

No. T-16011/01(i)/2024-TFA (C.No. 3185110)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)  
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Old JNU Campus New Delhi  
Dated the 27<sup>th</sup> July, 2024.

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 2024-25 - regd.

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. In this regard, this Department vide letter dated 20.05.2024 had conveyed approval for TDP courses to be conducted during the first 6 months of FY 2024-25 i.e. up to September, 2024. Now, proposals are being invited from your Institute for implementing the following components of the scheme: -

- (i) State Category Training Programme (SCTP) – from August, 2024 to March, 2025;  
and
- (ii) Trainers Development Programme (TDP) – from October, 2024 to March, 2025 (that is full year, including the proposals submitted for the first half of the Financial Year)

2. In addition to the above, you are requested to encourage submission of proposals under Faculty Development Scheme (FDS) component of the Scheme by the faculty members of your Training Institutes and trainers developed by this Department.

3. Proposals under the SCTP and TDP components are required to be submitted **only online** by 15th August, 2024 through this Department's website <http://dopttrg.nic.in> by using the unique User ID and Password already provided to the ATIs etc. It may be noted that the **duration of the SCTP courses shall be 1-3 days** instead of fixed 3 days duration. ATIs are also requested to choose topics inter-alia focusing **National Priorities** for SCTP programmes.

4. The conditions of eligibility and other terms for Faculty Development Scheme from current financial year onwards shall be as per **Annexure-I**. Revised nomination form for FDS is attached along with terms and conditions of FDS. A copy of Terms and Conditions in respect of SCTP and TDP are enclosed at **Annexures II and III** respectively.

5. 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, past record of the training institutes in conducting the courses and the availability of funds under the scheme.

(Contd...)

6. Grants under the TFA Scheme shall be routed through Central Nodal Agency (CNA) in terms of D/o Expenditure's DM 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 be considered by this Department.

7. The ATIs may also comply with the following in order to align the SCTP/TDP components with Mission Karmayogi: -


- (i) Get registered onto the National Standard for Civil Services Training Institutes (NSCSTI) portal developed by the Capacity Building Commission under Mission Karmayogi and get themselves accredited under the framework;
- (ii) Register on iGoT Karmayogi platform and facilitate the registration of participants as users on iGoT, as well as indicate details of user registration status in the Course Director's Report submitted by the Institute while submitting claims;
- (iii) Publish the calendar of courses on iGoT Karmayogi Portal;
- (iv) Make efforts to optimally utilize the e-Courses/ content already available on the iGoT Karmayogi platform, in the design/ planning of the course sessions. The Institutes may accordingly decide on the duration of the classroom component of the SCTP courses; and
- (v) Ensure that the Potential Recognized Trainer (PRT) or Potential Master Trainer (PMT) for any RT/MT Development courses of TDP mandatorily undergoes 'Faculty Development Programme' of Capacity Building Commission from the iGoT platform which will henceforth be a pre-requisite for nomination of trainers.

8. 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 2023-24, in r/o all components of the Scheme, along with relevant Course Directors' Reports, etc.

9. It may please be noted that the online window of the portal for submitting proposals under SCTP and TDP components shall be closed after 15.08.2024 and the proposals received thereafter in physical mode may not be considered.

Yours faithfully,

Encls: As above.

  
(Oruganti Phani)  
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, LBSNAA, Mussoorie.
2. The Director, ISTM, New Delhi.
3. The Director General, IIPA, New Delhi.
4. The Director, PDNASS, New Delhi.

### **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 programmesponsored 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	

## 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:

<b>DURATION</b>	<b>COURSE FEE</b> (per day/per participant inclusive of Boarding and lodging)	
	<u>State Level</u>	<u>District Level</u>
3days / 1 week	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.

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 within 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 (as per the proforma)
- f) Group photograph of the participants**

8. The Institute need not send the original feedback 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 feedback, 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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## Terms and Conditions for Sponsoring Trainer Development Programme

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	9	-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-

- Nominations for all TDP courses may be invited by organizing institute and the institute will be responsible for getting adequate nominations.
- 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.
- 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.
- 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.**
- 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.



**NOMINATION FORM – TRAINER DEVELOPMENT PROGRAMMES (TDP)**

Course name	Venue	Date

Please complete in capital letters. Strike off items not applicable. Nominations should be submitted at least 4 weeks prior to the course dates. Please submit the duly filled in form to the Institute in case of nomination for basic certificate TDP programmes and to Training Division, DoPT in case of nomination as Potential RT/ MT for RT/ MT Development Programmes.

**NOMINEES INFORMATION**

1	Name	
2	Designation	
3	Department/ Institute/ Organization	
4	Whether permanent Govt. employee?	
5	Scale of pay	
6	Date of Birth (dd/mm/yyyy)	
7	Gender	
8	Category {SC/ ST/ OBC/ General}	
9	Address for communication (with Pin Code)	
10	E-mail	
11	Telephone Number/ Mobile Number	
12	Relevance of the TDP programme to the officer	
13	Details of other "Training of Trainers (ToT)" Courses attended, with dates (attach copies of certificates thereof)	

Signature of the Nominee

**NOMINATION FORM – TRAINER DEVELOPMENT PROGRAMMES (TDP)**

Course name	Venue	Date

**Sponsoring Authority's Confirmation**

1	Name of sponsoring authority	
2	Address for Communication (with Pin Code)	
3	E-mail id	
4	Telephone Number	
5	How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	
6	Please give details of those you have sponsored for this course in the past, and any feedback you have taken from them on benefits to them and the organisation.	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme.

Signature & Seal of Sponsoring Authority

Date : \_\_\_\_\_

No.12021/04/2013-Trg.I  
Government of India  
(Bharat Sarkar)  
Ministry of Personnel, Public Grievances and Pensions  
(Karmik, Lok Shikayat tatha Pension Mantralaya)  
Department of Personnel and Training  
(Karmik tatha Prashikshan Vibhag)  
Training Division

Block-IV, Cof Palms Marg  
JNU Old Campus, New Delhi-110067  
Dated: 17<sup>th</sup> October, 2013

**OFFICE MEMORANDUM**

**Subject : Revision of Course Fee in respect of the Training Courses Sponsored by DoP&T under Trainers Development Programme (TDP) and State Category Training Programme (SCTP)**

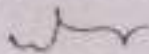
The matter relating to the revision of rates of Course Fee including Boarding/Lodging Charges in respect of the Training Courses sponsored by DoP&T under Trainers Development Programme (TDP) and State Category Training Programme (SCTP) has been under consideration with the Government for some time. It has now been decided to revise the rates of Course Fee for Training Courses sponsored by DoP&T under Trainers Development Programme (TDP) and State Category Training Programme (SCTP) as below :-

- i) SCTP Courses - Rs. 1000/- per day per participant for the District/Sub-District level courses and Rs. 1500/- for the State Level Courses per day per participant (including Boarding and Lodging).
- ii) TDP Courses - Rs. 2000/- per day per participant (including Boarding and Lodging).

2. Training Institutes shall ensure the minimum number of participants for conducting the courses. The payment of course fee would be made after the actual completion of the course and the receipt of Course Director's Report along with list of participants. Henceforth, no advance course fee would be released.

3. The revised course fee indicated in para 1 above will come in force from 1<sup>st</sup> January, 2014 (i.e. fourth quarter of the current financial year) and will be applicable for all categories of courses under SCTP and TDP.

4. This issues with the concurrence of Integrated Finance Division of Ministry of Home Affairs, vide their Dy. No.-U.No.6287, ASSFA(H)/2013, dated 11/10/2013.

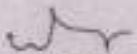


(V. K. Sinha)

Deputy Secretary to the Government of India

To,

1. Chief Secretaries of All States.
2. Heads of all State Administrative Training Institutes, Central Training Institutes, ISTM & EPA.
3. P & AC, Ministry of Personnel, Public Grievances and Pensions, Lok Nayak Bhawan, New Delhi - 110003.
4. In-charge Finance - I Branch, Ministry of Home Affairs, North Block, New Delhi.
5. PPS to Secretary (P), DoP&T, North Block, New Delhi.
6. PPS to Joint Secretary (Training), Training Division, Block IV, Old JNU Campus, New Delhi - 110067.
7. Under Secretary (Budget), Training Division, DoP&T, Block -IV, Old JNU Campus, New Delhi -110067.
8. Guard File.



(V. K. Sinha)

Deputy Secretary to the Government of India

No 16011/4/2020-TFA (C.No.3154391)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
Training Division

Block-IV, Old JNU Campus, New Delhi

Dated the 7<sup>th</sup> October, 2020

**OFFICE MEMORANDUM**

**Sub:** Revision of Course fee for conducting SCTP and TDP courses in online / digital / virtual mode

The undersigned is directed to say that this Department sponsors training programmes under State Category Training Programmes (SCTP) and Trainers Development Programme (TDP) components of the Training For All (TFA) Scheme for which the course fee at the rates as revised vide this Department's OM No.12021/09/2012-Trg.I dated 17<sup>th</sup> October, 2013 (copy enclosed) is sanctioned.

2. In view of the prevailing public health emergency situation due to Covid-19 pandemic, this Department vide OM No. 16011/1/2020-TFA dated 3<sup>rd</sup> July, 2020 issued Standard Operating Procedure (SOP) for functioning of training institutes. As per general guidelines of the SOP *inter alia* training programs, as far as possible, should be conducted in digital/online/virtual mode.

3. Keeping in view the above, it has been decided to revise the rates of course fees for conducting the training programmes in online /digital / virtual environment as under:

Course name	Fee (in Rs.)	Duration (in days)	No. of participants
SCTP (State Level Course / District / sub-District Level Course)	1,100/-	3	25
TDP	1,500/-	3-26	9-88

4. As per the present arrangement, the course fee would be released quarterly to the Training Institutes on advance basis. In case, any Training Institute conducts these training programmes in physical (in-person) mode, in strict compliance of the SOP, owing to justifiable reasons, such Institutes may be entitled to payment of course fee at the existing rates and the difference of the amount, subject to actuals, would be reimbursed subsequently, after receipt of the Utilization Certificates (UCs) / course directors' reports (CDRs) from such Institutes.

5. These orders are applicable to the aforementioned courses conducted on or after 1<sup>st</sup> August, 2020.

6. This issues with the concurrence of Integrated Finance Division (H) vide O/o Director (F/P) Dy.No.3154391/550 dated 25<sup>th</sup> September, 2020.

(Dasari Ramesh Babu)  
Under Secretary to the Government of India

1. Chief Secretaries / Administrators of all the States / UTs
2. Heads of all the State / UT Administrative Training Institutes, ISTM / IIPA / PDNASS, New Delhi

Copy to

1. P&AO, M/o Personnel, Public Grievances and Pensions, Lok Nayak Bhawan, New Delhi
2. Home Finance - I Branch, M/o Home Affairs, North Block, New Delhi
3. Under Secretary (B&A) D/o Personnel & Training, North Block, New Delhi
4. Under Secretary (Budget), Training Division, D/o Personnel & Training, Old JNU Campus, New Delhi
5. NIC, Training Division, DoPT - for uploading on Department's website

No. T-16017/04/2023-TFA (C.No. 3177224)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
(Training Division)

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Old JNU Campus, New Delhi  
Dated the 08<sup>th</sup> August, 2023.

To

Heads of all State / UT ATIs  
(As per the enclosed list)

Subject: Alignment of Comprehensive Online Modified Module on Induction Training (COMMIT) programme of Training for All Scheme with Mission Karmayogi – regd.

Sir/ Madam,

I am directed to say that the Department of Personnel and Training (DoP&T) 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.

2. Under this Scheme, Comprehensive Online Modified Module on Induction Training (COMMIT) - a blended training programme was launched in June, 2017 as a component under the TFA Scheme. COMMIT programme had been implemented through the LRC platform (English Version) and Telugu Version on LMS of Dr. MCR HRDIT.

3. The Government of India had launched the National Programme for Civil Services Capacity Building (NPCSCB) – Mission Karmayogi, with the aim of developing a citizen-centric and future-ready civil service through democratized and competency-led capacity building. It has been decided to implement COMMIT programme through iGOT – Karmayogi Platform (<https://igotkarmayogi.gov.in/>).

4. Further, to link the release of funds for the COMMIT programme to the outcomes, it has been decided to link release of funds to actual completion of the online component of the COMMIT programme by enrolled participants. Accordingly, funding pattern and release of funds has been revised.

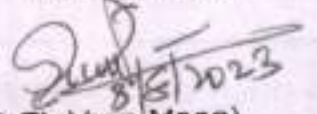
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5. Therefore, the revised modalities for the implementation of the COMMIT programme through IGOT-Karmayogi Platform (as per **Annexure**) are being issued.

6. All States/UT ATIs are requested to take note of these revised modalities (Annexure) and comply accordingly.

Encl: Annexure

Yours faithfully,



(B Ginkhan Mang)

Under Secretary to the Govt. of India

**Implementation of Comprehensive Online Modified Module on Induction Training (COMMIT) programme from iGOT - Karmayogi platform - Revised Modalities**

1. Scope: Newly Recruited frontline functionaries of the State/ UT Governments (0-5 years) who have received no induction training.
2. COMMIT programme shall be implemented through the iGOT - Karmayogi platform(<https://igotkarmayogi.gov.in/>).
3. The ATIs shall onboard themselves as CBP providers on the iGOT - Karmayogi platform. **iGOT CBP Portal User Manual** is enclosed.
4. Registration / Enrollment of participants shall be done on the iGOT - Karmayogi platform. **KarmayogiPortal Signup Manual** is enclosed. ATIs shall facilitate registration/ enrollment of participants.
5. Structure of the COMMIT programme shall remain the same, that is, 15 - modules/courses (12 Generic and 03 Domain Specific) totaling to 28 hours.
6. The ATIs shall implement the programme only in respect of the number of participants they would be able to cover in that financial year. The expression 'coverage' implies completion of all the modules/ courses by all the enrolled participants from the iGOTKarmayogi platform. The ATIs, keeping this in mind, shall submit the proposals accordingly.
7. As per the existing modalities, the ATIs shall ensure that the registered / enrolled participants complete 3 (three) e-Modules/ Courses on soft skills during one day (8 hours) orientation-cum-registration session in the presence of the course director / nodal officer.
8. The participants shall complete the remaining 12 modules from the iGOT - Karmayogi platform in 60 days time thereafter.
9. There are assessment questionnaire at the end of each course of the COMMIT programme. On obtaining prescribed percentage/ score (i.e. 60%) to clear the assessment test, certificates to the participants shall be generated on iGoTKarmayogi platform online.
10. Funding pattern: The course fee continues to be fixed as Rs.1,500/- per participant. In addition of the course fee, honorarium @ Rs.50,000/- for every 2,000 participants (i.e. Rs.25/- for each enrolled participant) shall be provided towards technical assistance.



11. Release of Funds : Funds shall be reimbursed to the ATIs on quarterly basis in two varied installments:
  - (a) First Installment: After enrolment & completion of 3 online modules from iGOTKarmayogi platform during one day orientation-cum-registration session to be held at the concerned ATI, Rs.1000/- per participant shall be released. The payment shall be reimbursed on the basis of an interim report to be submitted by the ATI after conduct of one day orientation-cum-registration session. The ATI shall provide details of participants (name, mobile no., email ID, Department etc.) in respect of whom, first installment is sought; and
  - (b) Second Installment: After completion of all 15 courses of the COMMIT programme from iGOT-Karmayogi platform by the participants, Rs.525/- per participant shall be released in respect of number of participants (i.e. balance course fee @ Rs. 500/- per participant and honorarium to technical personnel calculated @ Rs. 25/- per participant). The payment shall be reimbursed on the basis of the report to be submitted by the ATI and the online data as regards completion of the programme by the participants.
12. Funds will be routed to ATIs on reimbursement basis through Central Nodal Agency (CNA) System.
13. The reimbursement shall be limited to the number of participants covered by the ATI in that particular FY for which proposals are received.
14. **Roll over of approvals given shall not be allowed to the next financial year** (carry forward of approved number of participants to next Financial Years shall not be allowed).
15. The ATIs shall submit a year-wise Programme Completion Report at the end of the FY.

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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)

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Old JNU Campus, New Delhi – 110067.

Dated the 03<sup>rd</sup> 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. Ginkhar 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 DoPT earlier? 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	