

No. T-16011/01/2024 – TFA (C. No. 3185110)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

Old JNU Campus, New Delhi – 110067.
Dated the 03rd April, 2024.

To

1. Heads of all State/ UT ATIs/ CTIs (through website)
2. All MTs/ RTs (through website)

Subject: Nomination for Training Programmes under Faculty Development Scheme (FDS) of DoP&T – Terms and Conditions regd.

Sir/ Madam,

The Department of Personnel and Training has been implementing the central sector scheme, namely, "Training For All (TFA)" aimed at capacity building of all Government officials at National and State levels through appropriately designed training interventions. Under the TFA Scheme, a component namely, Faculty Development Scheme has also been implementing with the aim to broaden and hone the knowledge and skill base of the trainers/ faculty members working in the Training Institutions.

2. The conditions of eligibility, other terms and nomination form for Faculty Development Scheme is enclosed herewith (Annexure). This is for wide circulation and compliance please.
3. This issues with approval of the competent authority.

Yours faithfully,


(B. Ginkhan Mang)

Under Secretary to the Govt. of India

Faculty Development Scheme - Guidelines

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.

2. **Eligibility:** 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) on regular basis or on deputation are eligible for support under the Scheme.
- 3 **Coverage:** Under the scheme; this department sponsors trainers/faculty members for the training programmes conducted by various institutions within the country.
4. **Expenditure:** The Department funds the travel allowance and course fee in case of Trainers (RTs/MTs) developed by this Department and course fee in case of faculty working in the State ATIs and CTIs.
5. **Criteria:** A trainer can avail the benefit of the scheme once in a bloc of two years which could be relaxed in deserving cases.
6. **Expenditure Ceiling:** 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.
7. **Programmes/Training exposure sponsored under FDS:**
 - i. All short duration (upto one week) Management Development Programmes conducted by XLRI, Jamshedpur, IIM Ahmedabad, IIM Bangalore, IIM Lucknow, IIM Kolkata, IIM Indore and IIM Kazhikode. 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.
8. **Procedure:** The eligible trainers/faculty members could apply in the prescribed proforma (attached) to Training Division, DoP&T alongwith their application form for the programme, supporting documents, brochure for the programme for sponsoring their candidature for the abovesaid programmes/training exposure. The trainer/faculty would have to submit a brief report on the training/exposure visit to the controlling authority and this department on successful completion of the course/study.
8. **Funding:** While sponsoring the application under FDS in respect of an applicant, the Training Division shall forward the application to the concerned Academy/ Institute. The actual course fee subject to the ceiling mentioned above shall be reimbursed by this Department to the Academy/ Institute on receipt of the relevant documents (bills/ vouchers etc.), in original, alongwith successful completion certificate in r/o the applicant.

NOMINATION FORM

Proposal for Short Term Domestic Training Programme on Faculty Development

NOMINEES INFORMATION – Part - I

1	Name	
2	Designation	Since(date)
3	Whether Regular/ Permanent Government employee? Details thereof	
4	Cadre/ Service	
5	Institute/organization where posted at present	
6	Whether you are RT/ MT in any ToT package of DoP&T? If yes, details thereof	
7	Whether Faculty in any ATI/ CTI? Pls specify	
8	Whether you have attended DTS course earlier sponsored by DoPT? If yes, please enclose the photocopy of the certificate	
9	Scale of Pay/ Pay Level	
10	Date of Birth	
11	Gender	
12	Category	
13	Address for communication (with Pin Code)	
14	Telephone Number/ Mobile No.	
15	E-mail	
16	Whether you have attended any Faculty Development programmes sponsored by DoPTearlier? If yes, please indicate Course, Date and Venue.	
17	Whether you have been sponsored under FDS in last two years? If yes, pls attach copy of the sponsorship letter.	
18	Provide details of course you wish to attend Name of Institute Venue Dates Course fee E-mail Id (attach copy of brochure)	
19	Signature	

Sponsoring Authority's Confirmation – Part – II

1	Name of sponsoring authority	
2	Address for communication (with Pin Code)	
3	Telephone Number & Email	
4	How does the programme/ course benefit the trainee	
5	How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	
6	Is he/she is clear from vigilance angle?	
7	Signature and Seal of Sponsoring Authority With Date	