

MOST IMMEDIATE

No. 12021/ 01 /2014-TFA
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Training Division, Block 4, 4th Floor,
Old JNU Campus, New Delhi-110 067.
Dated 28th February, 2014.

To

Heads of all State ATIs,
Heads of all CTIs,
All MTs/RTs.

Sub.-Nominations for Training Programmes under Faculty Development Scheme (FDS) of DoPT for the year 2014-15.

Sir/Madam,

The Department of Personnel & Training has been implementing a scheme of Faculty Development to broaden and hone the knowledge and skill base of the trainers/faculty members working in the training institutions. All Master Trainers/Recognized Trainers (MTs/RTs) developed by this department, Faculty Members working in Central Training Institutions (CTIs) and State Administrative Training Institutions (SATIs) are eligible for support under the Scheme.

2. Under the Scheme, this Department sponsors trainers/faculty members for the training programmes conducted by various institutions within the country. The department funds the travel allowance and course fee in case of trainers developed by this department and course fee in case of faculty working in the State ATIs and CTIs. A trainer can avail the benefit of the Scheme once in a bloc of two years which could be relaxed in deserving cases. The upper ceiling of expenditure per head is Rs. 75,000/-. The age of the officer should not be more than 55 years to avail the Scheme.

3. Only those MTs/RTs who have earned minimum stipulated points in the F.Y. 2013-14 as per the 'Points System' would be eligible for support under the Scheme.

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ISSUED

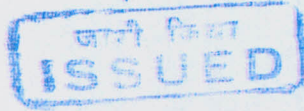
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4. For the year 2014-15, the eligible trainers/faculty members could apply in the prescribed proforma (copy enclosed) to Training Division for funding under the Scheme for the following programmes/training exposure:-

- i. All short duration (up to one week) Management Development Programmes conducted by XLRI, Jamshedpur, IIM Ahmedabad, IIM Bangalore, IIM Lucknow, IIM Kolkata, IIM Indore and IIM Kozhikode. Only those officers who have undergone Direct Trainers Skill (DTS) course sponsored by this Department would be considered for courses at XLRI and IIMs.
- ii. Directors/DGs of the ATIs/CTIs could also nominate their faculty members to any short duration programme (upto two weeks) in any other institution within the country and depute them to visit any ATIs/CTIs for 1-2 week to study best training practices. Trainers working outside the ATIs/CTIs could do so by sending their nominations through their controlling officers.
- iii. Correspondence course on 'Training and Development' offered by the ISTD, New Delhi. This course is not counted for the purpose of cooling off period of two years. The applicant will have to pay fee to the ISTD upfront which will be reimbursed by the Department upon his/her successful completion of the programme.

5. The trainer/faculty would have to submit a brief report on the training/exposure visit to the controlling authority and this department.

Yours faithfully,



(V.K. Sinha)

Deputy Secretary to the Govt. of India

Encl.: as above

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Total 287

NOMINATION FORM

Proposal for Short Term Domestic Training Programme on Faculty Development

NOMINEE'S INFORMATION

1.	NAME	
2.	DESIGNATION	SINCE (DATE)
3.	INSTITUTE/ORGANISATION	
4.	SCALE OF PAY	
5.	DATE OF BIRTH	
6.	SEX	MALE / FEMALE
7.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
8.	FAX NUMBER	
9.	TELEPHONE NUMBER, e-mail & MOBILE NO., IF ANY	
10.	WHETHER YOU HAVE ATTENDED ANY FACULTY DEVELOPMENT PROGRAMME EARLIER SPONSORED BY DOP&T? IF YES, PLEASE INDICATE COURSE, DATE AND VENUE	
11.	WHETHER YOU HAVE ATTENDED ANY DTS COURSE EARLIER SPONSORED BY DOP&T? IF YES, PLEASE ENCLOSE THE PHOTOCOPY OF THE CERTIFICATE	
12.	PROVIDE DETAILS OF COURSE YOU WISH TO ATTEND: I) NAME OF INSTITUTE II) VENUE III) DATES IV) COURSE FEE (ATTACH COPY OF BROCHURE)	

Proposal for Short Term Domestic Training Programme on Faculty Development

Sponsoring Authority's Confirmation

1.	NAME OF SPONSORING AUTHORITY	
2.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
3.	TELEPHONE NUMBER	
4.	FAX NUMBER	
5.	HOW DOES THE PROGRAMME / COURSE BENEFIT THE TRAINEE	
6.	HOW DOES THE NOMINEE'S PARTICIPATION RELATE TO THE TRAINING AND DEVELOPMENT PLAN AND POLICY OF THE SPONSORING AUTHORITY?	
7.	IS HE / SHE IS CLEAR FROM VIGILANCE ANGLE?	

DATE

SIGNATURE & SEAL OF SPONSORING AUTHORITY