

No. T-16011/01/2023 - TFA (C. No. 3173503)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

Old JNU Campus New Delhi
Dated the 14th February, 2023

To

The Heads of All State / UT ATIs
(As per the enclosed List)

Sub: Invitation of Proposals under "Training For All" Scheme for the FY
2023-24 - reg.

Sir/Madam,

I am directed to say that 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 this scheme, proposals are invited from your Institute for implementing the following components in the financial year 2023-24:

- (i) State Category Training Programme (SCTP);
- (ii) Trainers Development Programme (TDP);
- (iii) Comprehensive Modified Modules on Induction Training (COMMIT);
and
- (iv) Augmentation of Capacity of Training Institutes (ACTI).

2. In addition to the above, proposals are also invited under Faculty Development Scheme (FDS) component of the Scheme from the faculty members of Training Institutes and the trainers developed by this Department under TDP. The State ATIs and CTIs are accordingly requested to encourage their faculty members to submit applications under this component as well. The conditions of eligibility and other terms shall be as per this Department's letter No.12021/02/2013-Trg.I dated 15.05.2013 (copy enclosed).

3. Proposals under the **SCTP and TDP** components are required to be submitted only online through this Department's website <http://dopttrg.nic.in> by using the unique User ID and Password already provided to the ATIs etc., **by 28th February, 2023**. Proposals in respect of the remaining components, namely, COMMIT and ACTI, may also be

submitted by this date in physical mode. A copy of Terms and Conditions in respect of these components is enclosed.

4. It may please be noted that proposals submitted by the Institutes under different components shall be finalized by this Department after taking into consideration the priority areas of the Central Government and also past record of the training institutes in conducting the courses.
5. As the ATIs etc. are already aware, grants under the TFA Scheme shall be routed through Central Nodal Agency (CNA) in terms of D/o Expenditure's OM dated 29/03/2022. Proposals submitted by such Institutes which have completed action for onboarding to CNA procedure as explained in this Department's letter No.16017/31/2022-TFA dated 01.02.2023 (copy enclosed), shall only be considered by this Department.
6. Further, funds for conducting the training programmes under the Scheme shall be released only on receipt of all the pending Utilization Certificates (UC) in GFR Form 12-C in respect of the funds released so far by this Department, including during FY 2022-23, under all the components of the Scheme, along with relevant reports, etc.
7. It may please be noted that the online window of the portal for submitting proposals under SCTP and TDP components shall be closed after 28.02.2023 and the proposals received thereafter in physical mode may not be considered.

Encl: As above.

Yours faithfully,

Signed by Dasari Ramesh Babu
Date: 14-02-2023 12:32:02
Reason: Approved

Under Secretary to the Govt. of India

Copy, with a request to submit proposals for conducting training programmes under Trainers Development Programmes (TDP) component, to:

1. The Director, ISTM, New Delhi.
2. The Director General, IIPA, New Delhi.
3. The Director, PDNASS, New Delhi.

MOST IMMEDIATE

No. 12021/09/2013-Trg.I
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Training Division, Block IV,
3rd Floor, Old JNU Campus,
New Delhi-110 067
Date: 15th May, 2013

To

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

Subject: Nominations for Training Programmes under Faculty Development Scheme (FDS) of DoPT for the year 2013-14

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. 2012-13 as per the 'Points System' would be eligible for support under the scheme.

4. For the year 2013-14, the eligible trainers/faculty members could apply in the prescribed proforma to training division for funding under the Scheme for the following programmes/training exposure:-

- 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 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

Tele: 26107956, Fax 26107962

e-mail : v_k_sinha2007@yahoo.co.in

17/5/2013

Total 279

17/5/13

जारी किया
ISSUED

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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/organization	
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 DoPT? If yes, please indicate course, date and venue	
11	Whether you have attended any DTS course earlier sponsored by DoPT? 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)	

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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 & Email	
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

Terms and Conditions for Sponsoring Trainer Development Programme

ANNEXURE-I

The course capacity and course fee will be as follows:-

Course	Tutor	Trainee Ratio	Course fee
DTS	4	24	2000/-per day/ per participant
DoT	2	12	-do-
RTD on DTS	2	24 + 24	-do-
RTD on DoT	2	12 + 12	-do-
MTD on DTS	2	24 + 24	-do-
MTD on DoT	2	12 + 12	-do-
RTD on MoT	2	16 + 16	-do-
MTD on MoT	2	16 + 16	-do-
MoT	2	16	-do-
TNA	2	16	-do-
RTD on TNA	2	16 + 16	-do-
MTD on TNA	2	16 + 16	-do-
DLM	2	15	-do-
DLM Workshop	2	15	-do-
EoT	2	16	-do-
RTD on EoT	2	16 + 16	-do-
MTD on EoT	2	16 + 16	-do-
ELT	2	16	-do-
RTD on ELT	2	16 + 16	-do-
Mentoring	2	8	-do-
Facilitation	2	9	-do-
National Training Policy (NTP)	2	20	-do-
RTD on Mentoring	2	8 + 8	-do-
RTD on Facilitation	2	8 + 8	-do-
MTD on Mentoring	2	8 + 8	-do-
MTD on Facilitation	2	8 + 8	-do-
Introduction to SAT Courses	2	16	-do-

2. Nominations for all TDP courses may be invited by organizing institute and the institute will be responsible for getting adequate nominations.
3. The department will also circulate letter for inviting the nominations for National Calendar Courses only. Nominations will be received in the host institute directly. This department will, however, forward the nominations to host institute, if received in this department.
4. The tutor-trainee ratio for the ToT courses will be DTS 4:24, DoT 2:12 & MoT 2:16. The faculty for these courses will have to be arranged by the host institutes themselves.
5. The deployment of trainers for the National Calendar will be decided by Training Division, DoPT and the host institute will have to bear the MT/RT kit charges, honorarium, travel, board and lodging charges of the guest faculty from the course fee granted by DoPT.
6. Once the Department communicates the deployment of Trainers, the Institute must conduct the course with the deployed trainers only. Failing which no course fee would be released. In case the Institute faces a serious problem in conducting the course on the approved dates, the course can be re-scheduled in consultation with this Department but must be conducted within the financial year. In no case, will the course be allowed to be carried over to the next financial year.

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7. The Course Director should send the list of participants by fax/e-mail on the day of the commencement of the course itself and with in 15 days of the completion of the course, the Course Director/ Institute should send the following documents to this Department:

- a) Final list of participants (duly classified)
- b) Course schedule
- c) Complete course material circulated for the course (only for the first course in a year on the subject)
- d) Two copies of the summary of the evaluation reports filled by the participants (as per the proforma) made by the course director
- e) Course Director's reports
- f) **Group photograph of the participants**

8. The Institute need not send the original feed back forms filled by the participants. However, these should remain available with the Institute for one year, so that they are made available , if so demanded.

9. This Department would evaluate the course on the basis of the participant's feed back, the course material, schedule etc. (when they are received from the Institute) and for selected courses by deputing officers for attending the end of the course evaluation session.

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ANNEXURE - II

Terms and Conditions for sponsoring State Category Training Programs

The present rate of course fee admissible for training courses of different duration under SCTP is as follows:

<u>DURATION</u>	<u>COURSE FEE</u> (per day/per participant inclusive of Boarding and lodging)	
	<u>State Level</u>	<u>District Level</u>
3days	Rs.1500/-	Rs.1000/-

2. The course fee indicated includes the entire expenditure to be incurred by the Institute in conducting the course and no other charges / fee would be admissible.

3. The number of participants per course should be 15 - 30. However, in case the number of participants happens to exceed 30 in any particular course, no additional amount will be paid by the Department. If the number of nominations initially received is below 15, the institute should make every effort to contact the nominating authorities by telephone/fax/e-mail well in advance to increase the number of nominations. In spite of having made all possible efforts, it is felt that a sufficient number of participants is not available, the course may be rescheduled to a later period but within the same financial year. All the nominated persons, their sponsoring authorities as well as this department should be informed. If the number of participants is less than 15 in any particular course, no amount will be paid by the Department.

4. The State Training Institute are themselves to seek nominations directly for the courses and finalise the list of the participants selected to attend. It is, therefore, essential that the Institute circulate the details of each course sufficiently in advance to the concerned organizations. Full information on the course content, objectives, eligibility conditions etc. should be provided. This department, however, monitors progress in conducting the courses as well as evaluate the course conducted.

5. It is the responsibility of the Institute to inform the participants and their respective controlling authority about the selection of the participants. The Institute also have to inform the participants and their controlling authority of the details of the locations of the Institutes, accommodation arranged or available for them (if any), how to reach the institute from the railway station/bus stand/airport etc. as well in advance.

6. Once the department communicates its approval for conducting the courses, the institute must conduct the course in accordance with the approved schedule. In case the Institute faces a serious problem in conducting the course on the approved dates, the course can be re-scheduled in consultation with this Department but must be conducted within the financial year. In no case, will the course be allowed to be carried over to the next financial year.

P.T.O.