

No.T-13017/7/2023-LTDP  
Government of India  
Ministry of Personnel, Public Grievance and Pensions  
Department of Personnel and Training  
(Training Division)

3<sup>rd</sup> Floor, Block-4, Old JNU Campus,  
New Mehrauli Road, New Delhi- 110067  
Dated: 17<sup>th</sup> July, 2023

**OFFICE MEMORANDUM**

Sub: 64<sup>th</sup> NDC Course at National Defence College, New Delhi - scheduled from January 2024.

The undersigned is directed to enclose herewith Ministry of Defence (MOD) ID Note No. 4/8/NDC/2023-D(GS.II) dated 06.07.2023 regarding 64<sup>th</sup> NDC Course at National Defence College, New Delhi scheduled from January 2024 and to request you to sponsor the name of suitable IAS & CSS officers for the 64<sup>th</sup> NDC Course at National Defence College (NDC) Training Programme in New Delhi. All the particulars of the course including the eligibility conditions and the course fee to be borne by the respective Ministries/Departments are mentioned in the Ministry of Defence ID Note No. 4/8/NDC/2022-D(GS.II) dated 06.07.2023.

2. Conditions of eligibility for Officers serving under Central Staffing Scheme:

- a. Only such officers as would have completed a minimum of two years of service in the Centre in January, 2024 should be recommended.
- b. In the cases of officers whose tenure under the Central Staffing Scheme is due to come to an end within two months before the commencement of the training, or during the currency of the training, their nominations should be forwarded by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Government/UT on whose strength the officers are borne. The tenure of central deputation, in so far as it relates to this programme, would also include the period of leave up to 2 months that may be granted by the Central Ministry/Department to the officers before their repatriation to the parent cadre.
- c. Officers whose tenure is due to come to an end more than two months before the commencement of the training programme, may be sponsored only with the concurrence of the concerned State Government/UT. In such cases, the concurrence of the cadre concerned on whose strength the officer is borne, shall be obtained by the concerned Ministry/Department, as those officers would be proceeding on training after their reversion to the cadre, and the parent cadre would be bearing their salary and the cost of training during the period of training.

3. It may be noted that Administrative Ministries/Departments should obtain '**NOC of EO's office**' in respect of officers appointed under the Central Staffing Scheme, before forwarding the applications for the NDC course. For grant of NOC, a proposal with the approval of the competent authority needs to be sent to EO Division by Administrative Ministries/Departments. Further extension/exclusion of the period of the Course from the central deputation tenure of the officer is not automatic. The administrative Ministry/Department concerned should send a proposal for exclusion /extension of the training period from the central deputation tenure of the officer to the EO Division with the approval of the Minister-in-Charge.

4. As already conveyed vide Secretary DoPT's D.O. letter No.12037/6/2010-FTC(Trg.) dated 07.05.2012 addressed to Secretaries of all Ministries/Departments of Government of India, the officers may be encouraged to opt for undertaking the NDC course on National Security at the mid-tenure stage of the Central Staffing Scheme as participation in this course is excluded for calculating tenure at the Centre so that the knowledge and skills acquired by the officers could be optimally used by the Government of India.

5. The fees for the course payable to NDC and the expenditure on internal and foreign countries tour of the nominated officers are required to be borne by the Ministry/Department/ concerned. The details of course fee etc. as projected by NDC are given below:

a.	Tuition fees*	<b>Rs.2,10,000/-</b>
b.	Internal Tours and Foreign Tours*	Approx Rs. <b>20,00,000/-</b> (per officer) which <b>includes cost of two Foreign Tours and Five internal Tours</b> which they must submit as per their Budget Support from respective paying office prior to joining the course.

\*The individual expenses such as expenditure incurred on messing charges are not covered under the payments (Rs.22,10,000/-) made to NDC i.e. Tuition fees and tour charges.

6(a). The sponsoring Ministry /Department/Office should undertake to pay the pay and allowances and other entitlements in respect of the officer(s) throughout the duration of the course.

6(b). In case an officer proceeding on training is a bonafide occupant of Government accommodation in the general pool controlled by the Directorate of Estate, he may 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.

6(c). Officers of the Central Government entitled to facility of residential telephone at the time of joining this programme will be allowed to retain the residential telephone sanctioned to them on usual terms for six months and thereafter on the condition that the officers will pay all calls in excess of the free calls allowed by the Telecommunication Department as stipulated in Ministry of Finance (Department of Expenditure) O.M. No. 7(10)E(Cord)/79 dated 1<sup>st</sup> August, 1979 as amended from time to time.

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

7. Officers of the Central Government/State Government and Union Territories will be treated as on duty.

8. In case an officer nominated by this Department does not file his nomination papers or withdraws his request at any stage or the officer is not relieved for attending the training programme by the Administrative Ministry/State Department/Cadre Authority, he/she will be

debarred from any foreign/long term training for 5 years. Officers debarred from foreign/long term training, in the past, should not be nominated until the debarment period is over.

9. The officer selected for the NDC Course will be required to execute a '**Bond**' prior to his/her joining the NDC Course and submit the same to his/her Cadre Controlling Authority stating that he/she would serve the Government for a period of five years and he/she would be willing to work in the Ministry of Home Affairs, Ministry of Defence, Ministry of External Affairs, NSCS and other security-related organizations on completion of the Course, or to repay the total expenses incurred on the NDC Course in the event of his/her resignation, voluntary retirement or quitting the NDC Course without completing it.

10. It is requested that the nominations of IAS & CSS officers of the Ministry/Department along with the details, as per the enclosed proforma, may be sent directly to Ministry of Defence under intimation to this Department latest by **21.08.2023** supported with necessary certified statements as per paras 2(iv) and 2(v) and for officers on Central Staffing Scheme, Cadre Clearance as stipulated in para 2 (ix)(a), (b) and (c) and para 3 in respect of NOC from EO Office. ID Note issued by Ministry of Defence along with application form (Part-A & B) is being enclosed.

Encl: As above

Yours faithfully,



(Deshraj Yadav)

Under Secretary to the Government of India

Telephone: 011-26194167

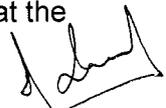
E-mail: deshraj.yadav@nic.in

To

The Secretaries of all the Ministries/Departments to Govt. of India

Copy to:

- i. Office of Establishment Officer, Department of Personnel & Training, North Block, New Delhi.
- ii. CS-I Division, Department of Personnel & Training, Lok Nayak Bhawan, Khan Market, New Delhi.
- iii. Technical Director (NIC), JNU (Old Campus), New Delhi with the request that the circular may be posted on the DoPT's website under heading 'What's New'.



(Deshraj Yadav)

Under Secretary to the Government of India

Ministry of Defence  
D(GS.II)

**Subject - 64<sup>th</sup> NDC Course at National Defence College commencing from January 2024.**

The 64<sup>th</sup> NDC Course at National Defence College, New Delhi is scheduled to commence from January 2024. The duration of the course is 47 weeks. A few seats at the NDC Course are earmarked for the Civilian Officers belonging to various Ministries/Departments.

2. The broad objective of the NDC Course is to provide a holistic view of contemporary economic and political scenarios and related aspects with particular emphasis on security issues. A better understanding among professionals drawn from different disciplines in the country having divergent backgrounds and value is yet another objective of the course. Visits to important military stations and frontier posts and some foreign countries form integral part of the course curriculum.

3. Qualification Requirements for the selection of officers to be nominated for the course are as under:-

- a) IAS/IPS/IFS officers having not less than 14 years of completed service.
- b) Officers of other Central Civil Services of the rank of Director/Senior Deputy Secretary of a Central Ministry or equivalent who are likely to reach policy making level of Joint Secretary or equivalent having not less than 16 years of completed services.
- c) Below 54 years of age as on 01.01.2024, with sound physical and mental health.
- d) Excellent record of past performance.
- e) Clearance from Vigilance and disciplinary angle.

4. 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 course. Further, the officer should not have undergone a programme of **training abroad of more than 2 weeks in preceding 2 years, more than 1 month in the preceding 3 years or more than 6 months in preceding 5 years.**

5. **Course Fees\*:**

The details of course fees are given below:-

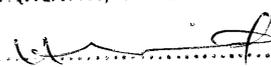
(a)	Tuition fees	Rs. 2,10,000/-
(b)	Internal and Foreign Tours	Approx. Rs. 20,00,000/- (per officer) which includes Cost of <b>Two Foreign Tours and Five Internal Tours</b> which they must submit as per of their Budget Support from respective paying office prior to joining NDC.

\* The individual expenses such as expenditure incurred on messing charges are not covered under the payments (Rs.22,10,000/-) made to NDC i.e. Tuition fees and tour charges.

**CRU (Training Division)**

Diary No.: 2539834.....

Date: 12-7-23.....

By: .....

(Name) (Signature)

SB  
12/7  
12/7/23  
SOL (TDP)

6. **Cadre clearance, Vigilance Clearance** and photocopies of last 5 years Annual Performance Appraisal Reports (**APARs**) of the nominated officers, **duly attested** by an officer not below the level of Under Secretary may be sent along with the nominations. **Original APARs should not be sent.**

7. The officer selected for the NDC Course will be required to execute a 'Bond' prior to his/her joining the NDC Course and submit the same to his/her Cadre Controlling Authority stating that he/she would serve the Government for a period of five years and he/she would be willing to work in Ministry of Home Affairs, Ministry of Defence, Ministry of External Affairs, NSCS and other security-related organizations on completion of the Course, or to repay the total expenses incurred on the NDC Course in the event of his/her resignation, voluntary retirement or quitting the NDC Course without completing it.

8. The Officers applying for nomination to this course should not be allowed to apply for deputation to other Ministries/Departments/Organizations.

9. In case an officer is selected, it will be mandatory to join the course.

10. Nominations of suitable officers **in the proforma enclosed at Annexure "A"** together with the documents mentioned in Para 6 above may please be sent to the **Under Secretary (GS-II), Ministry of Defence, D(GS-II), Room No. 112, 'B' Wing, Sena Bhawan, New Delhi-110011, Tele: 23012225** and **Email ID: [raghunandan.singh@nic.in](mailto:raghunandan.singh@nic.in)** on or before **31<sup>st</sup> August, 2023**. Nomination received after this date may not be considered.



(Mathias Tuti)

Under Secretary to the Government of India

Tele: - 2301 2225

To

**Addressees As per list attached at Annexure 'B'**

MoD I. D. No. 4/8/NDC/2023-D(GS-II)

Dated 06.07.2023

Copy to: - 1. Secretary, NDC – with request to publish this circular on the website of the National Defence College.

2. MoD(NIC) through D(IT) – With request to publish this circular on the website of the Ministry of Defence.

3. JS (Training), DoP&T – With the request to upload this circular in their website (under heading 'What's New').

4. All Chief Secretaries, through Resident Commissioner.

**64<sup>th</sup> NDC Course to be conducted at National Defence College, New Delhi from  
January 2024**

**PART-A**

(To be filled by the nominated officer)

1.	Name of the Officer (in CAPITAL letters)	
2.	Present post and the Date since when held	
3.	Office Address, Telephone/ Fax Number	
4.	E-mail ID of the Officer	
5.	Date of Birth	
6.	Age as on 01 <sup>st</sup> January, 2024	
7.	Date of Retirement	
8.	Service/Cadre to which belongs (with Year of allotment)	
9.	Date of Entry into Service	
10.	Educational Qualifications	
11.	Address, Telephone/Mobile Number and E-mail ID of the Officer for communication	

12. Particulars of the posts held by the officer during last five years.

S. No.	Post held	Dates of holding the post	Pay Scale	Nature of Duties

13. Details in-service training programs/course attended during last ten years  
(In India and abroad)

S. No.	Name of the course/training programme	Year	Name of the place and institution	Duration (in weeks)

14(a)	Is the officer presently on deputation to the Government of India?	
14(b)	If yes, the date of the commencement of the deputation	
14(c)	The date of completion of tenure	
14(d)	Whether this is the first deputation of the officer to the Centre?	
15	Please indicate why the officer intends to attend the NDC Course.	

Dated:

(Signature of the Officer)

**PART-B**

(To be filled by the Sponsoring Authority)

1.	Name of the Ministry/Department in which the recommended officer is serving	
2.	Number of slots, if any, availed by the Ministry/Department in the NDC Course during the preceding three years i.e. 2021, 2022 and 2023.	
3.	Number of officers being nominated for the 2024 course	
4.	APAR status/performance of the nominee during the last five years (Please attach attested photocopies of the last five years Annual Performance Appraisal Reports of the officer)	
5.	Whether cadre clearance has been obtained? If so, please enclose the same	
6.	Whether the nominee officer is clear from vigilance and disciplinary angle	
7.	Will the nominee's future duties render his/her participation in the NDC meaningful? If so, in what manner?	
8.	List of enclosures attached with the application	

Dated:

(Signature, Name, Designation,  
Telephone Number and Fax Number  
of sponsoring Authority)

**ANNEXURE "B"****List of Addresses**

<b>S. No.</b>	<b>Service</b>	<b>Concerned Officer</b>
1.	IAS	Joint Secretary, Training Division, Deptt. Of Personnel & Training, Old JNU Campus, Block IV, Fourth Floor, New Mehrauli Road, New Delhi - 110 067
2.	IFS	Joint Secretary(Adm), Ministry of External Affairs, South Block, New Delhi-110011.
3.	IPS/CPO/BSF	Joint Secretary(Police), Ministry of Home Affairs, North Block, New Delhi-110001.
4.	Railways	Secretary, Railway Board, Rail Bhawan, New Delhi-110003.
5.	P & T	Joint Secretary(ADM), Deptt. of Posts, Dak Bhavan, New Delhi-110001
6.	Telecom	Joint Secretary(Adm), Deptt. Of Telecom, Sanchar Bhawan, New Delhi-110001
7.	IA&AS	Asstt. Comptroller & Auditor General(P), Officer of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi - 110 002
8.	IDAS	Controller General of Defence Accounts, Ulan Bata Road, Palam, Delhi Cantt.-110010.
9.	IOFS	Joint Secretary (Personnel & Coordination), Department of Defence Production, 184-A, South Block, New Delhi-110011.
10.	DGQA HQ	Director (Policy Plg & Training), DGQA, G Block, New Delhi-110011.
11.	IDES	Director General, Defence Estates, Raksha Sampada Bhavan, Palam Road, Delhi Cantt. - 110 10.
12.	DRDO	O/o Director General (HR), DRDO HQrs, 'B' Block, DRDO Bhawan, Rajaji Marg, New Delhi-110011.
13.	CSS	CS-1, Division DoPT, Lok Nayak Bhawan, New Delhi-110003.
14.	ISS	Joint Secretary(A), Ministry of Statistics & Programme Implementation, Khrushid Lal Bhawan, Janpath, New Delhi - 110001.

15.	AFHQ	O/o Joint Secretary & CAO (Ground to 3 <sup>rd</sup> Floor), Defence Offices Complex, 'A' Block, Africa Avenue, Near SN Bus Depot, New Delhi-110023.
16.	INAS	Director, Civilian Personnel, SC&A Section, Naval Headquarter, 102, D-II Wing, Sena Bhavan, New Delhi.
17.	BRDB	Secretary, Border Roads Development Board, Sena Bhavan, New Delhi.
18.	Customs	Member (Personnel), Central Board of Excise & Customs, Deptt. of Revenue, North Block, New Delhi-110001.
19.	Income Tax	Member (Personnel), Central Board of Direct Taxes, Deptt. of Revenue, North Block, New Delhi-110001.
20.	ICAS	Controller General of Accounts, Ministry of Finance, Deptt. Of Expenditure, 714, C Wing, Lok Nayak Bhavan, New Delhi-110003.
21.	Deptt. Of Electronics	Joint Secretary (Adm), Deptt. Of Electronics, 6, CGO Complex, Lodhi Road, New Delhi - 110 003.
22.	MES	Engineer-in-Chief, Army Headquarter, Kashmir House, New Delhi-110011.
23.	Coast Guard Headquarters	Director, MPR&T, Coast Guard Headquarters, National Stadium Complex, New Delhi-110001.
24.	Indian Forest Service	Director (IFoS), Ministry of Environment & Forests, Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi - 110 003.
25.	Indian Information Service(IIS)	Joint Secretary (P&A), Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi-110003.
26.	Indian Economic Service	Adviser, (IES), Department of Economic Affairs, Room No. 51 E, Ministry of Finance, North Block, New Delhi-110001.
27.	Cabinet Secretariat	Additional Secretary, Cabinet Secretariat, Room No. 7, Bikaner House (Annexe), Shahjahan Road, New Delhi-110011.

**List of Addressees of PSUs**

1. Chairman,  
Hindustan Aeronautics Limited.  
15/1, Cubbon Road,  
Bangalore - 560 001.
2. Chairman & Managing Director,  
Bharat Electronics Limited,  
116/2, Trade Centre,  
Bangalore - 560 045.
3. Chairman & Managing Director,  
Bharat Earth Movers Limited,  
Unity Building, J. C. Road,  
Bangalore - 560 027.
4. Chairman & Managing Director,  
Mazagaon Dock Limited,  
Mumbai - 400 010.
5. Chairman & Managing Director,  
Garden Reach Shipbuilders & Engineers Limited,  
43/46, Garden Reach Road,  
Kolkata - 700 024.
6. Chairman & Managing Director,  
Goa Shipyard Limited,  
Vasco-da-Gama,  
Goa - 403 802.
7. Chairman & Managing Director,  
Bharat Dynamic Limited,  
P. O. Kanchanbagh,  
Hyderabad - 500 058.
8. Chairman & Managing Director,  
Mishra Dhatu Nigam Limited,  
P. O. Kanchanbagh,  
Hyderabad - 500 058.