

No. T-13017/4/2025-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

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संयुक्त सचिव (प्रशासन/जीसी/पीसी/संसद)
Joint Secretary (Admn./GC/PC/Parl.)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 15th May, 2025

डायरी सं./Dy. No. 279252
दिनांक/Date 16.5.25

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: Long Term Domestic Training Programme "One-year Digital Transformation Programme" (DTP) in Indian Institute of Management – Kozhikode (IIMK) – 2025-26

Sir/Madam,

It is hereby informed that **Indian Institute of Management – Kozhikode** in Collaboration with this Department is offering a Long Term Domestic Programme on "One-year Digital Transformation Programme" (DTP) from **July 28th, 2025**. DTP is designed as a 1 year hybrid programme and will be carried out at IIM Kozhikode Campus.

Course pedagogy:

2. The DTP has been conceptualized as an officer friendly domestic training programme on Digital Transformation without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The Digital Transformation Programme for Senior Officers is a year-long, high-impact executive education initiative designed to equip senior professionals with the strategic insight, digital capabilities, and leadership acumen needed to drive transformative change within their organizations. This comprehensive 200-hour (one-year) programme combines academic rigor with practical relevance across 11 cutting-edge modules.

3. Structured across three academic terms and two immersive in-campus modules, the programme provides a deep dive into the strategic, technological, analytical, and organizational dimensions of digital transformation. Participants will explore emerging technologies, data-driven decision-making, agile leadership, platform ecosystems, legal

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consideration, and risk governance – culminating in a Capstone Project where they develop a tailored digital transformation roadmap for their organization. Blending in-campus residencies, live online classes, industry interactions, and hands-on project work, the programme fosters a peer learning environment that enables participants to reflect, collaborate, and lead digital initiatives with clarity and confidence. Whether in the public sector, traditional industries, or tech-forward enterprises, this programme empowers senior officers to become architects of sustainable digital change.

4. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.

5. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Mr. Shaji C P, Administrative Officer, Digital Transformation Programme (DTP), IIM Kozhikode – 673570 via email on mdp-inc@iimk.ac.in and websites of IIM Kozhikode https://iimk.ac.in/uploads/courseDetails/329704693_2025-05-14_05-30-26.pdf and DoP&T, Training Division's website <http://dopttrg.nic.in/>

6. Each Participant (nominated officers) will have to work on a Capstone Project on "Driving the Real-World Digital Transformation" which will be showcasing real world application, reflection & learning from the Capstone Experience. This Special Capstone element of this programme is the module that aims to bring participants up to speed on a few of the globally important emerging policy and trends and themes. The Capstone Project may be pursued individually or in teams and will be presented during the final in-campus immersion. Guided by faculty mentors, participants will develop strategic recommendations, execution plan, and risk mitigation frameworks that reflect practical feasibility and innovation. The Capstone ensures a meaningful bridge between theory and application, reinforcing the programme's commitment to actionable learning and strategic impact.

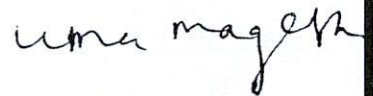
7. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before July 05th, 2025. Nominations received after this date will not be considered. The

nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by IIM Kozhikode. The discussion will be on a virtual platform and the date and time will be intimated to the officers by IIM Kozhikode. In order to save time, the officers are permitted to send an 'Advance Copy' of their applications directly to this office and IIM Kozhikode via email to mdp-inc@iimk.ac.in. The officers will also be called for discussion 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 and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

8. 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,

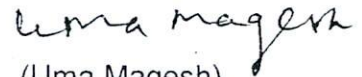


(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706310

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. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N. Delhi
13. Shri Shaji C P, Administrative Officer, Digital Transformation Programme (DTP), at IIM Kozhikode – 673570 with request to consider applications received on or before July 05th, 2025.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.


(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706310

1st One-year Digital Transformation Programme (DTP) at Indian Institute of Management - Kozhikode

The 1st One-year Digital Transformation Programme (DTP) at Indian Institute of Management – Kozhikode will commence from July 28th 2025. Unlike the other existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the DTP has been conceptualized as an officer friendly domestic training programme on Digital Transformation without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The Digital Transformation Programme for Senior Officers is a year-long, high-impact executive education initiative designed to equip senior professionals with the strategic insight, digital capabilities, and leadership acumen needed to drive transformative change within their organizations. This comprehensive 200-hour (one-year) programme combines academic rigor with practical relevance across 11 cutting-edge modules.

Structured across three academic terms and two immersive in-campus modules, the programme provides a deep dive into the strategic, technological, analytical, and organizational dimensions of digital transformation. Participants will explore emerging technologies, data-driven decision-making, agile leadership, platform ecosystems, legal consideration, and risk governance – culminating in a Capstone Project where they develop a tailored digital transformation roadmap for their organization. Blending in-campus residencies, live online classes, industry interactions, and hands-on project work, the programme fosters a peer learning environment that enables participants to reflect, collaborate, and lead digital initiatives with clarity and confidence. Whether in the public sector, traditional industries, or tech-forward enterprises, this programme empowers senior officers to become architects of sustainable digital change.

Each Participant (nominated officers) will have to work on a Capstone Project on “Driving the Real-World Digital Transformation” which will be showcasing real world application, reflection & learning from the Capstone Experience. This Special Capstone element of this programme is the module that aims to bring participants up to speed on a few of the globally important emerging policy and trends and themes. The Capstone Project may be pursued individually or in teams and will be presented during the final in-campus immersion. Guided by faculty mentors, participants will develop strategic recommendations, execution plan, and risk mitigation frameworks that reflect practical feasibility and innovation. The Capstone ensures a meaningful bridge between theory and application, reinforcing the programme’s commitment to actionable learning and strategic impact.

2. **Eligibility:**

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') 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 five 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) The course fee for the programme is **Rs. 7.40 Lakh** (Rupee Seven Lakh Fourty Thousand Only) + **Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of Study Materials, Faculty Fees, Participant Boarding & Lodging (Two Campus Immersions as above), Special Networking Dinner & Cultural Events & Programme Kit. The nomination for the programme and payment of course fee shall be made by the 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.*]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The Program fee [Rs. 7.40 Lakh (Rs. Seven Lakh and Fourty Thousand Only)] plus Goods & Service Tax (GST) as per applicable rates per participant. The Course fee has to be paid within six weeks upon the commencement of the programme. The payment should be mad through RTGS/ NEFT/ Demand Draft or At Par Cheque drawn in favour of 'Indian Institute of Management, Kozhikode' payable to Kozhikode (Calicut).

4. **Programme structure :**

- The duration of DTP is one year, and the programme consists of 3 terms and there would be Two In-Campus session during the one-year period.
- Term Structure: The programme will be comprised of 10 credits. Each full credit course is of 20 hours of teaching, and thus, the total programme duration would be 200 hours (In-Campus, Live Virtual and Asynchronous mode, etc.).
- The hybrid programme will have a combination of in-person classes, live virtual sessions and self-paced asynchronous content. 80-90% of the content will be In-campus and live online sessions and a very limited session in asynchronous mode.
- The participants will have to work on a capstone project on "Driving the Real-World Digital Transformation" which will be showcasing real world application, reflection & learning from the Capstone Experience. This special capstone element of this programme is the module that aims to bring participants up to speed on a few of the globally important emerging policy and trends and themes.
- The participants will also undergo an interactive session to meet the leaders in Digital Transformation, public intellectuals, leaders of industry and civil society to understand the essence of the Digital Transformation environment in a real world setting.
- A field trip during the programme will be organized to provide diverse perspectives to the participants.
- IIM Kozhikode has distinguished itself as a unique and influential player in the realm of management education, blending academic excellence with real-world commercial acumen. The participant must attend minimum 80% sessions and obtain an overall passing grade for the successful completion of the programme.
- Those participants missing out any component or a significant part thereof will have to complete the programme with the next batch with prior approval and after completing necessary formalities.
- The Graduation ceremony will be held at IIMK Campus. The participants will be informed well in advance about the dates.

5. **Programme Modules** : The Digital Transformation Programme will cover the following 11 modules and also the Capstone Project:

- Foundations of Digital Transformation
- Navigating the Digital Eco-System

- Business Model Innovation in the Digital Era
- Data Based Decision Making
- Artificial Intelligence & Advanced Data Analytics
- Managing Digital Transformation
- People Process & Technology Alignment
- Functional Digital Transformation
- Digital Capabilities & Emerging Technologies
- Managing Digital Projects and Risks
- Legal & Regulatory Aspects of Digital Transformation

6. **Programme Schedule** (Tentative)

Sl. No.	Dates	Remarks
1	July 28 – August 1, 2025	@IIMK Campus Kozhikode One Week of Campus Immersion
2	August 04 – November 14, 2025	Term I
3	November 17, 2025 – February 27, 2026	Term II
4	March 2 – June 12, 2026	Term III
5	July 06 – July 10, 2026	@IIMK Campus Kozhikode One Week of Campus Immersion

7. **Hostel Facilities**

Indian Institute of Management – Kozhikode will provide rent-free furnished residential accommodation in the Institute to the participants and will arrange a boarding facility, which is included in the course fee.

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

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

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

- 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.

- (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. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for the Long Term Domestic 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.

10. **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 sending an email to mdp-inc@iimk.ac.in or by logging on to DoP&T, Training Division's website https://dopttrg.nic.in/IIM_Kozhikode.html. 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 **July 05th, 2025**.
- (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 Mr. Shaji C P, Administrative Officer, Digital Transformation Programme (DTP), IIM Kozhikode – 673570 via email on mdp-inc@iimk.ac.in.
- (v) The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by IIM Kozhikode. The discussion will be on a virtual platform and the date and time will be intimated to the officers by IIM Kozhikode. 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 discussion 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 and approval of the Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

11. **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 programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, 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 programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses 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".
