return to duty, he 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 thetime being in force on Government loans."
10. All the nominations (in prescribed proforma) may be sent to the undersigned in Room No.359C, Rail Bhavan, Raisina Road, New Delhi-110001 with the approval of the General Manager and with the concurrence of PFA of the concerned Railway/PUs latest by 8th April, 2019. **Nominations received after this date would not be considered.**

11. It is pertinent to mention that before sending the application for programme, it must be ascertained that application forwarded has the approval of GM and concurrence of PFA as the same cannot be processed at Board office without approval of GM and concurrence of PFA.

DA: As Above

(Jitendra Kumar)
Dy. Director (Trg.)
Railway Board.
Fax No. 23047251
Email : trainingbranch.rb@gmail.com.

Copy to: All Addl. Members, Railway Board and Secretary/Railway Board.
45th Advanced Professional Programme in Public Administration (APPMA) from July 1, 2019 to April 30, 2020

**Application Form (PART A, to be filled by the applicant)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Service/Cadre</th>
<th>Allotment Year</th>
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<th>Present Designation</th>
<th>Official Address</th>
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<th>Mobile</th>
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Eligibility (Age): maximum 50 (53 in case of SC/ST) as on 1/7/19

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<tr>
<th>Date of Birth</th>
<th>Age as on 1/7/19</th>
<th>Belong to SC/ST</th>
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Eligibility (Length of Service in Group 'A'): minimum 10 years as on 1/7/19

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<tr>
<th>Date of Joining Group A</th>
<th>Years in Group A as on 1/7/19</th>
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<tr>
<th>Pay Band</th>
<th>Basic pay</th>
<th>Grade pay</th>
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Eligibility (Previous Training attended, in India and abroad, of 2 weeks or more duration in last 5 years)

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<tr>
<th>Program Name, Institution, Place</th>
<th>Date attended From &amp; To</th>
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Deputation Details (Please fill information below only if you are presently on deputation to GOI)

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<thead>
<tr>
<th>Date: start of Deputation</th>
<th>Date: completion of Deputation</th>
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Please write max 150 words on why do you want to attend this programme?

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<tr>
<th>If selected, would you require hostel accommodation in the IIPA?</th>
<th>YES / NO</th>
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Date: Place: Signature of applicant:

**PART B, to be filled by the Sponsoring authority**

<table>
<thead>
<tr>
<th>Reasons for nominating the officer for this program?</th>
<th>How will the training be useful for the organization?</th>
<th>After completion of training what kind of work do you intend to assign to the officer?</th>
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✓ It is certified that the cadre clearance in respect of the Applicant has been obtained. A copy is enclosed.

✓ It is certified that the officer is clear from the vigilance angle.

✓ It is certified that the officer has not been nominated for Central Deputation under Central Staffing Scheme. (Applicable in the case of officers working in their cadres)

✓ It is certified that the details filled by the applicant in Part A of the form are correct as per records.

(Signature, Name & Designation of Sponsoring Authority)
BOND TO BE EXECUTED BY A GOVERNMENT SERVANT BEFORE PROCEEDING
FOR Advanced Professional Program in Public Administration (APPPA) at the Indian
Institute of Public Administration, New Delhi.

KNOW ALL MEN BY THESE PRESENTS THAT I, --------------------------, resident of
---------------------------------- at present employed as -------------------------------
in the Ministry/Department/State Government/Organization----------------------------------,
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 training i.e. all monies paid to me or expended on my
account during training such as pay and allowances, leave salary, cost of fee, travelling and other
expenses, cost of international travel and cost of training abroad met by the govt./agency concerned,
etc. at the Indian Institute of Public Administration IIPA, New Delhi, 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 training for APPPA
Training Programme at IIPA, New Delhi which includes 2 weeks international exposure.

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 training, OR failing to complete
the training programme, OR quitting the service at any time within a period of FIVE (5) years 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
(Authorised Signatory)