

Government of India
Ministry of Home Affairs
Bureau of Police Research
Development
National Highway (NH) – 8
New Delhi – 110037



Ph. No.011-26734851
Website: www.bprd.nic.in
Email ID: adtrg.dc@bprd.nic.in
F. No. 66/02/2024-25/TRG/DC
/BPR&D

Date: April 29, 2024

To,

DGsP - All States / UTs
Directors - IB / CBI / NIA, New Delhi & SVPNPA Hyderabad
DGs - All CAPFs / CPOs / RPF
Commissioner of Police – Delhi / Mumbai / Kolkata

Sub: Inviting nominations for 16th One year Diploma Programme in Public Policy and Sustainable Development (PP&SD) at TERI School of Advanced Studies, New Delhi commencing from 02nd September, 2024. Reg-

Sir / Madam,

Nomination of eligible Police Officers is invited for **16th One year Diploma Programme in Public Policy and Sustainable Development (PP&SD)** at TERI School of Advanced Studies, New Delhi commencing from 02nd September, 2023.

2. Nomination eligible of Police Officers may please be forwarded to this Bureau subject to the following eligibility criteria.

(i)	Level of Officers to be nominated	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
(ii)	Upper Age Limit	The officers should have at least three years remaining service after completion of the programme.
(iii)	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. 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 preceding 3-years or more than six month in the preceding 5-years.

3. **Course Fees:**

The Fee for the Domestic Course of the Programme is **Rs. 3.96 lakh** (Rupees Three Lakh Ninety Six Thousand Only) plus expenses towards Rural/NGO attachment subject to maximum of **Rs. 30,000/-** (Rupees Thirty Thousand Only). As per the decision taken by the MHA, Govt. of India, BPR&D will bear the cost of domestic component **Rs. 4,26,000/-** only. This consists of course fee plus expenses towards Rural/NGO attachment.

4. The sponsoring Organization, namely, the organization where the official is currently posted, will meet the cost of:

- Pay and Allowances** during the training period.
- Travel from place of posting to Delhi and back.
- Travel towards** field visits of the participants for collection of data/information for the dissertation.

- (iv) **Travel to Delhi** for presentation of the dissertation at the end of the programme.
(v) **One time allowance** of Rs. 5,000/- for stationery etc.
(vi) **Hotel facilities @Rs. 15,000/- per month** during the stay at TERI School of Advance Studies, New Delhi.

5. The selected officer shall give an undertaking:

- a) That his services can be utilized as **Resource Persons** in the area of the specialisation by the Central/State Government Organisation as and when required.
b) That he will provide **his expertise** to the Central/State Government Organization as and when required.
c) That he would **complete** the proposed training programme within the **stipulate period** and submit a copy of his thesis/research work to MHA/BPR&D so that it could be circulated to State/CPOs/CAPFs.
d) That **he shall not leave** the service within **three years** of the completion of the course. Thereafter, for the **next three years**, if he leaves the service, he shall be required **to refund the half of the total cost** (cost of training plus Pay & Allowance etc.) incurred on him during the training programme.

6. It is requested that the above instructions may please brought to the notice of all concerned. The concurrence of the State Government wherever necessary, should also be obtained and intimated in this Bureau for those officers who are on deputation with Central Govt. departments.

7. It is brought to your notice that as per MHA circular received by the Bureau incomplete/piecemeal information received for nominated officer will not be considered.

8. For more details and downloading of form, please visit TERI's website www.terisas.ac.in and DoP&T Training Division's website <http://dopttrg.nic.in>.

9. Nominations of **suitable officers** complete in all respect, as per Annexures 'A' to 'G' may please be forwarded to this Bureau by **09th June, 2024** as enclosed. **Original APARs should not be sent to this Bureau.**

Yours faithfully

[Handwritten signature]
29/4/24

(Nitasha Guria)

DIG / Dy. Director (Trg.)
Email - dig.trg@bprd.nic.in
Tel.no: 011-26782202

Copy to:

1. The Directors - Modernization, NPM, R&CA, Adm. & Training BPR&D.
2. The Director- CAPT Bhopal
3. The Directors – CDTI (Kolkata, Hyderabad, Chandigarh, Ghaziabad & Jaipur).
4. The incharge, Computer Cell, BPR&D – to upload the above information on the BPR&D Web-site.

Copy for information to:

Joint Secretary (Police-I), MHA, North Block, New Delhi.



TERI School of Advanced Studies Institutional Area, Vasant Kunj, New Delhi-110070 Phone No: 011-26194167 Fax No: 011-26124874 E-Mail: program.apad@terisas.ac.in Website: www.terisas.ac.in	Government of India Department of Personnel & Training Block- IV, 3 rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26194167, Fax No: 011-26106314, Website: http://dopttrg.gov.in
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Application for 16th One year Diploma Programme in Public Policy and Sustainable Development

(Programme Commences on 02nd September, 2024; Last date of receiving application is 26th July, 2024)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS			
Title (Mr./Ms/Dr.)			
Full name in block letters (First name, Middle name, Surname)			
Father's full name			
Mother's full name			
Gender (Put \)	☐ Male ☐ Female	Date of birth	DD MM Year
Date of Superannuation	DD MM Year	Age as on 04-09-2023	Year MM
Nationality	Religion		
Caste category (Put \)	☐ General ☐ OBC ☐ SC ☐ ST		
Equivalent Rank in Govt. of India	Level in Pay Matrix (as per 7 th CPC)		
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 \)	☐ Yes ☐ No	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 [In capital letters] (After @, write .)					

4. ACADEMIC RECORD

Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/Institute/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					
6					

5. DETAILS OF WORK EXPERIENCE

Sr. 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)

Sr. No	Name of	Name of the Institution/ Place	Year	Duration (in weeks)

	Course / Training Programme			
1				
2				
3				

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

- 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.
- Briefly describe your job responsibilities and your achievements at your work place.
- What are your career goals and how does this program fit in with your plans.
- Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- 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 Manoj Kataria, 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 [E-mail: manoj.kataria14@nic.in] as well as to Vice Chancellor, TERI School of Advance Studies, 10, Institutional Area, Vasant Kunj, New Delhi- 110070.
- ✓ Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 26th July, 2024.
- ✓ The application envelop should be superscripted as "Application for admission in 16th PP & SD (2024-25) at TERI School of Advance Studies, New Delhi".

PART - B

(For the use of the Cadre Controlling Authority only)

Name of Applicant: _____

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 PP & SD? 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.

Name: _____

Designation: _____

Office address: _____

Telephone No. : _____

Fax No. : _____

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
Cadre Controlling Authority)

Date:

File No. _____

Office Seal (Compulsory)

To be completed by the sponsoring authority
(16th One year Diploma Programme (PP&SD) at TERI School, New
Delhi)

Certified that the particulars given by the officer are correct as per official records.

Participation in the training course is recommended/not recommended. If selected, the nomination of officer will not be withdrawn from the course. Necessary fees will be paid by this organization.

Name & Designation of the
Sponsoring Authority

Tele No.

Annexure 'C'

// Cadre Clearance Certificate //

It is certified that Mr./Mrs./Ms. _____ Designation _____
nominated for 16th One Year Diploma Programme in Public Policy and
Sustainable Development (PP&SD) Course scheduled to be held from
02nd September, 2024 at TERI School of Advanced Studies, New Delhi
will be spared to attend the course on receipt of acceptance of
nomination of the Course.

This issues the approval of Competent Authority.

**Signature of sponsoring authority
(Name, Designation)**

Annexure 'D'

// Disc/ Vigilance Clearance Certificate //

It is certified that there is no disc/vigilance case pending or being contemplated against Mr./Mrs./Ms. _____ Designation _____ nominated for 16th One Year Diploma Programme in Public Policy and Sustainable Development (PP&SD) Course scheduled to be held from 02nd September, 2024 at TERI School of Advanced Studies, New Delhi.

**Signature of sponsoring authority
(Name, Designation)**

Format of Bond to be executed by a Government Servant before proceeding for 16th One Year Diploma Programme in Public Policy and Sustainable Development (PP & SD) at the TERI School of Advance Studies, New Delhi

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 the programme by TERI 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 TERI School of Advance Studies 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 PP & SD programme to be conducted by the Department of Personnel and Training (DoP&T), Government of India at TERI School of Advance Studies, New Delhi,

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 PP & SD programme, OR failing to complete the 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 2024.

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]

Annexure 'F'

During the last five years, APAR grading of
Ms/Mrs/Mr. _____, Designation _____
is as under:-

Sr. No.	Year	Grading
01.	2019-20	
02.	2020-21	
03.	2021-22	
04.	2022-23	
05.	2023-24	

Photocopies of the APARs for the last five years are also enclosed
in respect of the above Officer.

(Signature of Sponsoring Authority)
Name & Designation

UNDERTAKING

(16th One year Diploma Programme (PP&SD)
at TERI School, New Delhi)

- i) That my services can be utilized as **Resource Person** in the area of the specialization by the Central/State Government Organizations as and when required;
- ii) That I will provide my **expertise** to the Central/State Government Organizations as and when required;
- iii) That I would **complete** the proposed training programme within the **stipulated period** and submit a copy of my **thesis/research work** to MHA/BPR&D so that it could be circulated to States/CPOs/CAPFs;
- iv) Consequent upon my selection for TERI course, I will execute a **'Bond'** prior to my joining the TERI course and submit the same to my Cadre Controlling Authority stating that I would serve the Government for a period of five years and willing to work in the Ministry of Home Affairs, Ministry of External Affairs, Ministry of Defence, NSCS and other security-related organization on completion of course, or to repay the total expenses incurred on the TERI course in the event of my resignation, voluntary retirement or quitting the TERI Course without completing it.

Signature
Name of the nominated Officer
Designation

Date:
Place