

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**DIRECTORATE OF TRAINING: UNION TERRITORY CIVIL SERVICES**  
INSTITUTIONAL AREA: VISHWAS NAGAR: SHAHDARA: DELHI-110032  
Phone No. : 22304439, 22381704 Fax: 22308556

No. F.1(8)(25)/2009-UTCS/ForeignTrg./Admn./

Dated :

To,

The Addl. Secretary (Services),  
Services-I Department,  
Govt. of NCT of Delhi,  
7<sup>th</sup> Level, B-Wing,  
Delhi Secretariat,  
New Delhi-110002.

Sub : Regarding Foreign Training Programmes.

Madam,

I am directed to enclose herewith different training circulars (in original) issued by the Department of Personnel & Training, Ministry of Personnel, P.G. & Pensions, GOI on the subject cited above as per details given below:

S.N o.	Reference No. & Date	Subject	Last Date of nominations
1.	34/76/2009-EO(F) dated 06.10.2009	IT System Techniques for Agriculture	24.11.2009
2.	37/9/2009-EO(F) dated 08.10.2009 (along with 5 annexures)	Foreign Training Programmes under Domestic Funding Scheme during 2010-11	31.12.2009

Details of the programme and the application form may be downloaded from the website of Ministry of Personnel, P.G. & Pensions, GOI ([www.persmin.nic.in](http://www.persmin.nic.in)).

You are requested to take necessary action as regards to circulation and further nomination of Govt. Officers in the above mentioned training programmes.

A copy of the nominations may also be sent to this office for the purpose of records.

Encl: As above.

Yours faithfully,

(Lalit Mittal)  
Admn. Officer

No. F.1 (8)(25)/2009-UTCS/ForeignTrg./Admn./ 223856

Dated : 28/10/09

✓ Copy forwarded to the Estate Officer, UTCS for uploading the letter along with enclosures on the website of the department.

(Lalit Mittal)  
Admn. Officer

8710

Office of the Chief Secretary  
Govt. of N.C.T. Delhi  
21 OCT 2009

21  
26/10/09

No.34/76/2009-EO(F)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training

GAD109/34214

North Block, New Delhi-1  
Dated the 6<sup>th</sup> October 2009

TRAINING CIRCULAR

Subject : A Group Training Course in IT System Techniques for Agriculture to be held in Japan from 17/01/2010 to 22/04/2010.

The undersigned is directed to state that the Japan International Cooperation Agency (JICA), under the Technical Cooperation Programme of the Government of Japan has invited applications for a Group Training Course in IT System Techniques for Agriculture to be held in Japan from 17/01/2010 to 22/04/2010. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

2. The Program is designed for Official Institutions which collect, process and provide agricultural information, such as weather conditions, soil conditions and cropping pattern to the concerned parties. The course aims to develop human resources who can contribute to agricultural development through comprehension of the agricultural information system with spreadsheet and database processing.

3. The candidate should be a person who has a position in an official institution, and collects and processes agricultural data such as weather condition, soil analysis, planting condition using computers and provides them for people concerned with agriculture; has more than three years of experience in this field and possesses basic computer skills, sufficient experience in information processing through the use of spreadsheet software, and has a deep interest in computer programming; be university graduate or the equivalent; be over 25 years and under 40 years of age; be proficient at written and spoken English; be in good health, both physically and mentally to undergo the training.

4. The JICA covers the cost of a round-trip ticket between an international airport designated by JICA and Japan; travel insurance from arrival to departure in Japan; and includes allowances for accommodation, living expenses, outfit and shipping; expenses for study tours; free medical care for participants who may fall ill after reaching Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included). The participants are not allowed to take any family member during the training course.

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the JICA Circular dated 29<sup>th</sup> September 2009. The Ministries/ State Governments may sponsor the names of only Government/ Public Sector Undertaking functionary.

Pr Secy  
A-200-Pr (7)  
21/10

6. The nomination details should be submitted in the JICA's prescribed proformas (A2A3 Forms), duly authenticated by the Department concerned alongwith the country report.

7. The applications should reach this Department through proper channel **not later than 24<sup>th</sup> November 2009**. Nominations received after the prescribed date will not be considered. The circular inviting applications for the above training programme is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

*(Trishaljit Sethi)*  
(Trishaljit Sethi)  
Director

1. The Secretary, Department of Agriculture & Cooperation, Krishi Bhavan, New Delhi.
2. The Secretary, Department of Agricultural Research & Education, Krishi Bhavan, N.Delhi.
3. The Secretary, M/o Information Technology, Electronics Niketan, 6, CGO Complex, N.Delhi.
4. All State Governments/ Union Territories.

[With the request to circulate it amongst the related organizations]

5. Director (Technical), NIC with the request to post the circular along with the JICA's circular and the enclosed application Proformas on the Department's website

*me 20/10/09*  
*20/10/09*

No.37/9/2009-EO(F)  
Government of India

Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

Govt. of N.C.T. of Delhi

North Block, New Delhi-110001  
Dated the 8th October 2009

Office of the Chief Secretary  
Govt. of N.C.T. Delhi  
21 OCT 2009  
To

GAAD/09/34212

86/c

1. The Chief Secretaries of all the State Governments/ UTs.
2. The Secretaries of all the Ministries/Departments of Government of India.

Sir/Madam,

The Department of Personnel and Training, Government of India has been sponsoring the names of suitable officers every year for undergoing training in various selected institutions abroad.

2. Applications/nominations are invited for the Programmes under the Domestic Funding Scheme, listed at **Annexures (IV & V)**. These are tentative lists and may be subjected to changes. These programmes are to take place during the year 2010-11.
3. The eligibility criteria for applying/ nominating officers for these programmes are indicated below:-

(a) **Zone of Consideration:**

The officers belonging to the **Indian Administrative Service, Central Secretariat Service, State Civil Services, Central Secretariat Stenographers Service (Gazetted) (CSSS)** and such officers of the other two All India Services viz. **Indian Police Service (IPS)** and **Indian Forest Service (IFS)** and organized Group 'A' Central Civil Services, who are holding posts on deputation under the **Central Staffing Scheme**, are eligible to apply to this Department, in response to this Circular, for training programmes abroad.

**Note:** The applications of CSS/CSSS officers should be routed through the C.S. Division of DOP&T. The C.S. Division will certify that the entries like batch etc. filled in the proforma are correct. CS Division of DOP&T will also fill up C.R. gradings in the proforma in respect of CSS/CSSS officers. The CSSS officers shall be considered only for Short Term foreign training programmes specially identified for them.

(b) **Duration of Long Term and Short Term Programmes:**

- I. Training programmes abroad of a duration of six months or more are treated as **Long Term**.
- II. Training programmes abroad of a duration of one day upto six months are treated as **Short Term**.

(c) **Minimum Service :**

Officers should have completed a minimum of **9 years** of service as on 1.1.2010.

Contd.....

21-10-09  
P. Secy (Dy) 23  
26/10/09  
Services  
Deptt immediately  
& also upload  
on website

26/10/09  
26/10/09

Ms. D. M. J. 26/10/09

(d) Upper age limit :

For Long term courses the upper age limit is **47 years** and for Short Term courses, **52 years** as on 1.4.2010. For programmes at **Sl.No. 1 of Annexure V** that are meant only for officers of Additional Secretary/Secretary level, there is no upper age limit.

(e) Cooling-off condition:

- (i) Officers having attended a foreign training programme of a duration of upto one month, will be required to complete a 'cooling-off' period of two years before they can be considered again for another training programme.
- (ii) Officers having attended a foreign training programme of a duration of more than one month and upto six months, will be required to complete a 'cooling-off' period of three years before they can be considered again for another training programme.
- (iii) Officers deputed for a training programmed of more than six months are required to complete a 'cooling off' period of five years before they can be considered again for another training programme.
- (iv) Project-related trainings/official visits abroad, irrespective of duration, are exempted from the provisions of 'cooling off'.
- (v) The officers who have undergone any domestic funded training like IIMB, IIM, Ahmedabad, NDC etc. and if there is any foreign training component in it, cooling off period shall be applicable keeping in view the length of the foreign training component.
- (vi) The foreign component of any compulsory mid-career training programme undergone by the officer will not be counted for the purpose of 'cooling off'.
- (vii) The condition of 'cooling off' after a short term training programme (upto six months) will be applicable only for short term training programmes and not for the long term training programmes. Similarly the 'cooling off' after a long term training programme will be applicable only for long term training programmes and not for the short term training programmes.
- (viii) Officers already possessing MBA Degree, would not be considered for the Long Term MBA courses.

Officers who have earlier attended Domestic Funded training programmes abroad, and have completed the prescribed 'cooling-off' period, only will be nominated again for another training programme abroad. Such officers would, however, be considered only if suitable officers who have not attended any foreign training programme earlier are not available. **Preference will be given to officers who have not attended any training abroad.**

Contd.../-

(f) **Debarment:**

Officers who have been debarred from nomination for foreign training on their failure to attend the training programmes to which they might have been nominated earlier, will not be considered until the debarment period is over. The debarment will be for two years for not attending a short term training programme (upto 6 months) and for 3 years for not attending a long term foreign training programme (more than 6 months)

(g) **Preference to SC/ST and Women officers and officers working in NE States and J&K Cadre :**

Preference will be given to suitable officers belonging to the SC & ST Category, women officers and officers working in the N-E states and J&K cadre for training abroad.

(h) **Officers serving under Central Staffing Scheme:**

- i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI in January, 2010, should be recommended for the long-term training programmes abroad.
- ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/ Departments of Govt. of India **only after securing the cadre clearance of the respective State Govts./cadre controlling authorities on whose strength the officers are borne.** In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases.

4. The nominations received in response to this letter can also be considered for any other courses, that may become available during 2010-11 under Domestic Funding Scheme or Foreign Funded Scheme but are **not indicated in the list at Annexures - (IV & V). The courses indicated at Annexures - (IV & V) are not firm and changes in the courses may occur.**

5. If an officer does not attend the course or withdraws his request at any stage or is not relieved for attending the training programme by the Administrative Ministry/State Government/cadre authority, he/she will be debarred as per provisions.

6. The State Governments/Central Ministries/Cadre Controlling Authorities are expected to utilize the skills acquired by the officers in the relevant field, on their return from training. Attention is also invited to the instructions issued by this Department in letter's No. 15012(2)/3/91-Trg(R) dated the 22<sup>nd</sup> April, 1992 and No.37/9/2000-EO(F), dated the 11<sup>th</sup> January, 2001 relating to utilization of the experience of officers returning from training abroad by attaching them to the various National/State training institutions/Academies of administration.

7. Details of officers who are recommended for long-term foreign training may be furnished in the proforma at **Annexure-II**. Details in respect of officers who are recommended for short-term foreign training may be furnished in the proforma at **Annexure-III**.

8. Incomplete applications will not be considered. It may please be noted that no reference will be made back to the forwarding authority/ officers for filling and sending incomplete details.

9. The nominations of officers of your Department/State Govt. / UT for various courses along with the details as per **Annexure-II and Annexure-III** duly filled in and signed by the applicant may be sent to this Department alongwith the details as per **Annexure - I** duly signed by an officer of the rank of not less than Deputy Secretary to the State Government or Under Secretary to the Govt. of India . The nominations not accompanied by **Annexure- I**

duly filled in and signed by an officer not less than Deputy Secretary to the State Government or Under Secretary to the Govt. of India will not be considered. The applications duly forwarded by the State Governments/Ministries, must reach this Department latest by the **31st December, 2009**.

Yours faithfully,

  
(Trishanjit Sethi)  
Director

84/C

**ANNEXURE- I**

**FORWARDING OF APPLICATION FOR  
SHORT-TERM/ LONG-TERM FOREIGN TRAINING PROGRAMME IN 2010-11  
(UNDER DOMESTIC FUNDING SCHEME)**

(To be filled up by the concerned State Government/ Central Ministry/  
Cadre Controlling Authority)

- Note :** 1 Each column should be replied in descriptive manner  
2 Separate proforma should be filled in respect of every officer  
3 Proforma should be signed by an officer of the State Government not below the rank of Deputy Secretary or Under Secretary to the Govt. of India

**APPLICATION FOR LONG TERM PROG. ☐ OR SHORT TERM PROG. ☐**

1.	Name													
2.	Service													
3.	Cadre (If AIS)													
4.	Batch													
5.	Date of Birth													
6.	Category- Gen/SC/ST													
7.	Date of Joining Service													
8.	Whether the officer is currently working under the Central Staffing Scheme.													
9.	If yes the date of joining the Central Staffing Scheme													
10.	Whether clear from vigilance angle	YES/ NO (If No, give details)												
11.	ACR Gradings for the past 5 years	<table border="0"> <tr> <td>Year</td> <td>Grading</td> </tr> <tr> <td>1. 2007-08</td> <td></td> </tr> <tr> <td>2. 2006-07</td> <td></td> </tr> <tr> <td>3. 2005-06</td> <td></td> </tr> <tr> <td>4. 2004-05</td> <td></td> </tr> <tr> <td>5. 2003-04</td> <td></td> </tr> </table>	Year	Grading	1. 2007-08		2. 2006-07		3. 2005-06		4. 2004-05		5. 2003-04	
Year	Grading													
1. 2007-08														
2. 2006-07														
3. 2005-06														
4. 2004-05														
5. 2003-04														
12.	Whether the officer can be spared for a period throughout the year  If no, please indicate the period and the reasons	YES/ No  Period : Reason:												
13.	Whether there are any adverse entries in the ACR's during the last five years													
<p align="right"><b>Signature</b> with stamp of the officer Certifying the proforma</p>														

EO Division  
Department of Personnel and Training  
Government of India

**APPLICATION FOR LONG-TERM FOREIGN TRAINING PROGRAMME IN 2010-11  
(UNDER DOMESTIC FUNDING SCHEME)**

- Note :**
1. To be filled up by the officer
  2. All columns must be filled in
  3. The proforma must be signed by the applicant

1.	Name				
2.	Designation				
3.	Service				
4.	Cadre (if AIS)				
5.	Batch				
6.	Scale of pay as on 1.1.2009				
7.	Date of Birth				
8.	Date of joining service				
9.	Whether the officer is currently working under the Central Staffing Scheme.				
10.	If yes the date of joining the Central Staffing Scheme				
11.	Male/Female				
12.	Whether belonging to SC/ST/Other category				
13.	Complete Postal Address- Official *				
14.	Complete Postal Address- Residential*				
15.	Email				
16.	Telephone numbers	Off :	Resi.:	Mobile	Fax

\* Any change in address should be immediately informed.

**2. Objectives of the study:**

Applicants applying for long-term foreign training programmes have to submit a short account of about **300 words** on their objectives in pursuing a one- year foreign training course and how they propose to apply the inputs received/ knowledge gained in their working environment and with reference to their career goals.

**Note :** The write-up should be original and typed on separate sheets of paper and attached to the application. The applicants must adhere to the word limit as prescribed above.

[If application is received without the above document, he/she will not be considered for any Long-term programme]



83/c

3. Academic Record :-

S.No.	Qualification	Year	Subjects

4. Professional Qualifications (CA/ CS / MBA/ ICWA/ Foreign languages etc.): -

Qualifications	Period		University/ Institute/ College
	From	Upto	

5. Work Experience including present posting (during the last 5 years) :-

Organisation	Designation	Period		Nature of Work in brief
		From	Upto	

6. Previous record of training: - (Please give the exact dates of beginning and End of the programme in the format dd/mm/yy)

(A) Foreign Training :-

Name of the Institute/ Country	Name of the Course	Period		Name of nominating agency
		From (dd/mm/yy)	Upto (dd/mm/yy)	

(B) Domestic Training :-

Name of the Institute	Name of the Course	Period		Length of Foreign Component if any
		From (dd/mm/yy)	Upto (dd/mm/yy)	

(C) Whether availed any study leave or Partial Funding from DOPT, if yes, then details of the course/study

Name of the Institute/ Country	Name of the Course	Period	
		From (dd/mm/yy)	Upto (dd/mm/yy)

7. Annexure IV has been filled and annexed : Yes/No

**Note :** In case of a false information or suppression of information, the officer will be liable for disciplinary proceedings apart from the debarment from foreign training for the rest of his career

I certify that the information furnished above is correct to the best of my knowledge and belief. No information has been hidden and concealed by me.

Name of the Applicant :

Signature :

82/c

**ANNEXURE III**

EO Division  
Department of Personnel and Training  
Government of India

**APPLICATION FOR SHORT-TERM FOREIGN TRAINING PROGRAMME IN 2010-11  
(UNDER DOMESTIC FUNDING SCHEME)**

- NOTE:** 1. To be filled up by the applicant.  
2. All columns must be filled in.  
3. The proforma must be signed by the applicant.

1.	Name				
2.	Designation				
3.	Service				
4.	Cadre (If AIS)				
5.	Scale of Pay as on 1.1.2009				
6.	Batch				
7.	Date of Birth				
8.	Male/ Female				
9.	Category- Gen/SC/ST				
10.	Date of Joining Service				
11.	Whether the officer is currently working under the Central Staffing Scheme.				
12.	The date of joining the Central Staffing Scheme or the current posting				
13.	Complete Postal Address – Official *				
14.	Complete Postal Address – Residential *				
15.	Email				
16.	Telephone numbers	Off:	Res:	Mobile	Fax:

\* Any change in address should be immediately informed.

**17. Academic Record :-**

S.No.	Qualification	Year	Subjects

**18. Professional Qualifications (CA/ CS / MBA/ ICWA/ Foreign languages etc.):-**

Qualifications	Period		University/ Institute/ College
	From	Upto	

19. Work Experience including present posting (during the last 5 years) :-

Organisation	Designation	Period		Nature of Work in brief
		From	Upto	

20. Previous record of training: - (Please give the exact dates of beginning and End of the programme in the format dd/mm/yy)

(A) Foreign Training :-

Name of the Institute/ Country	Name of the Course	Period		Name of nominating agency
		From (dd/mm/yy)	Upto (dd/mm/yy)	

(B) Domestic Training :-

Name of the Institute	Name of the Course	Period		Length of Foreign Component if any
		From (dd/mm/yy)	Upto (dd/mm/yy)	

(C) Whether availed any study leave or Partial Funding from DOPT, if yes, then details of the course/study

Name of the Institute/ Country	Name of the Course	Period	
		From (dd/mm/yy)	Upto (dd/mm/yy)

21.	Please indicate three broad areas for which you would like to be considered for foreign training	The applicant must indicate areas of preference for training such as Public Administration, Governance, Leadership, Information Technology, Project Evaluation etc.
22.	From the list of Short-term training programmes ( <b>Annex-V</b> ) please indicate your preference for any five programmes	(i) (ii) (iii) (iv) (v)

811C

23.	Please indicate whether you would like to be considered for any programme other than indicated in <b>Column 22</b>	YES/ NO
<p><b>**Note :</b> (i) In case of a false information or suppression of information, the officer will be liable for disciplinary proceedings apart from the debarment from foreign training for the rest of his career.</p> <p>(ii) Please give exact dates of beginning and ending of the programme in DD/MM/YY format.</p>		

I certify that the information furnished above is correct to the best of my knowledge and belief. No information has been hidden and concealed by me.

(Signature of the applicant)

**ANNEXURE IV****TENTATIVE DETAILS OF THE LONG TERM FOREIGN TRAINING PROGRAMMES UNDER DOMESTIC FUNDING SCHEME**

S. No.	Institute/University	Course/Programme	** Order of Preference	Likely date of commencement
1	Asian Institute of Management, Manila.	MDM		September, 2010
2	University of Birmingham, U.K.	MBA in Public Service		October, 2010
3	University of Ljubljana, Slovenia	MBA		October, 2010
4	Maxwell School, Syracuse University, USA	M.A. in Public Service		August, 2010
5	ISS, Hague, Netherlands	M.A. in Public Policy and Management		September, 2010
6	IDS, Sussex, U.K.	MA in Governance & Development		October, 2010
7	University of Duke, USA.	MA in International Development Policy		August, 2010
8	Australian National University	Master in Public Policy		January, 2011
9	Hubert H. Humphrey Institute, University of Minnesota, USA	MPA		August, 2010
10.	National Graduate Institute for Policy Studies, Japan	Young Leaders Programmes, on Public Policy.		October, 2011

From the list of programmes as at Annexure IV likely to be offered in 2010-11, please indicate your order of preference. \*\*

Some new programmes are likely to be available next year, please indicate whether you would like to be considered for those programmes. Yes/No

**\*\* Note :** (If kept blank, it would be presumed that the officer is not willing to be nominated for such programmes)

**TENTATIVE DETAILS OF THE SHORT-TERM FOREIGN TRAINING PROGRAMMES UNDER THE DOMESTIC FUNDING SCHEME**

**1. Harvard University**

S.No.	Programme	Duration	Level
1	Leaders in Development: managing Political and Economic Change	12 days	AS/Secretary
2	Infrastructure in a Market Economy: Public - Private Partnerships in a changing world	14 days	AS/Secretary
3	Public Financial Management	19 days	AS/Secretary

**2. In Went, Germany**

S.No.	Programme	Duration	Level
1	Managing Global Governance: 5 <sup>th</sup> course	179 days	DS/Dir/JS

**3. DCID, DUKE University, USA**

S.No.	Programme	Duration	Level
1	Budgeting & Financial Management in Public Sector	3 Weeks	DS/Dir/JS
2	Fiscal decentralization and Local Governance Training Management	3 Weeks	DS/Dir/JS
3	Project Appraisal and Risk Management	3 Weeks	DS/Dir/JS
4	Tax Analysis and Revenue forecasting	4 Weeks	DS/Dir/JS

**4. Syracuse University**

S.No.	Programme	Duration	Level
1	Certificate Programme in Public Administration	4 Months	DS/Dir/JS

**5. Australian National University (ANU)**

S.No.	Programme	Duration	Level
1	Successful Evaluation & Management of Public Sector Projects More information	12 days	DS/Dir/JS
2	Public Health Sector Reforms, Management & Evaluation Program synopsis	12 days	DS/Dir/JS
3	Corruption and Anti Corruption	12 days	DS/Dir/JS

**6. Programmes at EMDC/WMDC, USA**

S.No.	Programme	Duration	Level
1.	Environmental Policy Issues at EMDC/WMDC, USA	2 weeks	Dir/JS
2.	Executive Development Seminar : Leading Change at EMDC/WMDC, USA	2 weeks	Dir/JS
3.	Leadership Potential Seminar at EMDC/WMDC, USA	2 weeks	Dir/JS
4.	Seminar for New Managers : Leading People at EMDC/WMDC, USA	2 weeks	US/DS/Dir

Contd/.....

### 7. Asian Institute of Technology (AIT), Thailand

S.No.	Programme	Duration	Level
1	Urban Environmental Management	2 weeks	US/DS/Dir
2	Environmental Governance	2 Weeks	US/DS/Dir
3	Training of Trainers	3 Weeks	US/DS/Dir
4	Advanced Competencies for Trainers	3 Weeks	US/DS/Dir
5	Management of Organizational Change	2 Weeks	US/DS/Dir
6	Office Management Skills	2 Weeks	US/DS/Dir
7	Information Technology and Management	2 Weeks	US/DS/Dir
8	Project Monitoring and Evaluation	3 Weeks	US/DS/Dir
9	Management and Implementation of Development Projects	3 Weeks	US/DS/Dir
10	Effective regulation of infrastructure utilities	2 Weeks	US/DS/Dir
11	Planning and Administering Good Governance	2 Weeks	US/DS/Dir
12	Governance and Anti-Corruption: The Methods and tools Behind an Effective Corruption-Eradication Strategy	2 Weeks	US/DS/Dir
13	Leadership Development Program for Public Utility Managers in Asia	2 Weeks	US/DS/Dir
14	Information Technology Applications in Management	2 Weeks	US/DS/Dir
15	Office/General Management Skills Using IT Applications	2 Weeks	US/DS/Dir

### 8. ISS, Hague

S.No.	Programme	Duration	Level
1	Governance, Democratisation and Public Policy	74 days	DS/Dir/JS

### 9. Asian Institute of Management, Manila

S.No.	Programme	Duration	Level
1	Basic Management Programme	3 weeks	US/DS