



File No. 10/Local Admn. /RD/IG/RC-PB/2012

Dated: 01.01.2018

115183

To,  
The Secretary  
Central Govt. Employees Welfare Coordination Committee  
A & N Islands.

Sub: Distance & E-Learning programmes for Government Employees (DELPGE)-reg.

Dear Sir,

Greetings from IGNOU, Regional Centre, Port Blair

Indira Gandhi National Open University (IGNOU) in its pursuit to enhance the reach of higher education is offering distance learning programmes for Govt. Employees. The purpose of the programme is to increase the availability and flexibility of options open to employees for enhancing their knowledge and skills in order to improve the functioning of Government organizations and the delivery of services to the public.

Admissions for the programmes offered by IGNOU are open until **31<sup>st</sup> January, 2018** through online mode ([www.ignou.ac.in](http://www.ignou.ac.in)). Therefore, it is kindly requested that vide publicity may be given for the distance learning programmes offered by IGNOU through your coordination committee. A leaflet and a complimentary copy of prospectus in this regard is attached for vide circulation.

Thanking you,

With regards,

Academically Yours

  
Dr. T.R. Satyakeerthy

Assistant Regional Director  
Assistant Regional Director  
IGNOU Regional Centre - 02,  
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*This may be  
uploaded to  
our website*

End:-

1) A common Prospectus to NO 143659

2) Leaflet -

*APD  
02/01*



## ***Distance & E-Learning Programmes for Government Employees (DELPGE)***

### **1. Purpose/Objective**

The purpose of the Programme is to increase the availability and flexibility of options open to employees for enhancing their knowledge and skills in order to improve the functioning of Government organisations and the delivery of services to the public.

### **2. Eligibility:**

(i) The Programme is open to Central Employees (working in Ministries/Departments/Attached offices) and the faculty members of State Apex Training Institutions. *The officers working under Public Sector Undertakings are not eligible for the Programmes covered under this Programme.*

(ii) The specific conditions of eligibility of employees (including level of employee and Ministries covered) for each module/course will be decided for each course/module and notified from time to time by DoPT.

### **3. Types of Courses Offered under the Programme**

The following category of courses are open for enrolment under this programme:-

*(i) Short-Duration Specialised modules:-*

The specialised Modules are basically oriented to cater to the requirement of Government employees in a specific domain.

*(ii) Certificate Programmes:*

*(iii) Masters, PG and PG Diploma Programmes.*

### **4. Notification of Courses/Programmes:-**

The menu of courses/programmes on offer shall be reviewed annually by the Committee headed by the Joint Secretary, Training, Department of Personnel and Training with the members drawn from different Ministries.



Besides recommending the programmes to be offered under this Programme, the Committee shall also make recommendations on the eligibility of the employees of different Ministries for the select courses.

**5. Course review committee for upgrading the course material:-**

- (i) For certain Ministry specific courses, respective Nodal Ministry will be represented in the Course review Committee of IGNOU. The committee may also co-opt the following:-

- (a) Representative of the nodal Ministry

- (c) Director in charge distance learning in DoPT

The Course Review Committee may meet from time to time to review the course content based on the general feedback and make such recommendations as deemed necessary.

**6. Admission Procedure**

- (i) The employees concerned have to apply directly in response to the admission notification of IGNOU subject to availability of funds.

- (ii) The number of seats for Employees in each programme shall be limited to 50 and these will be offered on a first come first served basis.

**7. Payment and Reimbursement of Fees**

- (i) The employees enrolling for the courses under this Programme will pay the required course fees to IGNOU. The amount so paid shall be re-imbursed to the employee on his/her successful completion of the course by IGNOU.

- (ii) Employees failing to complete the course in the time limits and / or with the minimum qualifying grades prescribed by IGNOU shall not be eligible for any reimbursement.

- (iii) Reimbursement for the Masters programme is available to an employee only once in his/her career.

- (iv) The participants are eligible to enrol for only one programme at a time under this Programme.



(v) An officer is eligible to claim reimbursement/refund for successful completion of maximum of ten (10) numbers of **Units** in a block of five (5) years. The equivalent units for each course/programme are listed in the Table below:-

Sl.No.	Category	Category/ Type of Course/Programme	Equivalent Units	Maximum Units permissible in a Block of 5 Years
1	A	<ul style="list-style-type: none"> <li>• Certificate/</li> <li>• Advance Certificate</li> <li>• PG Certificate</li> </ul>	2 Unit	10 Units( with different combinations of A,B,C and D)
2	B	• Masters	8 Units	
3	C	<ul style="list-style-type: none"> <li>• PG Diploma</li> <li>• Advance Diploma</li> <li>• Diploma</li> </ul>	4 Units	
4	D	• Select/Specialised Module	1 Unit	

(vi) While applying for the programme, the applicant shall enclose an employment certificate as per prescribed Performa.