



भारतीय आयुर्विज्ञान अनुसंधान परिषद

INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग ( स्वास्थ्य एवं परिवार कल्याण मंत्रालय )

DEPARTMENT OF HEALTH RESEARCH ( MINISTRY OF HEALTH & FAMILY WELFARE )

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली-110 029

V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

No.16/117/2017-Admn-II

Dated: 14.12.2017.

To

The Directors/Directors-in-Charge of  
Permanent Institutes/Centres of the Council

Subject : Training Programmes Sponsored by Department of Science and Technology, New  
Delhi at Administrative Staff College (ASCI) Hyderabad for 2017-18.

Sir/Madam,

Please find enclosed herewith a copy of letter dated 29.11.2017 received from  
Administrative Staff College of India, Hyderabad alongwith its enclosures for information and  
necessary action.

Yours faithfully,

(Bharat Bhushan)  
Administrative Officer  
for Director General

Encl: As above

Copy to:-

- 1 PS to DG/PS to Addl. DG/Sr. DDG (A)/Sr. FA
- 2 All Divisional Heads.
- 3 Asstt. Director-General (Admn.) (AX)/(JP)
- 4 All Sections/Divisions
- 5 ISRM- with the request to place above circular on ICMR website.
- 6 Notice Board



November 29, 2017

Prof G Mohan  
DST Cell Coordinator &  
Director, Centre for Innovation and Technology

Dr. Soumya Swaminathan  
Secretary DHR & Director General  
Indian Council of Medical Research  
V. Ramalingaswami Bhawan  
P.O. Box No. 4911  
Ansari Nagar, New Delhi – 110029

DG, ICMR OFFICE  
DIARY NO. 2316...  
DATE: 11/12/2017

Dear Dr Soumya Swaminathan,

**Sub: Training Programmes Sponsored by Department of Science and Technology, New Delhi at Administrative Staff College of India (ASCI), Hyderabad for 2017-2018.**

Greetings from ASCI!

ASCI has been awarded to conduct the training programmes for Scientists & Technologists under the Scheme "National Programme for Training of Scientists and Technologists working in Government Sector" by Department of Science and Technology (DST), New Delhi. The sanction order received from DST for the year 2017-18 is attached herewith for your perusal.

We request you to circulate the DST sanction order across ICMR institutes and Units and nominate at least two Officers from each of the ICMR institute for the upcoming training programmes. The following is the schedule for the year 2017-18:

#	Program Title	Programme Schedule	Duration of the Programme
1	Science Administration & Research Management	Dec 25 – Jan 5, 2017	2 Weeks
2	General Management Program for Scientists	Jan 8 – 19, 2018	2 Weeks
3	Managing Innovation and Technology for Competitiveness	Jan 22 – Feb 2, 2018	2 Weeks
4	Managing Technology Value Chains for Directors and Division Heads	Feb 12 – 16, 2018	1 week
5	Advanced Techno Management for Scientists	Feb 19 – Mar 16, 2018	4 weeks
6	Science Governance and Management	Mar 5 – 9 2018	1 Week
7	Science Administration & Research Management	Mar 12 – 23, 2018	2 Weeks

Ann II  
to circulate  
ICMR institutes

2/11/17  
8/11/17

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11/11/17

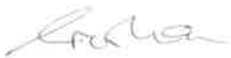
Dy No. 1288  
17/12/2017

ASCI is also expecting to receive sanction order for the training programmes specifically for Women Scientists under "DISHA" Scheme very soon.

We look forward for your support and receiving nominations at the earliest.

For further details of the DST sponsored training programmes you may contact our DST Cell; Mrs K Venkata Ramani, Ph No: 040-66534268 or send emails to [ramani@asci.org.in](mailto:ramani@asci.org.in) and can visit DST website <http://www.dst.gov.in/science-and-technology-training-cell>.

With Regards



G Mohan

Encl: a/a

**IMMEDIATE  
BY SPEED POST**

No.A-33011/02/2017-Trg.  
Ministry of Science & Technology  
Department of Science & Technology  
(Training Cell)

Technology Bhavan, New Delhi  
Dated, the 22 November, 2017

To  
Heads of the Training Institutes  
(As per enclosed Annexure-A)

Subject: Training Programmes to be held during the year 2017-18 under the  
"National Programme for Training of Scientists and Technologists  
working in Government Sector" - reg.

Sir,

I am directed to convey the approval of the competent authority for  
conducting the following training programmes in your institution during the year  
2017-18 under the Scheme "National Programme for Training of Scientists and  
Technologists working in Government Sector".

S. No	Name of the training programme	Name of the Training Institute	Duration
1.	Science Administration & Research Management	ASCI, Hyderabad	(Two-week) 25 Dec-5 Jan, 2018
2.	Science Administration & Research Management	ASCI, Hyderabad	(Two-week) 12-23 March, 2018
3.	Advanced Techno-Management Programme for Scientists	ASCI, Hyderabad	(Four-week) 19 Feb - 16 March, 2018
4.	General Management Programme for Scientists	ASCI, Hyderabad	(Two-week) 8-19 Jan, 2018
5.	Managing Technology Value Chains-Programme for Directors and Divisional Heads	ASCI, Hyderabad	(One-week) 12-16 Feb, 2018
6.	Managing Innovation & Technology for Competitiveness	ASCI, Hyderabad	(Two-week) 22 Jan - 2 Feb, 2018
7.	Science Governance and Management	ASCI Hyderabad	(One-week) 5-9 March, 2018
8.	Multidisciplinary Perspectives on Science, Technology & Society	NIAS, Bangalore	(Two-week) 11-22 Dec, 2017
9.	Policy for Science & Science for Policies - Programme for Directors and Divisional Heads	NIAS, Bangalore	(One-week) 1-5 Jan, 2018

10.	Science Policy and Financial Management	NIAS Bangalore	(Two-week) 26 Feb – 9 March, 2018
11.	Climate Change & Carbon Mitigation	ICFRE, Dehradun	(One-week) 19-23 Feb, 2018
12.	Natural Resources and Environment Management	IIFM, Bhopal	(One-week) 29 Jan – 2 Feb, 2018
13.	Entrepreneurship Development & Management	EDII, Ahmedabad	(Two-week) 22 Jan – 2 Feb, 2018
14.	Creativity and Innovation Management in Research	ESCI, Hyderabad	(One-week) 12-16 March, 2018
15.	Ethics and Values for Scientists and Technologists	ESCI Hyderabad	(One-week) 5-9 Feb, 2018
16.	Knowledge Management & knowledge Sharing	IIPA, New Delhi	(One-week) 5-9 Feb, 2018
17.	Capacity Building Programme for Technical Personnel	IIPA, New Delhi	(Two-week) 8-19 Jan, 2018
18.	Foundation Trg. Programme for Junior Scientists & Technologists	IIPA, New Delhi	(Eight-week) 22 Jan – 16 March, 2018
19.	Science, Technology and Emerging Trends in Governance for Scientists and Technologists	IIPA, New Delhi	(One-week) 12-16 Feb, 2018
20.	Capacity Building Programme for Technical Personnel	IIPA, New Delhi	(Two-week) 19-30 March, 2018
21.	Financial Management in Scientific Organizations	IIPA, New Delhi	(One-week) 19-23 Feb, 2018
22.	Science & Technology for Rural Societies	IIPA New Delhi	(One-week) 18-22 Dec, 2017
23.	Emotional Intelligence at Work place	COD, Hyderabad	(One-week) 11-15 Dec, 2017
24.	Communication & Presentation Skills	COD, Hyderabad	(One-week) 15-19 Jan, 2018
25.	Advances in Wildlife Conservation	Wildlife Institute of India, Dehradun	(One-week) 26 Feb – 2 March, 2018

- i. The programme may be re-scheduled with the approval of DST. However, the programme has to be conducted within the current financial year.
- ii. Cost ceiling approved for 4-week training programme on “Advanced Techno Management” is Rs. 32.00 lakh vice Rs. 40.00 lakh as duration revised to 4-week from 5-week
- iii. Cost ceiling approved for 8-week training programme on “Foundation Training Programme” is Rs. 47.00 lakhs vice Rs. 70.00 as duration revised to 8-week from 12-week.

2. You are requested to ensure strict compliance of the enclosed broad financial norms worked out by the DST (Annexure-X) particularly regarding restrictions / maximum limits on the number of external / guest faculty, payment of honorarium and reimbursement of travel expenses to external / guest faculties, boarding & lodging charges to participants and all other components as mentioned in the financial norms. Copies of relevant documents showing internally approved rates for each of the above components may kindly be furnished along with the claims.

3. You are requested to ensure that request for sanction of advance in respect of any training programme must be submitted at least one month before the commencement of the programme. You are also requested that while forwarding utilization certificate / statement of expenditure, it should be ensured that estimated expenditure / actual expenditure made under the following components is indicated separately.

- (a) Boarding and lodging charges for participants (indicating charges per participant per day as per the internally approved rate)
- (b) Training material / Training kit
- (c) Transportation facilities for picking and dropping of participants from airports / railway stations etc.
- (d) Transportation facilities for local / institutional visits / study tours of participants (by deluxe buses)
- (e) Honorarium for External / Guest faculties indicating number of External/guest faculty engaged, No. of sessions allotted to external/guest faculties, rate of honorarium paid to external/guest faculty
- (f) Transport, TA/DA for External / Guest faculties indicating No. of outstation guest faculty engaged, rate of TA/DA paid to outstation guest faculty
- (g) Expenditure on publicity of the programme
- (h) Other Miscellaneous expenditure not covered under the items mentioned above (subject to production of relevant documents)
- (i) Institutional Charges

4. You are also requested to strictly follow the enclosed guidelines (Annexure-Y) for organizing Training Programmes sponsored by DST particularly regarding periodicity of training, age limits of participants, minimum /maximum No. of participants, restrictions on participation from a particular institution/organization, restrictions on local participation etc. It should be ensured that the final claim for a particular programme is invariably submitted with all the documents as mentioned at para (10) of the guidelines.

5. The training programme module / session plan & time-table has to be prepared in consultation of experts and it shall be got validated by DST. Efforts should be made to improve / update the course module based on the feedbacks received from last training programme.
6. You are requested to ensure that the programmes allotted to your institute be organized as per schedule. You are also requested to initiate all necessary action well in advance so that the programme may be held successfully with full participation and in a well-structured manner.
7. You are also requested to ensure that each training programme contains some modules on developing soft skills and generic and domain specific competencies at the cutting edge level to make the scientists more citizen centric.
8. It is also requested to furnish the name of the DST Programme Incharge and Course Coordinator for each programme in your Institution. Programme Incharge and Course Coordinator be advised to remain in constant touch with DST.
9. Further, Ministry of Finance has been issuing, from time to time, guidelines on "Austerity Measures" to be observed by all the Ministries/ Departments, with a view to contain expenditure and augment resources for priority areas. These economy measures include avoiding ostentatious and unnecessary expenditure and to effect utmost economy in operating expenses. Towards this objective, the partner Training Institutes are requested to be as frugal as possible. It should also be ensured that the cost of the training programme(s) does not exceed the approved budget estimate/cost ceiling fixed by the DST.

Yours faithfully,

  
(Tulsi Dass)

Under Secretary to the Government of India

Tel. 26525607

Encl: As above

Copy to Course Coordinators of the concerned training institutes (As per Annexure-B).

ANNEXURE III

Guidelines for organizing Training Programmes Sponsored by DST

1. Target group for the training programmes

Target groups under the Scheme are Scientists/ technologists holding scientific posts / working in Scientific Ministries/ Departments of Govt. of India and State Governments, Autonomous Institutions/ Public Sector Undertakings of Central / State Governments, Research and Development Institutions/ Research Laboratories of Central / State Governments, Central / State Universities, State Science & Technology Councils

For the purposes of training under the scheme, Scientists have been classified into three groups as stated below:

Junior	0-9 years of service in Group 'A'	Scientists 'B', 'C' and equivalent
Middle	9-21 years of services in Group 'A'	Scientists 'D', 'E', 'F' and equivalent
Senior	21 years and above service in Group 'A'	Scientists 'G', 'H' and equivalent

2. The Training Institutes are required to invite nomination from the Ministry/Department/Institutes/organization/PSU/State Govt./University/Colleges as given in the list being provided. It is required to send the invitation for nomination enclosing brochure/schedule well in advance before the commencement of the programme. The nomination request should also be forwarded through email and telephonic contact may be made wherever required. Before accepting the nomination, the same must be got vetted by Training Cell of DST,

3. Once training programmes are allotted by the DST, the Training Institutes are required to:

- (a) Give professional and eye-catching nomenclature to the programme/training topic.
- (b) Prepare the objective, content, module, session plan, methodology /pedagogy of the programme.
- (c) Finalize the course co-ordinator, support staff, resource persons and infrastructures & facilities to be made available during the programme.





4. The Training Institutes are required to prepare a Training Brochure containing the following points for each programme and get it vetted by DST:

- Training Subject/ Topic, Scheduled duration/date,
- Training Objective, Content, Curricula/ Module, Methodology/ Pedagogy/ Session Plan
- List of Resource Persons and name of Course Director.
- Brief of the Institute and facilities to be made available during the training
- Target group of the training, Eligibility criteria - age, service, discipline and qualifications
- Expectation from participants while attending the training programme.
- Any other items as the institute may deem fit.

5. Age Limit for Training

S.No.	Duration of Course	Upper age limit (as on 1 <sup>st</sup> July)
Domestic Training	1 week	58 years
	2 weeks	58 years
	5 weeks (F, G) 16-21 years of service	52 years 47 years
	5 weeks (C, D) (9-13 years of service)	
	12 weeks (B, C) (0-9 years of service)	40 years
International Exposure visit	Senior	55 years
	Middle	50 years
	Junior	45 years

Note: relaxation upto 1 year may be allowed by DST in upper age limit in bonafide cases

6. Level, Duration and Periodicity of the Training Programmes

S.No.	Level of Scientists/ No. of years of service as Group A scientists	Duration of Training Programme	Periodicity
1.	0-9 years (Scientists 'B' and 'C' and equivalent)	12 weeks Foundation	Once in a career

2.	(a) 9-14 years (Scientists C to D)	5 weeks	Once in a career
	(b) 15 to 21 years (Scientists E to F & equivalent)	5 weeks	Once in a career
3.	9 years and above (Scientists C to G)	2 weeks	Once in a block of four years (starting from 2012-13)
4.	(a) 5 years and above	1 week	Once in a block of two year (starting from 2012-13)
	(b) 21 years and above	1 week (senior)	Once in a block of two year (starting from 2012-13)
5.	Training for JA & JTA	2 weeks	Once in a block of 4 years

7. Selection of participants should be made from across the Country and across the Sector. While selecting the participants following points should be kept in mind:

- For each programme, total 25 participants should be selected, preferably 10 from Central Sector, 5 from State Sector, 5 from Universities/Colleges and 5 from Other Govt. Institutions. The local participation should be limited to 20% i.e. 5 Nos. The number of participants should invariably not be less than 15 and more than 30.
- Not more than two participants should be selected from one Institute/Organisation.
- While inviting nomination from academicians / professors etc. it should be ensured that only those who are having PhD/ M. Tech degrees and actively involved in research and development (R&D) are selected.
- All nominations have to be strictly from the govt. sector only. It should be ensured that nomination of applicants from private sector is not accepted.



Work programme should be planned to follow the prescribed format and adhere to as far as possible.

- (i) Total 30 hours should be earmarked for training during a week.
- (ii) Minimum 50% of the time be devoted to the core topic of the programme.
- (iii) The remaining 50% of the time should be devoted for experience sharing, field visits, institution visits, lecture on a topic of general interest other than core topic, projects, exercises, etc.
- (iv) There should preferably be a half day field/institution visit during one week course and a one day field/institution visit during two week course.
- (v) A two days village visit/ theme visit should be organized during two week programme, on Saturday and Sunday.
- (vi) Preferably not more than two sessions should be allotted to one resource person/faculty.
- (vii) Preferably Every morning, health sessions and during evening, one or the other programmes like cultural evening, social evening, sports evening, games evening, evening outing, etc may be organised.

9. Institutes are required to submit a proposal to DST preferably two months before the date of commencement of the programme. The proposal should contain the following information/ documents along with a request for sanction of Advance:

- (a) A letter requesting for advance
- (b) Training subject/topic, schedule/dates, programme objective, module/content, and tentative session plan/ time table, Target group for the programme
- (c) Budget estimate and amount of advance desired as per the detailed financial norms
- (d) Nomination status (tentative)

Note:- The Institutes are required to prepare realistic budget estimate as per the detailed financial norms worked out by the DST showing the variable

and also the proposal for reimbursement of cost to participants. The budget for each component is to be supported by detailed calculation sheets and justification / document in respect of each component. The finalization of budget will be subject to approval of DST. Reimbursement of training cost will be proportionate to the number of participants attending the training programme, subject to cost ceiling/cost per programme fixed by the DST.

10. After completion of the training programme, the Institutes are required to submit the following documents within one month from the date of the completion of the programme (Original of all the documents to be maintained by the Institute):

- 1) Utilisation Certificate in original (2 sets) – Annexure - A
- 2) Audited Statement of Expenditure in original (2 sets) – Annexure - B
- 3) Time Table giving details of the sessions and resource persons
- 4) List of participants, their designation, contact details with name and address of nominating organizations
- 5) Feedback (in prescribed format) received from the participants – Annexure - D
- 6) Biodata of participants in prescribed format – Annexure - C
- 7) A copy of the Training Brochure
- 8) List of Faculties/Resource Persons their core competencies and their contact details
- 9) Group Photograph
- 10) Course Director's report (countersigned by Head of the Institute) – Annexure - E

[Note: All above documents should be forwarded in proper binding. The original copy of Utilisation Certificate, Statement of Expenditure & List of participants should be forwarded separately. A set of the training kit given to the participants should also be dispatched to the training cell, DST]



Guidelines to be followed during Integrated Middle Level (Scientists & Technologists) Course

The target group of this programme will be Scientists & Technologists at the middle level working in Central Govt. Ministries/Departments and Research Institutions/Organisations under Central Government. While preparing session plan following points should preferably be adhered to as far as possible:

- The course should be divided into modules on different themes. There should be visit to local research institutions including visit to a rural area during the course.
- Field trips, outbound exercise, nature trek, visit to places of interest, etc. may be organized during weekends.
- There should be a written evaluation of the participants through objective type examination at the end of the course and the participants should be ranked based on marks obtained in written examination.
- No accomodation should be arranged in any private resort during outstation visits.

Guidelines to be followed during Foundation Course

The target group of this programme will be newly recruited Scientists & Technologists working in Central Govt. Ministries/Departments, and Research Institutions/ Organisations under Central Government. While preparing session plan following points should preferably be adhered to as far as possible:

- The course should be divided into 12 (twelve) modules of different theme and each week should be devoted on a particular theme. One week should be earmarked for exposure to rural areas.
- Institutional visit on the theme may also be organized during the course. Field trips, outbound exercise, nature trek, visit to places of interest, etc. may be organized on Saturday and Sunday.
- There should be a written evaluation of the participants through objective type examination at the end of the course and the participants should be ranked based on marks obtained in written examination and other internal factors like punctuality, attendance etc.



GOVERNMENT OF INDIA  
 MINISTRY OF SCIENCE & TECHNOLOGY  
 DEPARTMENT OF SCIENCE & TECHNOLOGY  
 TECHNOLOGY BHAWAN, NEW MEHRAULI ROAD, NEW DELHI - 110 016  
 TEL No. 011-26524941, 011-26590340, FAX - 011-26864570, 011-26590340

## NOMINATION FORM

<b>TRAINING PROGRAMME, INSTITUTE &amp; DATE OF TRAINING</b>			
<b>NAME of./Dr./Mr./Ms.</b>			
<b>DESIGNATION:</b>	<b>ORGANISATION:</b>		
<b>SEX (M/F)</b>	<b>PRESENT PAY AND GRADE PAY:</b>		
<b>DATE OF BIRTH</b>	<b>DATE OF ENTRY IN GOVT. SERVICE (AS GROUP 'A')</b>		
<b>COMPLETE ADDRESS / CONTACT NUMBERS / E-MAIL</b>			

EDUCATIONAL / PROFESSIONAL QUALIFICATIONS (GRADUATION ONWARDS)			
S. No.	YEAR	DEGREE	UNIVERSITY/INSTITUTE

SEARCH EXPERIENCE			
NO.	YEAR	TOPIC OF RESEARCH	SPONSORING AGENCY


**TRAINING ATTENDED**

L.NO.	YEAR	NAME OF THE TRAINING PROGRAMME	NAME OF THE INSTITUTE	DURATION

<b>SPECIFIC AREA IN WHICH SKILL UPGRADATION DESIRED</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
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*Signature of the Candidate*

RECOMMENDATION BY THE CONTROLLING OFFICER

**(SIGNATURE OF THE RECOMMENDING OFFICER)**  
Name & Designation with Seal

Mail this form to the concerned Training Institute under intimation to the Under Secretary (Training), DST at [trngcell.dst@nic.in](mailto:trngcell.dst@nic.in)