

DATE BOUND

No.6/26/2009-1Trg
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated Chandigarh, the 1st August, 2011.

To


1. All the Financial Commissioner & Principal Secretaries to Govt. Haryana.
2. All the Administrative Secretaries to Govt. of Haryana.

Subject:- Scheme for exposure of Senior Government officials to International Consulting Practices.

Sir/Madam,

I am directed to refer to the subject noted above and to say that the copy of the letter No.19100/2011-12 dated. 19th July, 2011 received from Dr. K Jayakumar, Director General, Consultancy Development Centre, DSIR, Ministry of Science & Technology, New Delhi may be seen at the website <http://csharyana.gov.in> to exercise option and to circulate the same to get option from IAS officers under your control as per terms and conditions prescribed by the Consultancy Development Centre.

Yours faithfully,

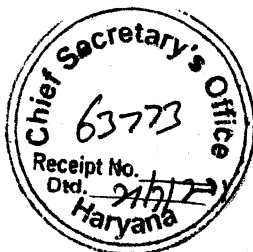

Superintendent Training
for Chief Secretary to Govt. Haryana.
2/8/2011



परामर्शी विकास केन्द्र
Consultancy Development Centre

(An Autonomous Institution)
DSIR, Ministry of Science & Technology

Dr. K Jayakumar
Director General



19100/2011-12
July 19, 2011

Subject: Scheme for Exposure of Senior Government Officials to International Consulting Practices

Dear Mrs Gulati,

1. Consultancy Development Centre is an autonomous institution of the Department of Scientific and Industrial Research (DSIR) of the Ministry of Science and Technology, Government of India set up for promotion, strengthening and development of consultancy profession in the country including enhancement of export of consultancy services. The objectives of CDC are:

- o To be the nodal agency on Professional Services
- o To promote development of consultancy sector
- o To promote Quality, Integrity and Sustainability development in Professional Services
- o To enhance capacity of consultants/ experts

2. For implementation of various projects and schemes during the 11th Plan Period, Central Ministries, Departments and State Govt. Deptt. would need to engage services of Consultants. In keeping with the mandate of CDC, it has been realized that Programmes/Schemes are required to enhance the competency profiles of consultants and user of consultants, and the capability to offer strategic value and high quality of consulting services. In this context, it would facilitate their functioning if they have exposure to international consulting practices.

3. CDC has a continuing Scheme for exposure of senior government officials associated with consultancy services to international consulting practices which includes involving them in seminars and conferences relating to consultancy. The objective of this scheme is to create an awareness and understanding of framework issues relating to consultancy. The expected benefits for this scheme comprise :

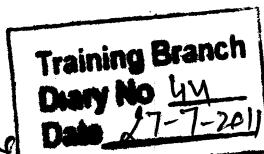
- o Increased awareness and competency levels on engagement of consultants
- o Development of internal consultants in organizations
- o Speedy and effective implementation of projects/assignments due to clarity in scope of work, deliverables and terms of engagement, leading to better performance and output.

For more details on this scheme, you may like to visit the link on the homepage, Announcement Section in the CDC website (<http://www.cdc.org.in>)

4. The Scheme being implemented for the Present year 2011-12 and envisages participation in

The FIDIC Annual Conference 2011 on the theme "Local resources – Global perspectives" is being organized at Davos, Switzerland from 2-5 October, 2011. For details visit FIDIC website <http://www.fidic2011.org/>

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परामर्शी विकास केन्द्र
Consultancy Development Centre
(An Autonomous Institution)
DSIR, Ministry of Science & Technology

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5. The roles and responsibilities of CDC and the nominating organization will be as under:

a) CDC

- Providing of air tickets (by economy class through the shortest route)
- Arranging appropriate accommodation for duration of the event
- Payment of registration fee
- Local Travel arrangement
- Payment of fixed per diem of US\$37.5 for each delegate for meeting expenses towards food and on any kind of incidentals (payable at venue)

b) Nominating ministry/department/organisation

- Obtaining required administrative approvals/ clearances
- All matters concerning Passport, Visa and health insurance
- Local travel arrangements in India

6. You are requested to kindly send nominations of senior officials associated with consultancy services (of the rank of Director and above in the Central Secretariat Services or any All India Cadre or equivalent) for consideration to form part of the delegation for the proposed events. The nominations received shall be scrutinized by a committee and the shortlisted applicants will form part of the delegation for the event.

7. The nominations may be sent in the Proforma enclosed to reach us by **19th August, 2011** by 1600 hrs.

With warm regards,

Yours Sincerely

(K Jayakumar)
Tel: +91-11-24648268
Fax: +91-11-24602602
Email: dgcdc@cdc.org.in

Encl: as above

Mrs Urvashi Gulati, IAS
Chief Secretary
Govt. of Haryana
Haryana Civil Secretariat
Chandigarh-160019



CONSULTANCY DEVELOPMENT CENTRE

Under the Scheme for Exposure of Consultants and Client's to International Consulting Practices through Seminars and Conferences (2011-12)

INVITES APPLICATIONS FROM SR. GOVT OFFICIALS FOR PARTICIPATION IN INTERNATIONAL CONFERENCES/SEMINARS

Objective

To expose Sr. Govt Officials to International Consulting Practices in order to create an awareness and understanding of issues relating to consultancy.

Support extended towards

The FIDIC Annual Conference 2011 on the theme "Local resources – Global perspectives" is being organized at Davos, Switzerland from 2-5 October, 2011. For details visit FIDIC website <http://www.congrex.ch/fidic2011/welcome.html>.

Consultancy Development Centre (CDC) invites proposals from Sr. Govt Officials for participation in the above event. Details pertaining to the scheme, eligibility criteria and extent of support are given below.

For Whom

- **Senior Govt Officials** : Senior officials associated with consultancy services (of the rank of Director and above in Central / State Govt/ Ministries/ Deptt)

Eligibility Criteria

Govt. officials

- Nominations from senior Govt, officials associated with consultancy services (of the rank of Director and above in Central/ State Govt/ Ministries/Deptts) will be invited
- The nomination/support will be once in two financial years. In other words, no person will be considered for support for two consecutive years
- Only one person from each organization will be supported for a particular event.
- Obtaining the required clearances for participation including the visit will be the responsibility of the nominating ministry/department

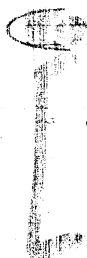
Extent of Support

• **FIDIC**

Fully paid Registration fees + Accommodation + Air Travel + DA, (the registration & accommodation fee for the event will be paid directly by CDC to host.)

Shortlisted nominations will form part of the delegation for the event and their entitlements will be as follows:

- Air travel (through the shortest route by economy class). Ticket shall be arranged by CDC.
- Hotel accommodation will be arranged and paid directly by CDC
- Registration fee (excluding charges for the post conference tours/training seminars, etc,) for the event will be paid directly by CDC.



- Each shortlisted applicant forming part of the delegation will be paid a fixed per Diem of US\$37.5 per day, a total of (US\$ 150), on arrival, for meeting expenses towards food, local transport and other incidentals. No other reimbursements shall be admissible.

Shortlisting Process

- The nominations received shall be scrutinized by a Committee to be constituted by DG, CDC, with respect to the following criteria and shortlist suitable nominees for the events
 - Area of work
 - Nature of expertise and experience
 - Relevance of the event to the profile
 - Extent of competency enhancement through the proposed event

Format for submission of Applications

Applications shall be submitted in the format attached, prescribed for the purpose covering the following

- Area of work
- Nature of expertise and experience
- Relevance of the event to the profile
- Likely competency enhancement through the proposed event

Proposals received will be evaluated by a committee and shortlisted applicants will be considered for support in accordance with the guidelines of the scheme.

**Note- Applicants shortlisted and availing the Scheme have to submit a report on the Conference to CDC, after the Conference/event, indicating the benefits received.*

Proposals may be addressed to:

Head (Business Development)
Consultancy Development Centre
Core 4B 2nd Floor, India Habitat Centre
Lodhi Road
New Delhi – 110 003
Tel # 91 11 2460 3425, 24602601
Email: sksharma@cdc.org.in

Last date for receipt of completed applications is 19th August, 2011 by 1600 hrs.

Scheme for Exposure of Senior Govt. Officials to International Consulting Practices through Seminars and Conferences- Financial Assistance (2011-12)

NOMINATION FORM – SENIOR GOVT. OFFICIALS

Participation in

FIDIC Annual Conference, 2-5 October, 2011, Davos, Switzerland

1.	Name of the Nominating Ministry/ Department/ Organisation	:	
2.	Area/Activities where Consultants have been engaged/proposed to be engaged	:	
3.	Event for which being nominated (Select only one event)	:	<i>(Pls tick the event)</i> FIDIC CONFERENCE, 2011 <input type="checkbox"/>
4.	Details of Nominated Official	:	(Separate formats to be used for each nomination)
	Name	:	
	Designation	:	
	Pay Scale	:	
	Date of Birth	:	
	Contact Details (postal address with email & Mobile)	:	
	Details of present assignment	:	



Application Form- Sr. Govt Officials

	Projects requiring engagement of Consultants	:	
	Role in use/engagement of Consultants	:	

Declaration

The Ministry/ Department/ Organisation will carry out its roles/ responsibilities in the event of the nomination being considered for the delegation.

Signature of the Competent Authority

Name

Designation

Tel : _____

Fax : _____

Email : _____

Date: _____