

MOST IMMEDIATE/SEED POST

No. 12021/10/2008-Trg.I
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

TRAINING DIVISION, BLOCK 04, 3rd FLOOR,
Old JNU Campus, NEW DELHI-110 067.

Dated the 18th July, 2008

To
Directors of LBSNAA and ISTM
DGs/Directors of all State ATIs
DG/Directors of CTIs
All MTs/RUs

Subject: Nominations for training programmes under Faculty Development Scheme of DoPT

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 trainers (MT/RU) developed by this Department, faculty members working in Central Training Institutions and State Administrative Training Institutions are eligible for support under the Scheme.

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.

For the year 2008-09 the eligible trainers/faculty members could apply to Training Division for funding under the Scheme for the following programmes/training exposure in the prescribed proforma:-

- i. All short duration (upto one week) management development programmes conducted by XLRI, Jamshedpur (www.xlri.ac.in/mdp) , IIM Ahmedabad (<http://www.iimahd.ernet.in>), IIM Bangalore (<http://www.iimb.ernet.in>), IIM Lucknow

(<http://www.iiml.ac.in/php/mdp/calendar.php>), IIM Kolkata
(<http://www.iimcal.ac.in/edp/default.asp>) IIM Indore
(<http://www.iimidr.ac.in/iimi/pages/institute/mdp-calendar.php>) and IIM
Kozhikode (<http://www.iimk.ac.in/mdpcalendar2008.htm>). 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 one week) in any other institution within the country and depute them to visit any ATIs/CTIs for 1 week to study best training practices. Trainers working outside the ATIs/CTIs could do so through their controlling officers. However in this case funding would be subject to the following conditions:-

- a) While forwarding the application to this Department, there should be note from Director/DG/Controlling officer clearly specifying why a particular institution/ATI/CTI or subject has been chosen and the benefit that would be derived by the ATI/CTI/officer from such training/exposure visit.
- b) The trainer/faculty would have to submit a report on the training/exposure visit to the controlling authority and this Department.
- c) If an officer fails to submit his report he would be debarred to avail the benefit of the scheme in future. Recommendation for recovery of course fee could also be made by this Department to the controlling authority of the officer concerned.

Yours faithfully,

(Vineet Pandey)
Director (Trg.)
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NOMINATION FORM

Proposal for Short Term Domestic Training Programme on Faculty Development.

NOMINEES INFORMATION

1	Name	
2	Designation	Since(date)
3	Institute	
4	Scale of Pay	
5	Date of birth	
6	Sex	Male/Female
7	Address for communication (with Pin Code)	
8	FAX Number	
9	Telephone/Mobile Number.	
10	Whether have you attended any faculty development programme earlier sponsored by DoPT, pl. indicate	

**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	Telegraphic Address	
4	Telephone Number	
5	Fax Number	
6	Nominee's Name	
7	Nominee's Designation	(since)
8	How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	
9	Is he/she is clear from vigilance angle ?	

Date

Signature & Seal of Sponsoring Authority