

590
247

D-1/10

**GOVERNMENT OF MEGHALAYA
FORESTS & ENVIRONMENT DEPARTMENT**

BL
MK
1/10

No.FOR.63/2015/443

Dated Shillong the 1st October, 2020.

From : Shri J. P. Lakiang, MCS,
Joint Secretary to the Govt. of Meghalaya,
Forests & Environment Department.


To ✓
The Principal Chief Conservator of Forests & HoFF,
Meghalaya, Shillong.

Subject: One week In-Service Training Programme for IAS, IPS. IFoS/
Officers on "Building Competencies for personal Excellence" by the
Act of Living Foundation Scheduled from 18th -22nd January, 2021.

Sir,

I am directed to refer to the subject cited above, and to enclose herewith a copy of letter No.PER.34/2011/451 dated 21-09-2020 along with its enclosure received from the Deputy Secretary, Personnel & Admn. Reform (A) Department which is self explanatory, for favour of your information and necessary action.

Yours faithfully,


Joint Secretary to the Govt. of Meghalaya,
Forests & Environment Department

.....



No. PER.34/2011/451
Government of Meghalaya
Personnel & A.R. (A) Department

.....
Dated Shillong, the 21st September, 2020

From : Smti. B. K. Sohkhlet
Deputy Secretary to the Govt. of Meghalaya

To
The Under Secretary to the Govt. of Meghalaya,
Home (Police) Department.

✓ The Joint Secretary to the Govt. of Meghalaya
Forest & Environment Department

Subject : One Week In-Service Training Program for IAS, IPS, IFoS
Officers on "Building Competencies for Personal Excellence" by
the Art of Living Foundation Scheduled from 18th - 22nd January
2021.

Madam,

With reference to the subject cited above, I am directed to
forward herewith a copy of the Letter No. GEP/Meghalaya/2020/0007, dated
10.09.2020 received from S. Chakraborty, GEP Director, Meghalaya which is self
explanatory for favour of your information and necessary action.

Yours faithfully,

Deputy Secretary to the Govt. of Meghalaya
Personnel & A.R.(A) Department

(A2)
587/
246
22/09/2020

A/Sohkhlet
23/09/20

= TS 73758/20
dt 23/9/20

438
588
245



Acc, Personnel & AR 438

Date: 10th Sept 2020

7 SEP 2020
GEP/Meghalaya/2020/0007
To, The Chief Secretary,
Govt of Meghalaya,
Secretariat Hills,
Shillong- 793001

17 SEP 2020
IE-6175/2020/0/o The CS

Sub: DoPT Approved In-Service Training Program for IAS, IPS, IFoS Officers @Art of Living

Dear Sir,

Warm greetings from the Art of Living's Government Executive Programs (GEP) desk.

DoPT Approved In-Service Training Program for IAS, IPS, IFoS Officers @Art of Living

You may be aware that the Dept of Personnel and Training (DoPT) vide their Office Memorandum F.No.12017/01/2020-TNP(S) dated August 18, 2020 have promulgated the calendar 2020-21 for One Week In-Service Training Program. We would like to request you to encourage and spare officers for the Program "Building Competencies for Personal Excellence" by the Art of Living Foundation scheduled from 18th to 22nd January 2021 (copy enclosed). Please find below overview of the program.

Pg-235c

Program Details

The Program will be conducted in the presence of Gurudev Sri Sri Ravi Shankar at the beautiful and pristine Art of Living International Centre, Bengaluru. The program is designed exclusively and tailor-made for the top government officials of the country to strengthen such competencies identified in National Training Policy 2012 for public servants.

Here's a glimpse of the previous program - <http://tiny.cc/doptvideo>

Brochure with details of the program is also enclosed.

Program Content

The program incorporates practical, simple yet highly effective methods, which draw upon the ancient, timeless and widely acclaimed wisdom. Besides Yoga Asana, Pranayama and Meditation, Sudarshankriya – a powerful breathing technique and a proprietary of The Art of Living (<http://toy.com/researchsky>), prepares the participants mentally and physically for the rest of the program. Interactive processes, discussions and games aimed at improving life skills, better response to work and life situations, achieving higher productivity, efficiency & commitment,

11604/2020
14-9-20
K.D.n



439

management of stress, emotions & dealing with negativity etc are conducted by the experienced senior faculty of the Art of Living. Leadership and management sutras for effective leadership, building a positive and inclusive work environment, communication and conflict resolution, overcoming bias barriers, improving listening skills, karma yoga and nation building, ethical leadership, management tools etc are some of the immediate takeaways of the participants.

Key Takeaways from the Program

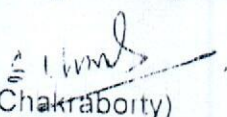
- Sessions and interaction with Gurudev Sri Sri Ravi Shankar
- Leadership and management sutras for effective leadership
- Relief from stress and anxiety; Greater clarity & focus in mind
- Tools and techniques for improving physical, mental and emotional well-being
- Building a positive and inclusive work environment
- Communication and conflict resolution
- Ethical leadership
- Overcoming bias barriers
- Improving communication and listening skills
- Karma Yoga and Nation Building

Each participant is awarded with a certificate of participation at the end of the program.

We have adequately taken care of COVID-19 related measures and we assure you an unwinding of the stress created by the pandemic.

We look forward to your support.

With highest regards.


(S. Chakraborty)

(GEP Director, Meghalaya)

Government Executive Programs, Vyakti Vikas Kendra India,

The Art of Living

Mobile 9436165230

586
243

440

रश्मि चौधरी
Rashmi Chowdhary
अपर सचिव (प्रशि. व प्र.)
Additional Secretary (Trg. & Admn.)
टेली/ Tel 2309 4010
फैक्स/Fax 2309 4001



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110001
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK NEW DELHI-110001

D.O. No. 1201/01/2020-TNP (S)

24th August 2020

Dear Sir/Madam,

As you are aware Department of Personnel & Training arranges one week In-Service Training Programmes for All India Service (IAS, IPS & IFoS), Officers working under Central Staffing Scheme and officers of Central Secretariat Service (CSS)/ Central Secretariat Stenographers Service (CSSS) (of the level of DS/Sr. PPS and above) every year.

2. The calendar for the In-Service Training Programmes for 2020-21 has been finalized and uploaded on the website of this Department at www.persmin.nic.in. I am also enclosing a copy of the training calendar for 2020-21. I request you that the calendar may kindly be circulated among the eligible officers requesting them to submit their options before commencement of the course. All eligible IAS Officers are required to give their willingness through the Intra IAS portal and all other officers through the proforma linked at www.persmin.nic.in. IAS officers are requested to send mail mentioning their names, Allotment Year and Cadre to persinfo@nic.in/dp-trg@nic.in for Username/Password related queries.

3. All AIS (IAS, IPS and IFoS) officers with minimum 4 years of service and up to the rank of Secretary to the Government of India/Chief Secretary and equivalent are eligible to attend the aforesaid training programmes.

4. It is also requested that the officers may be encouraged to opt for those training programmes which are relevant to their current job as well as the kind of assignments they are likely to hold in future

5. I solicit your kind cooperation for the successful conduct of the training programmes by enabling wide publicity of the programmes amongst the officers and facilitating the attendance of a large number of officers in these programmes.

With regards,

Yours sincerely,
Rashmi
(Rashmi Chowdhary)

To

- (i) Chief Secretaries of all State Governments/UTs (As per DoPT's standard list)
- (ii) Principal Secretary (Home) of all State Governments/UTs for IPS Officers.
- (iii) Principal Secretary (Forest) of all Governments/UTs for IFoS Officers.



436
585
240

447



BUILDING COMPETENCIES FOR PERSONAL EXCELLENCE

Training Program sponsored by Department of
Personnel and Training, Government of India
(Under In-Service Training scheme)

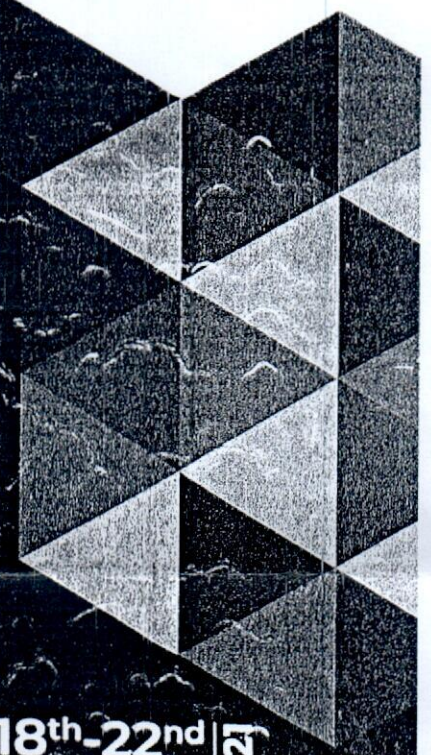
Art of Living International Centre, Bengaluru

In presence of Gurudev Sri Sri Ravi Shankar

www.artofliving.org

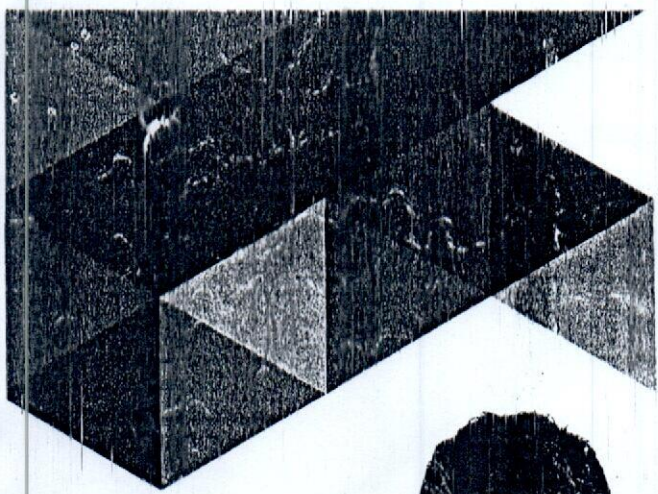
 100% Recycled Paper & vegetable inks

18th-22nd | 18
January | 2012



(437
589
241)

445



ELIGIBILITY & NOMINATIONS

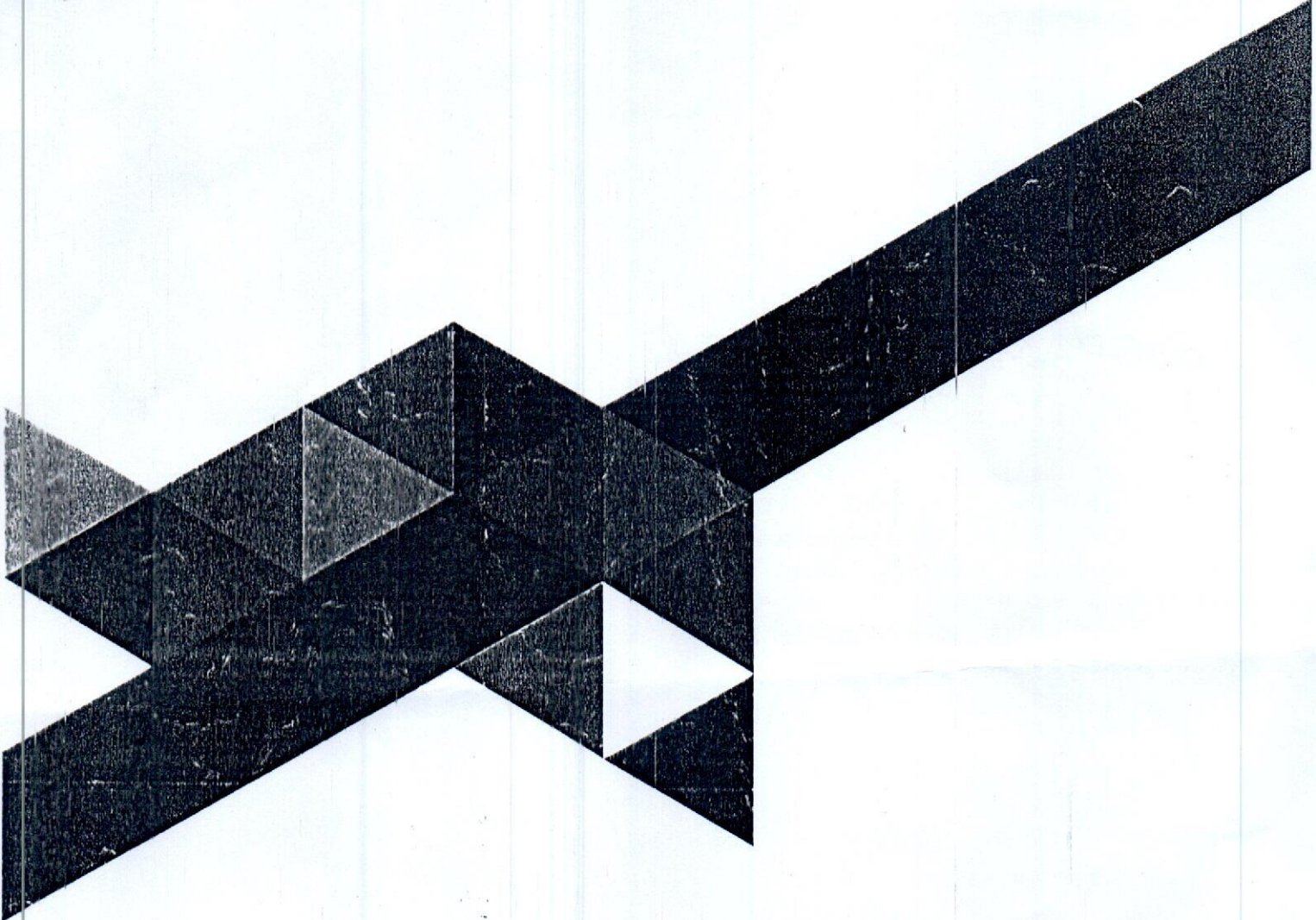
According to DoPT's Office Memorandum F.No. 12017/01/2020-TNP(S) dated 18/08/2020 following officers are eligible to nominate themselves for the Program:

- o All India Service (IAS, IPS & IFS officers)
- o Group 'A' officers working under Central Staffing Scheme in the GOI (with minimum of 4 years of experience and up to the rank of Secretary to Government of India / Chief Secretary and equivalent)
- o Officers of Central Secretariat Service (CSS) and Central Secretariat Stenographer Service PPS and above level

All eligible IAS officers may give their willingness through Intra IAS portal while other Group 'A' officers should apply in the proforma given on www.persmin.pic.in

240
438
383

446



VENUE & FACILITIES

The program shall be held at **The Art of Living International Centre** which is situated at 21st km Kanakapura Road, Udayapura, Bengaluru, Karnataka - 560082. Accommodation on single occupancy basis is arranged for the participating officers.

The campus is spread across 300 acres, is an ideal location for reflection and rejuvenation. The campus has an abundance of flowering foliage spread along winding footpaths, a peaceful lake, visiting birds and the exquisitely beautiful Vishalakshi Mantap - The central training hall. The campus is well equipped with spacious rooms, in-house catering, training halls, recreational options, cafeterias, ATM, Laundry service, General store, Locker rooms, etc. The extended campus houses a Vedic centre of learning, Goshala, Free Rural School. The Centre also has an international level Ayurvedic Panchakarma Centre.

All necessary COVID-19 related precautionary measures and care is taken.

ARRIVAL & DEPARTURE

ARRIVAL 17/01/2021 (SUNDAY)
(Throughout the day)

DEPARTURE 22/01/2021 (FRIDAY)
(Evening onwards)

23.9
582

1/1/19

447



PROGRAM OBJECTIVE & METHODOLOGY

The Program has been tailor-made to build and upgrade competencies identified in the National Training Policy 2012 for public servants. These competencies are mostly personal and soft skills. **The Program aims to facilitate the process of self-awareness and introspection bringing about innate qualities which are central to good governance.** The Program focuses on participative processes, games, discussions, experiential sharing, problem solving techniques, group activities, Yoga & Meditation etc. to create an impactful experience for the participants.

BENEFITS

Participants of similar programs have reported following benefits:

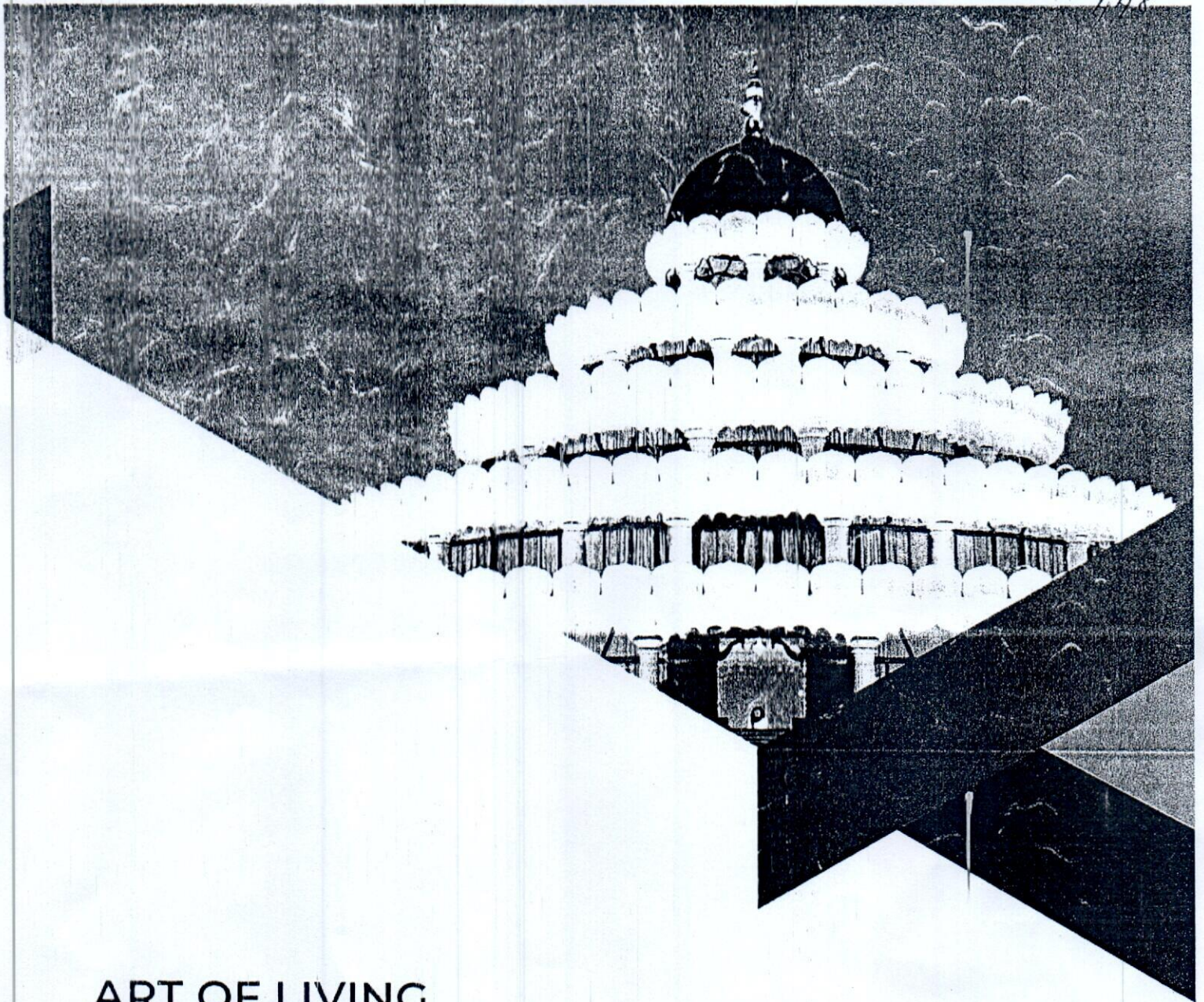
- o Inspirational leadership skills
- o Management Sutras for effective leadership
- o Relief from stress and anxiety; Greater clarity & focus in mind
- o Feel more energetic and dynamic
- o Building a positive personal & work environment
- o Developing instinctive sense of ethics and values
- o Greater belongingness & empathy within teams
- o Greater emotional awareness and restraint; reduction in negative emotions like anger, frustration etc.
- o Improvement in health on several parameters including immunity
- o Higher productivity and efficiency

PARTICIPATION OF SPOUSE

Spouse being an important and inseparable part of an officer's performance and progression in career, **we encourage the participant to bring the spouse along.** We endeavour to accommodate the spouses with the participants and organise a separate Art of Living Meditation and Breath workshop for them. A nominal contribution amount is charged towards the workshop. Interested participants could get further details of spouse participation, charges etc from our GEP helpdesk during working hours. Please do not hesitate to call us if you require further information.

4/15
581
238

4/15.8



ART OF LIVING

The Art of Living Foundation is one of the largest volunteer-based NGOs in the world having a presence in 156 countries and over 450 million people worldwide have participated in its various Programs. **The Art of Living is founded and inspired by 'Padma Vibhushan' Gurudev Sri Sri Ravi Shankar, world renowned humanitarian and spiritual leader.** We enjoy special consultative status with the ECOSOC of the United Nations, and are globally recognized for the outstanding work we have accomplished in the development of Human Values for the past 39 years.

The Art of Living Training Programs are guided by Gurudev's philosophy of peace: "Unless we have a stress-free mind and a violence-free society, we cannot achieve world peace." Apart from various Training Programs, the Art of Living Foundation has spread peace across communities through diverse humanitarian projects, including conflict resolution, disaster relief, sustainable rural development, empowerment of women, prisoner rehabilitation, education for all, and environmental sustainability. **Funds from the Training Programs are used to sustain such humanitarian and social projects.**

More information about us may be viewed on www.artofliving.org

234
586

449

GURUDEV SRI SRI RAVI SHANKAR

Art of Living's Founder, Gurudev Sri Sri Ravi Shankar is world renowned humanitarian and spiritual leader, who has been an inspiration to millions around the globe. He has been honoured worldwide for his contribution to humanity. While 25 cities in the USA celebrate Sri Sri Ravi Shankar Days, he has been bestowed 15 honorary doctorates by universities across the globe. Various governments the world over have honoured him with highest civilian awards, including 'Padma Vibhushan' in India, highest civilian honours of Colombia, Paraguay and Mongolia, Peter the Great First Grade award by Russia and many more.



Handwritten notes in red ink: "HHL", "579", and "236".



TESTIMONIALS

"It was a wonderful and enjoyable programme with a difference. The programme will help me in improving my personal efficiency and, in turn, my efficiency at work place."

- Shri. Sanjeev Kumar Sinha, IAS, 1986, BH, Chief Enquiry Commissioner, Govt. of India

"Well structured and well organized programme. All the sessions were very interesting. Lot of emphasis on personality development and self-improvement. Serene environment, hospitable staff, polite and courteous faculty. Overall a wonderful experience. I would recommend all middle level and senior level offices of Govt. of India and State Govt. to attend this course."

- Shri. Manoj Pant, IFS, 1986, J&K

"Excellent Experience. Greatly impressed by the social work undertaken by the Ashram under Gurudev's Vision. Course is excellent and has positive impact on the personality."

- Smt. Anjali Bhawra, IAS, 1988, PB, Additional Secretary, Govt. of India

"An excellent programme about being healthy, happy, more useful to family, society, organisation and nation & humanity. The programme will help me in work in better team building, being compassionate to juniors, better results & efficiency."

- Shri. Muktesh Chander, IPS, 1988, AGMUT, Special Commissioner, Delhi Police

"It was a wonderful experience, very refreshing and de-stressing. We introspected about a variety of 'life' issues and the meditation and Kriya helped us in a number of ways. I hope to utilise the tools I have learnt here throughout my life."

- Shri. Sanjeev Kaushik, IAS, 1992, KL, Additional Secretary, Ministry of Finance, Govt. of India

"Very refreshing and rejuvenating. Journey to the self has begun. The programme will help in my work life in stress management, inter-personal relationship and expanding the time available for productive work."

- Shri. Rajeev Verma, IAS, 1992, AGMUT, Principal Secretary, Govt. of Delhi

235

F.No. 12017/01/2020-TNP(S)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
[Training Division (IST/IIPA)]

Block-4, Old JNU Camp
New Mehrauli Road, New Delhi-

Dated: August 18, 2020

(Uploaded on DOPT website for the information of All India Service (IAS, IPS & IFoS) officers working under the Central Staffing Scheme in the Govt. of India and officers of Central Secretariat Service (CSS)/ Central Secretariat Stenographers Service (CSSS) [DS/Sr. PPS and above level] and, also Ministries/Departments of Govt. of India and State Governments and Union Territories.)

OFFICE MEMORANDUM

Subject:- One Week In-Service Training Programme calendar for the year 2020-21.

Department of Personnel & Training sponsors One Week In-Service Training Program for All India Service (IAS, IPS & IFoS), Group 'A' officers working under Central Staffing Scheme and officers of Central Secretariat Service (CSS)/ Central Secretariat Stenographers Service (CSSS) (of the level of DS/Sr. PPS and above) every year.

2. The calendar for the In-Service Training Programmes for 2020-21 has been finalized and uploaded on the website of this Department at www.persmin.nic.in. All AIS (IAS, IPS and IFoS) officers with minimum 4 years of service and up to the rank of Secretary to the Government of India/Chief Secretary and equivalent, Group 'A' officers working under the Central Staffing Scheme in the Government of India and officers of CSS/CSSS (DS/Sr. PPS and above) are eligible to attend the aforesaid training programmes.

3. All eligible IAS Officers are required to give their willingness through the Intra L portal. Other Group 'A' officers should apply in the proforma linked at www.persmin.nic.in. All officers are requested to send mail mentioning their names, Allotment Year and Cadre to persinfotech@nic.in and tdp-trg@nic.in for Username/Password related queries.

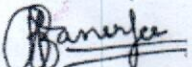
4. It is also requested that the officers may be encouraged to opt for those training programmes which are relevant to their current job as well as the kind of assignments they are likely to hold in future.

5. All Ministries/Departments of the Government of India and State governments/Union Territories are requested to give wide publicity of the programmes amongst the officers facilitating the attendance of a large number of officers in these programmes.

Encl: 1 In-Service Training calendar 2020-21.

2. General Guidelines for In-service Training.

3. Application for In-service Training for the officers other than IAS.


(Biswajit Banerjee)

List of Institutes for In- Service Training Calendar for the year 2020-21:-

S.No.	Programme Shortlisted	Institute	Tentative dates
1.	Improving Governance through Accountability	National Academy of Audit & Accounts, Shimla	October 12-16, 2020
2.	Ethics in Public Service	IC Centre for Governance, Panchgani	November 30-December 2020
3.	Social Policy and Governance	Tata Institute of Social Sciences, Mumbai	December 7-11, 2020
4.	The Theory and Practice of Dispute Resolution	Nani Palkhivala Arbitration Centre, New Delhi	December 7-11, 2020
5.	Program on Inclusive Agriculture and Rural Development	Banker's Institute of Rural Development, Lucknow	December 14-18, 2020
6.	Environment Impact Assessment (Development Projects)	Environment Protection Training & Research Institute, Hyderabad	January 4-8, 2021
7.	Urban Development in India; Cities of Tomorrow-Equitable, Sustainable and Resilient	HUDCO's Human Settlement Management Institute, New Delhi	January 11-15, 2021
8.	Financing Urban Infrastructure and Services in India	HUDCO's Human Settlement Management Institute, New Delhi	January 18-22, 2021
9.	Building Competencies for Personal Excellence	The Art of living Foundation, Bangaluru	January 18-22, 2021
10.	Inner Engineering Leadership	Isha Foundation, Coimbatore	January 25-29, 2021
11.	Understanding Human Dimensions of Climate Change; Impact, Adaptation and Mitigation	Indian School of Business, Mohali Campus, Punjab	March 22-26, 2021

233

General Guidelines for In- Service Training Programmes for AIS Officers (IAS, IPS & IFoS), officers working under the Central Staffing Scheme, Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) Officers.

This is one-week In-Service Training Programmes for the year 2020-21 for AIS officers (IAS, IPS & IFoS) officers working under the Central Staffing Scheme and Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) Officers.

2. Eligibility:

(a) AIS officers (IAS, IPS & IFoS)

(b) Officers working under the Central Staffing Scheme in the Government of India.

with minimum of 4 years of Service up-to the rank of Secretary to the Govt. of India and Chief Secretary in the State Govt. and equivalent.

(c) Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) Officers of the level DS/ Sr. PPS and above.

3. All the training programmes are residential in nature. Accommodation facility will be provided to the participants by the training institutes who are organizing the training programme.

4. The IAS officers are required to apply on-line through the Intra IAS portal. All other Officers are required to apply through the prescribed proforma available with these guidelines after obtaining approval of the competent authority of the Department/ Ministry/ State Government/ Cadre controlling authority concerned.

5. The Officers who are due for retirement may not be sponsored for the training programme scheduled in the month in which they are due to retire.

6. The Officers posted abroad are exempted from participation in the programme and their applications will not be considered.

7. The Officers are not allowed to apply or change options within 10 days of the commencement of an opted programme.

8. The Officers can attend only one In-Service Training Programme during 2020-21.

Application for In- Service Training Programme for officers other than IAS for the year 2020-21

Name	Service/Cadre		Allotment Year/Year of posting in the present post
Present Designation			
Ministry/Department			
Official Address			
Contact details	Office:	Mobile:	Email:
Eligibility: Minimum 4 years of Group 'A' service as on 01/04/2020.			
Date of Joining/Appointment in Group 'A' Service			
Training programmes opted (in the order of preference)	(1)	(2)	(3)
Date:	Place:	Signature of applicant:	

- ✓ It is certified that the officer has not earlier been nominated/attended any One-Week In-Service Training Programme during the calendar 2020-21.
- ✓ It is also certified that the details filled by the applicant in the form are correct as per official records.

(Signature, Name & Designation of Controlling Authority)