

No.T-13011/1/2020-LTDP  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

3<sup>rd</sup> Floor Block-IV, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067,  
Dated: 07<sup>th</sup> February, 2020

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. Directors General/Directors of State Training Institutions

**Sub:** 19<sup>th</sup> Post Graduate Degree Programme in Public Policy and Management during 2020-21 at the Centre for Public Policy, Indian Institute of Management, Bangalore– Regarding.

Sir/Madam,

The 19<sup>th</sup> Post Graduate Degree Programme in Public Policy and Management (PGPPM) is scheduled to commence at the Centre for Public Policy (CPP), Indian Institute of Management, Bangalore (IIMB) from **24<sup>th</sup> April, 2020** for which reporting and registration at IIM-B campus will also be held on same day. Unlike the previous batches of this programme, **PGPPM is now a Degree programme.**

2. The programme is meant for officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also for officers of the State Civil Services (SCS) & Non-State Civil Services (Non-SCS) and has been designed to be a high quality programme with a set of '**Core Courses**' as well as a range of '**Electives**'. The selected officers will be required to complete the 'Domestic component' at IIMB as well as the 'International component (about 2 weeks)' at an International School during the duration of the programme.

3. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed to this letter. Details of the programme are also available at IIMB's website <https://www.iimb.ac.in/programmes/pgppm> and DoP&T, Training Division's website <http://dopttrg.nic.in/>. → Programmes → PGPPM, IIM-Bangalore.

4. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Departments/ State Governments etc. where they are currently working.



This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with IIM-B in the matter.

5. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before **2<sup>nd</sup> March, 2020**. Nominations received after this date will not be considered. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for interview by IIM-B. The interview Date, time & place will be intimated to the officers by IIM-B. In order to save time, the officers are permitted to send an Advance Copy of their applications directly to this office & IIM-B. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

6. Further details with regard to this programme may be ascertained from Shri Sharath Kumar K Rao, Administrative Officer, PGPPM Office, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Phone No. 080-26993326/ 3265, Fax No. 080-26584050, E-Mail: pgppmoffice@iimb.ernet.in) and websites of IIMB.

7. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

Yours faithfully,



(Biswajit Banerjee)

Under Secretary to the Government of India

Telephone: 011-26194167

(E-mail: biswajitbanerjee.edu@nic.in)

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi

4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Director (Training), Railway Board, Rail Bhavan, New Delhi
7. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
8. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
9. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
10. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
11. Director (HRD), Ordnance Factory Board, 10-A, SK Bose Road, Kolkatta
12. Director, IIMB, Bannerghatta Road, Bangalore-560076
13. Chairperson, PGPPM, Centre for Public Policy, Indian Institute of Management, Bannerghatta Road, Bangalore-560076. The Chairperson is requested to consider applications received on or before **2<sup>nd</sup> March, 2020** based on their eligibility for calling the officers for the interview.
14. Additional Secretary & FA, Ministry of Home Affairs, North Block, New Delhi- 110 001
15. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) website.



(Biswajit Banerjee)

Under Secretary to the Government of India



***19<sup>th</sup> Post Graduate Degree Programme in Public Policy and Management 2020-21 at Centre for Public Policy, Indian Institute of Management, Bangalore***

The 19<sup>th</sup> Post Graduate Degree Programme in Public Policy and Management (PGPPM) at Centre for Public Policy, Indian Institute of Management, (IIM-B) Bangalore shall commence from 24<sup>th</sup> April, 2020. This has been designed to be a high quality programme with a set of 'Core Courses' as well as a range of 'Electives'. The officers will complete the 'Domestic component' as well as the 'International component (about 2 weeks)' at IIMB and an International School during the year and will return to the Departments for posting. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Departments/ State Governments etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with IIM-B in the matter.

2. **Eligibility:**

The programme is open to officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also officers of the State Civil Services (SCS)/Non-State Civil Services (Non-SCS) subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least three years remaining service after completion of the programme.
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 months in the preceding 5-years.



3. **Course Fees:**

(a) (i) The Fee for the **Domestic Course** of the programme is **Rs. 9,30,468/-** (Rupees Nine Lakh Thirty Thousand Four Hundred Sixty Eight Only) plus expenses towards **Rural/NGO attachment** subject to maximum of **Rs. 36,252/-** (Rupees Thirty Six Thousand Two Hundred Fifty Two Only) [**Total Domestic Component Rs. 9,66,720/-**].

(ii) The Fee for the '**International Component**' of the programme is **Rs. 4,35,024/-** (Rupees Four Lakh Thirty Five Thousand Twenty Four Only), which will include air fare, course fees, Boarding and Lodging costs. During the International Immersion of the programme, the Per-diem Allowance @ 25% of the approved rates shall be paid to the participants.

(b) The total Domestic Course fee plus NGO/Rural attachment plus International Component would be **Rs. 14,01,744/-** (Rs. Fourteen Lakh One Thousand Seven Hundred Forty Four Only).

(c) **The entire Course Fee** (*Domestic Course fee, expenses towards Rural/NGO attachment, International Course fee*) **met by the concerned Cadre Controlling Authorities** [*for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc.*]. However, the cost of Visa fees (if any), medical insurance etc., will be met by the Ministries/Departments / State Governments where the officers are presently working on actual basis. All arrangements for stay abroad during the international component of the programme will be arranged by IIMB through the collaborating institution and no participant will be permitted to make his/her own arrangements of stay during the training abroad.

(d) In case of officers belonging to any Group 'A' Service and working on deputation basis in a Public Sector Undertaking (PSU) the entire cost of the programme (domestic as well as international component containing course fee, boarding and lodging charges, airfare, per-diem allowances etc.) shall be borne by the concerned PSU in which the officer is working. In the event of his/her selection, the joining of such officer in the programme is strictly subject to the confirmation of the concerned PSU to bear the entire expenditure of the programme to the institute in respect of such officer.

(e) The entire Programme fee [Rs. 14,01,744/- (Rs. Fourteen Lakh One Thousand Seven Hundred Forty Four Only)] need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

(f) The Ministry/ Department/ State Government/Organization etc. where the officer is currently posted, will meet the cost of (a) pay and allowances during the training period, (b) travel





from place of posting to Bangalore and back, (c) travel towards field visits of the participants for collection of data/information for the dissertation, (d) travel to Bangalore for presentation of the dissertation at the end of the programme, (e) Per-diem allowance during international immersion and (f) one time allowance of Rs.5000/- (Rupees five thousand only) for stationery etc.

4. **Hostel Facilities**

This is a fully residential programme. IIM, Bangalore will provide rent-free furnished family residential accommodation in the Institute to the participants.

5. **Conditions for officers admitted to the programme:**

In case of officers, sponsored by the Government of India/State Governments for this programme, the following conditions will apply:

- (i) The entire period of training (institutional training of 12 months) will be treated as on duty under FR 9(6)(b)(i);
- (ii) The Ministries/ Departments/State Governments may fill up the vacancy caused by the deputation of the officers;
- (iii) For the grant of special pay/ Central deputation (Tenure allowance) (CDTA), the participants will be regulated as under:-
  - (a) The officers who proceed for training during their tenure of central deputation will continue to receive CDTA for the period of their entitlement against Central deputation tenure. If any, period of training falls beyond the tenure of Central deputation or the officers proceed for training at the end of their tenure at the Centre, CDTA will not be admissible.  
{Note-The tenure of central deputation in so far as it relates to this program, would also include the period of leave upto 2 months that may be granted by the central Ministry/ Department to the officers before their repatriation to the parent cadre}
  - (b) The officers not on central deputation and also not in receipt of CDTA, whether they proceed on training from Delhi, or outside Delhi will not be entitled to any Special pay drawn before proceeding for the training.
- (iv) Officers of the Central Government, State Government and Union Territories coming from outside Bangalore to participate in the program will be allowed one of the following two options by the sponsoring authorities:-



(a) The officers will be treated as on duty on tour. They will draw travelling allowance as on tour and allowances as per para II(a) of the Ministry of Finance, Department of Expenditure O.M. 19030/2/86-E-IV dated 24.3.86 amended from time to time.

**OR**

(b) The officers will be treated as on transfer. They will not be entitled to the Government accommodation at the original place of posting.

(v) In case an officer proceeding on training is a *bona fide* occupant of Government accommodation in the general pool controlled by the Directorate of Estates, he could retain the residential accommodation for the full period of training at his place of posting provided the residence is required for *bona fide* use of members of his family.

(vi) 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(Coord)/79 dated 1<sup>st</sup> August, 1979 as amended from time to time.

(vii) The salary and other claims of the officers will be paid by the Ministry/ Department/ Office where they were last working before joining this programme.

6. **Selection procedure and forwarding of nominations**

(i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time. Officers whose names have been recommended for central deputation/ or figuring in the 'offer list' for central deputation under the 'Central Staffing Scheme' should not be nominated for the PGPPM programme. Failure to withdraw the applications of such officers for the PGPPM, may result in debarment of officers for central deputation for five years.

(ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least two years of their tenure on central deputation on the date of this notification to become eligible to apply for this programme.

(iii) The faculty members of the State ATIs who have completed at least three years on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to state civil services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.





7. **Forwarding of nominations**

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- (ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to IIMB's website <https://www.iimb.ac.in/programmes/pgppm> or DoP&T, Training Division's website <http://dopttrg.nic.in/> → Programmes → PGPPM, IIM-Bangalore. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **2<sup>nd</sup> March, 2020**.
- (iii) Nominations received after the due date will not be considered.
- (iv) In order to save time, the officers are permitted to send an advance copy of the application to the Chairperson, PGPPM, Centre for Public Policy, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 as well as also to this Department.
- (v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by IIMB. The interview dates, time and place will be intimated to the officers by IIMB. In order to save time, the officers are permitted to send an advance copy of the application directly to this office. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities; therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

8. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her 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 long term training programme or failing to complete the training programme, or quitting the service at any time within a period of FIVE (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training i.e. all monies paid to him/her or expended on his/her account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Government/agency concerned 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.

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Indian Institute of Management, Bannerghatta Road, Bilekahalli, Bangalore- 560076 (Karnataka), India Phone No: 080-26993326/ 3265, Fax No: 080-26584050, E-mail Id: <a href="mailto:pgppmoffice@iimb.ernet.in">pgppmoffice@iimb.ernet.in</a> Website: <a href="http://www.iimb.ernet.in/">http://www.iimb.ernet.in/</a>	Government of India Department of Personnel & Training Block- IV, 3 <sup>rd</sup> Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26194167, Fax No: 011-26106314, Website: <a href="http://dopt.gov.in/">http://dopt.gov.in/</a>
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**APPLICATION FOR ADMISSION IN 19<sup>TH</sup> POST GRADUATE DEGREE PROGRAMME IN PUBLIC POLICY & MANAGEMENT**

(Programme Commences on 24<sup>th</sup> April, 2020 Last date of receiving application is 2<sup>nd</sup> March, 2020)

***(For Govt sponsored candidates)***

**PART-A**

<b>1. PERSONAL DETAILS</b>				Paste a recent passport sized photograph
Title (Mr./Ms/Dr.etc)				
Full name in Block letters (First name, Middle name, Surname)				
Father's full name				
Mother's full name				
Gender (Put √)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> DD MM Year	
Date of Superannuation	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> DD MM Year	Age as on 24-04-2020	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM Year	
Nationality	Religion			
Caste category (Put √)	<input type="checkbox"/> General <input type="checkbox"/> OBC <input type="checkbox"/> SC <input type="checkbox"/> ST			
Equivalent Rank in Govt. of India	Level in Pay Matrix as per 7 <sup>th</sup> CPC/ Grade Pay with Pay Band			
<b>2. MINISTRY/DEPARTMENT DETAILS</b>				
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 √)	<input type="checkbox"/> Yes <input type="checkbox"/> 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 (Main and alternate)					

4. ACADEMIC RECORD					
Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ 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)

<b>6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA &amp; ABROAD) [Duration should be at least two weeks or more](Kindly refer to 'Earlier Training' caption under para 2 of Terms &amp; Conditions)</b>				
Sr. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
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 training 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 Ram Meena, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4<sup>th</sup> Floor, Block-4, Old JNU Campus, New Mehrauli Road, New Delhi-110067 [E-mail: s.meena63@nic.in] as well as to Chairperson, Centre for Public Policy, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Karnataka).*
- *Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoP&T (Training Division) latest by 2<sup>nd</sup> March, 2020.*
- *The application envelop should be superscripted as "Application for admission in 19<sup>th</sup> PGPPM (2020-21) at IIM, Bangalore".*



## PART - B

(For the use of the Cadre Controlling Authority only)

<b>1. Is there any vigilance case pending or contemplated against the officer? (put √)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<hr/> <hr/>		

<b>2. Is there any standing adverse entry against the officer? (put √)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If YES, please give details:</b> <hr/> <hr/>		

<b>3. Is the applicant's overall ACR grading "Very Good"? (put √)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<hr/> <hr/>		

<b>4. Whether cadre clearance has been obtained? (put √)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(For officers, who would be completing their deputation tenures prior to joining the PGPPM? In such cases, clearance of the State Government/Parent department has to be obtained)		
Has the candidate been offered a central deputation also?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If selected, will the candidate be released for the Programme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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.

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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 (Ministry/ Department)			
Contact Person			
Designation			
Address			
		PIN	
Telephone No.			
Fax No.			
E-mail ID			

Place:

Date:

(Signature of the  
Cadre Controlling Authority)

File No. \_\_\_\_\_

Office Seal (Compulsory)



**Format of Bond to be executed by a Government Servant before proceeding for 19<sup>th</sup> Post Graduate Degree Programme in Public Policy and Management (PGPPM) of Indian Institute of Management Bangalore (IIMB) 2020-21**

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 my PGPPM training by IIMB i.e. all monies paid to me or expended on my account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses, cost of international travel and cost of training abroad met by the govt./agency concerned, etc. being conducted by IIM Bangalore 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 PGPPM Training by IIM- Bangalore which includes about 2 weeks international exposure by the Department of Personnel and Training (DoP&T), Government of India,

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 PGPPM training, OR failing to complete the training 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 2020.

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]