

No. 11058/01/2015- AIS-III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)

North Block, New Delhi  
Dated the 15<sup>th</sup> April, 2015

To,

Chief Secretaries of all the States/UTs.

**Subject: Proposed Model District Training Schedule for District Collectors.**

I am directed to enclose herewith Model District Training Schedule prepared by LBSNAA for District Collectors.

2. It is requested that comments/ views of the State Governments on the Model District Training Schedule may be sent to this Department latest **by 30<sup>th</sup> April, 2015** positively at **so-ais3@nic.in**. If no reply is received by the stipulated date in the Department, it will be presumed that the State Governments have no objections to the Model District Training Schedule.

Encl: As above.

Yours faithfully,

  
(Diwakar Nath Misra)  
Director (Services)  
Tel. 23092483

- Copy to :
1. The Director, (Shri Rajeev Kapoor), Lal Bahadur Shastri National Academy of Administration, Mussoorie, Uttarakhand – 248179.
  2. JS(UT), (Shri Rakesh Singh), North Block, New Delhi.
  3. JS(Trg), (Shri P.K.Das), Training Division, DoPT.
  - ✓ 4. NIC, DOPT is requested to upload the same on the website of the Deptt.

### Model District Training Schedule

Sl. No	Attachment/ Charge	Existing duration as per 54 weeks Schedule	Proposed duration
1.	Joining time from Academy (after Professional Phase I) to state	Varies across states from 3 days to 2 weeks	1 week
2.	Institutional training at State ATI (Including State Darshan, etc)	Varies from 6 to 12 weeks	6 weeks
3.	Attachment with Collector	As part of general attachment with Collectorate (given below)	1 week
4.	Attachment with various sections of the Collectorate	4-6 weeks	2 weeks
5.	Attachment with Subordinate revenue office (sub-division, taluka/tehsil, revenue estate)	2 weeks	2 weeks
6.	Attachment with Zila Parishad & DRDA	2 weeks	1 week
7.	Attachment with Municipal Council	1-2 weeks	1 week
8.	Attachment with Block Development Office	1-2 weeks	1 week
9.	Attachment with District Courts	1 week along with independent charge of Judicial Magistrate Second Class (as per state practice)	1 week
10.	Attachment with District Police	1-2 weeks	1 week
11.	Attachment with miscellaneous district offices (of line departments)	2 weeks	2 weeks
12.	Attachment with State Secretariat	2 weeks	1 week
13.	Departmental Examinations	Generally 1 week, though varies from states to state	1 week
14.	Independent charge of BDPO	Normally 4-6 weeks, though not given in all states	6 weeks
15.	Independent charge of Tehsildar	Normally 4-6 weeks, though not given in all states	4 weeks
16.	Independent charge of Executive Officer of Municipality	Currently given only in few states for 4-6 weeks	4 weeks
17.	Independent charge of SDM (of one tehsil)	Currently given only in few states for 3-4 weeks	4 weeks
18.	Debriefing at State ATI	Generally 1 week, though not in vogue in all states	1 week
	<b>Total</b>	<b>54 weeks</b>	<b>40 weeks</b>

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**Abstract**

<b>S. No</b>	<b>Attachment/ Independent Charge</b>	<b>Duration</b>
1.	State ATI	7 weeks (6+1)
2.	Collectorate	3 weeks
3.	Other District Functionaries	9 weeks
4.	State Secretariat & Departmental Examinations	2 weeks
5.	Independent Charges	18 weeks
6.	Joining Time	1 week
	<b>Total</b>	<b>40 weeks</b>