No. T-16011/01(ii)/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
Dated the 31st July, 2024.

To

The Heads of CSTIs
(Through DoPT's Website)

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. Under this scheme the component 'Trainer Development Programme' (TDP) is being implemented for developing a cadre of professional trainers and resource persons in the country by organizing training on various Training of Trainer (ToT) packages to have multiplier effect. A brief write-up on TDP Programme and the ToT packages is attached for ready reference.

2.   This Department has earlier been sponsoring courses conducted by State/UT ATIs and selected CTIs. However, keeping in view the demand from various Central Training Institutes and the importance of developing a pool of trainers, it has decided to extend the coverage of TDP programme to all the CSTIs.

3.   CSTIs may submit proposals under the TDP component through this Department's website http://dopttrg.nic.in at the earliest by using the unique User ID and Password which may be provided by this Department. The guidelines of TDP component are enclosed herewith for perusal.

4.   It may please be noted that proposals submitted by the Institutes shall be finalized by this Department after taking into consideration the priority areas of the Central Government, number of applications received and the availability of funds under the scheme.

5.   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 be considered by this Department.

6.   The CSTIs may also comply with the following in order to align the 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 Calender of courses on iGoT Karmayogi Portal, and

(iv)   Ensure that the Potential Recognized Trainer (PRT) or Potential Master Trainer (PMT) for any RT/MT Development courses of TDP mandatorily undergoes 'Faculty Development Progamme' of Capacity Building Commission from the iGOT platform which will henceforth be a pre-requisite for nomination of trainers.

7.   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. 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 TDP is enclosed at **Annexures II**.

8.   It may please be noted that the proposals for conducting TDP programmes are to be submitted through the online portal by 15th August, 2024. Proposals received in physical mode may not be considered.

Yours faithfully,

Encls: As above.

(Oruganti Phani)
Under Secretary to the Govt. of India

Copy to:

1. NIC for uploading on DoPT's website.
2. The heads of CTIs (as per list enclosed).

List of Central Training Institutes

S N	Name of Institute	Head of Institute	Address	Website
1.	Central Bureau of Investigation Academy	Dy. Inspector General (Trg.)	Kamla Nahru Nagar, Hapur Road, Ghaziabad, Uttar Pradesh - 201002	https://cbi.gov.in/cbi-academy
2.	Shushma Swaraj Institute of Foreign Service		Baba Gang Nath Marg, Old JNU Campus, New Delhi - 110067	https://ssifs.mea.gov.in
3.	Institute of Economic Growth	Director	University Enclave, University of Delhi (North Campus),Delhi - 110 007	https://iegindia.org/
4.	Institute of Government Accounts and Finance	Director	Block IV, Old JNU Campus, New Delhi - 110016	http://www.ingaf.gov.in
5.	Indira Gandhi National Forest Academy	Director	FRI and College Area, Dehradun, Uttarakhand 248006	https://www.ignfa.nic.in
6.	Indian Institute of Foreign Trade	Director	B-21, Qutab Institutional Area, New Delhi -110016.	https://www.iift.ac.in/
7.	Indian Institute of Mass Communication	Director General	JNU New Campus, Aruna Asaf Ali Marg, New Delhi-110006	http://iimc.nic.in/

8.	Indian Institute of Public Administration	Director	Indraprastha Estate, Mahatma Gandhi Rd, New Delhi, Delhi 110002	https://www.iipa.org.in
9.	Indian Railways Institute of Transport Management	Director	Village: Kanausi, Hardoi By Pass Road, PO: Manak Nagar, Lucknow, Uttar Pradesh-226011	https://iritm.indianrailways.gov.in
10.	Institute of Secretariat Training and Management	Director	Old JNU Campus, New Mehrauli Road, New Delhi – 110066	https://www.istm.gov.in/
11.	Indian Statistical Service (Training Division)	Director	8th Floor, Jeevan Prakash Building, 25 K.G. Marg, New Delhi – 110001	Ph: 011-23310712
12.	Lal Bahadur Shastri National Academy of Administration	Director	Mussoorie, Uttarakhand – 248179	https://www.lbsnaa.gov.in
13.	National Academy of Audit & Accounts	Director General	Choura Maidan, Shimla, Himachal Pradesh 171004	https://naaa.gov.in
14.	National Academy of Customs, Indirect Taxes & Narcotics	Director General	NACIN Complex, Sector 29, Faridabad, Uttar Pradesh - 121008	https://nacin.gov.in
15.	National Institute of Communication Finance	Director General	II Floor ALT Complex, Ghaziabad - 201002	http://www.nicf.gov.in

			(Ghaziabad Campus) NICF Campus, Ghitorni, Metro Pillor No. 152, New Delhi - 110047	
16.	National Institute of Defence Estates Management	Director General,	Defence Estates, Raksha Sampada Bhawan, Ulaan Baatar Marg, Delhi Cantt - 110 010.	https://nidem.dgde.gov.in
17.	National Academy for Defence Financial Management	Director & CDA (Trg.)	Golibar Maidan, Pune, Maharashtra - 411001	http://nadfm.nic.in
18.	National Academy of Defence Production	Principal Director	Ambajhari Nagpur, Maharashtra 440021	https://ddpdoo.gov.in/units/NADP
19.	National Academy of Direct Taxes	Principal Director General	Nelson Square, Chhindwara Road, Nagpur, Maharashtra - 440030	https://www.nadt.gov.in
20.	Arun Jaitley National Institute of Financial Management	Director	Sector-48, Pali Road, New Badkhal Lake, Faridabad, Uttar Pradesh -121001	https://www.ajnifm.ac.in
21.	National Academy of Indian Railways	Director General	Lalbaug, Vadodara, Gujarat -390004	https://nair.indianrailways.gov.in

22.	National Industrial Security Academy	Director	Central industrial Security Force, P.O., Hakimpet, Distt. R.R., Hyderabad, Andhra Pradesh- 500078	https://nisa.gov.in
23.	National Telecom Institute for Policy Research, Innovation and Training	Advisor and Head of NTIPRIT	708, Admin Block, ALT Center Campus, GoI Enclave, Near Raj Nagar, Ghaziabad, Uttar Pradesh- 201002	https://www.ntiprit.gov.in
24.	Rafi Ahmed Kidwai National Postal Academy	Director	Kamla Nehru Nagar, Ghaziabad, Uttar Pradesh -201002	http://raknpa.gov.in
25.	Sardar Vallabhbhai Patel National Police Academy	Director	Shivrampally, Hyderabad Andhra Pradesh- 500052	https://www.svpnpa.gov.in
26.	Sri Jagjivan Ram Railway Protection Force Academy	IG cum Director	Chardagh, Alambagh, Lucknow Uttar Pradesh -226011	https://jrrpfa.indianrailways.gov.in

Trainers Development Programme

Training of Trainers

Recognising the importance of trainers in the training function, the Training Division started the Trainer Development Programme in the early 1990s. Initially faculty members of various training institutions were developed as Master Trainers and Recognized User of various training of trainers (ToT) packages in collaboration with the Thames Valley University of U.K. Over a period of time indigenous mechanisms were evolved for developing a cadre of professional trainers and resource persons in the country to create a cascading and multiplier effect. The programme has gone a long way in embedding the Systematic Approach to Training (SAT) into the process of designing and imparting effective training to government officials.

Currently, the following programmes are sponsored under Trainer Development Programme at training institutions across the country: -

Direct Trainer Skills course

The aim of the Direct Trainer Skills (DTS) course is to provide an opportunity for the trainers to develop their basic instructional skills to enable them to make an effective contribution to their institution's training courses.

Design to Training

The success of training depends on the ability of trainers to design and deliver effective training, which will enable employees to improve their performance. The aim of the Design of Training (DoT) course is to provide further advice and development opportunities to enable trainers to undertake the additional responsibilities of designing training modules.

Management of Training

The aim of the Management of Training (MoT) Courses is to train Training Managers for better implementation of training policies of Ministries, Departments and Originations. The MoT Course consists of a distance-learning phase to familiarize participants with the Systematic Approach to Training (SAT) concept, and issues relevant to Mot. Basically, the MoT course helps to build capabilities for performing the training function, and to use training to effectively support Government initiatives and reforms.

Evaluation of Training (EoT)

The Evaluation of Training (EoT) course establishes a framework within which decisions can be made. Should a particular course continue to be run? How can it be improved? What response has been made to TNA consultancy report? How effective is distance learning in meeting government's intention to provide training for all? These are typical questions asked when carrying out EoT.

Training Needs Analysis

The aim of TNA course is to help the participants to develop TNA Consultancy Skills so that they can assist client organizations to improve performance through recommending appropriate training and non-training solutions. TNA course is based on experiential learning and as such is not a taught course having classroom lectures. It has a series of practical learning activities some simulated by the use of a case study and other actual field based situations.

Mentoring Skills

The Mentoring Skills course is intended to help participants develop competencies to carry out mentoring tasks, commensurate with their role responsibilities and status in their respective organisations. This is not a 'taught' course. Rather, it is a series of practical learning activities - mostly simulated by means of a case study. Participants are there for expected to take active responsibility both for their own learning and by contributing to group activities.

The aim of the Mentoring Skills Course is to help selected members of staff to acquire an understanding of the concept of mentoring, and the skills to carry out the duties of a mentor. The course provides an introduction to the concept and processes of mentoring; it also includes an intense opportunity to acquire essential skills.

Facilitation Skills Course

The aim of the Facilitation Skills Course is to help participants develop an understanding about the process of Facilitation and to develop some of the core skills. The Course provides and introduction to the concept and processes of facilitation and an opportunity to develop core skills. The Facilitation skills course is intended to help participants develop their understanding of the key processes within facilitation and to develop competencies relevant to the role of a Facilitator. This is not a 'taught' course. Rather, it is a series of practical learning activities. Participants are therefore expected and encouraged to take an active role and responsibility for their own learning and for the learning of the group by contributing to all learning activities. Tutor, peer and individual feedback will also be given during the workshop to support skills development.

Introduction to SAT Courses

This is a short, intensive Package with inputs from all the four packages consisting Systematic Approach to Training (SAT) Cycle namely, Training Needs Analysis (TNA), Design of Training (DoT), Direct Trainer Skills (DTS), Evaluation of Training (EoT) with scope for individual and team exercises/activities. The complete training material including visuals of all the four Courses will be provided to the participants in soft copy. The Target Group envisaged for the Combined Package consists of Heads of Training Institutions,

senior officers joining in training institutions/departments, Heads of district-level training institutions, occasional trainers/guest faculty, etc.

Experiential Learning Tools (ELT) earlier DTS-II

Experiential Learning Tools course aims at equipping the participants with skills relevant to the learner-centred training-process through the mode of experiential learning; particularly in the application of identified training methodologies namely Case Study, Field Visit and Role Play; besides appropriately using Skill Development Exercises.

Master Trainers/Recognised Trainer Development Programmes

Trainers developed under the Trainer Development Programme are called Recognised Trainers (RTs), recognised by the Government to deliver ToT courses. RTs are those trained trainers who have the competency to deliver the courses, in which they have been certified as RT. RTs are developed through a detailed training programme and rigorous process. The courses to develop Recognised Trainers are run for the trainers who have undergone ToT programmes and have the experience of using such training techniques.

For the RTs who have conducted a certain number of programmes, MT Development programme is organized for them in which they are developed and certified as MTs.

Faculty Development Scheme

Faculty Development is a key requirement for upgrading the skills of trainers and improving their knowledge base. Unless trainers get an opportunity to keep abreast of latest developments, training programme remain out dated and they provide no new learning. Faculty Development Scheme has been developed to address this issue. The scheme is open for MTs/RUs developed by this Deptt. and faculty members working in LBSNAA, ISTM and State Administrative Institutes and Central Training Institutions. Faculty development comprises of structured training programmes, tours and attending conferences/seminars, which helps in new learning. This scheme has gained popularity and there has been a good response for a number of courses. It also includes an18 month correspondence course Diploma in Training & Development organized by the Indian Society for Training & Development (ISTD), New Delhi.

It is felt that an opportunity for faculty development will help in upgrading the quality of trainers and also act as an incentive for better quality of people to come as faculty members.

The detailed course content for individual package may be seen at DoPT Training Division's Website http://dopttrg.nic.in under the tab Trainer Development Program under 'Training For All'.

Duration and Tutor Trainee Ratio

Sl. No.	Course	Duration	Tutor – Trainee Ratio	
Certificate Courses				
1	Training Needs Analysis (TNA)	6 days	2	16
2	Direct Trainer Skills (DTS)	5 days	4	24
3	Design of Training (DOT)	5 days	2	12
4	Evaluation of Training (EOT)	5 days	2	16
5	Management of Training (MOT)	5 days	2	16
6	Experiential Learning Tools (ELT)	5 days	2	16
7	National Training Policy (NTP)	2 days	2	20
8	Introduction to Systematic Approach to Training (SAT) Courses	3 days	2	16
9	Mentoring Skills	3 days	2	9
10	Facilitation Skills	3 days	2	9
Recognized Trainer (RT) Development Programme				
1	TNA	8 days	2	16 + 16
2	DTS	19 days	2	24+24
3	DOT	19 days	2	12+12
4	EOT	19 days	2	16+16
5	ELT	13 days	2	16+16
6	Mentoring	9 days	2	8+8
7	Facilitation	9 days	2	8+8

Master Trainer (MT) Development Programme				
1	TNA	8 days	2	16+16
2	DTS	26 days	2	24+24
3	DOT	26 days	2	12+12
4	EOT	26 days	2	16+16
5	Mentoring	9 days	2	8+8
6	Facilitation	9 days	2	8+8

Deployment of Trainer

TDP programs are conducted either at State Level or National Level. For the National Level programme deployment of Trainers will be done by DoPT on the basis of the Training Calender updated in TDP portal and the preferences received from RTs/MTs. In case of State level programme deployment of trainer is to be done by the Institute itself from the pool of RTs/MTs of the specific ToT package as available in the Training Division's website under the tab TDP.

Funding Pattern

As per the extant guidelines Course fee for TDP Programme is Rs.2,000/- per day per participant when conducted in 'Physical' mode and Rs.1,500/- per day per participant when conducted in 'Virtual' mode. 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 for release of funds in advance.

I/3023912/2023

No.16017/31/2022-TFA
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 1ˢᵗ February, 2023

To

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

Sub: Implementation of Government's orders on revised procedure for flow of funds under Central Sector Schemes – reg.

Sir/ Madam,

I am directed to say that the Government issued orders vide D/o Expenditure's OM No.I(18)/PFMS/FCD/2021dated 9ᵗʰ March, 2022, read with OMNo.AD-17007/16/2022-PFMS/5763 dated 9ᵗʰ December, 2022 on revised procedure for flow of funds under Central Sector Schemes (copies enclosed), as per which funds under the Central Sector Scheme namely Training For All (TFA) implemented by this Department shall be released as per the procedure laid down under Model-2 of the OM *ibid*.

2. In terms of the orders, this Department has designated the Institute of Secretariat Training and Management (ISTM), New Delhi as the Central Nodal Agency (CNA) for TFA Scheme vide this Department's Order of even no. dated 22ⁿᵈ June, 2022. The Implementing Agencies (IAs) viz. the State / UT Administrative Training Institutes (ATIs) and the three Central Training Institutes (CTIs), through which the Scheme is being implemented, have also been designated as Sub-Agencies (SAs) vide this Department's Order of even no. dated the 1ˢᵗ February, 2023 (copy enclosed). The CNA has opened the Central Nodal Account in ICICI Bank. CNA Bank Account details are as follows: Name - Institute of Secretariat Training and Management Training for All; No.630001028725 and IFSC:ICIC0006300.

3. As per the procedure, the SAs will use the CNA's A/c with clearly defined drawing limits set for that account to draw funds on real time basis as and when payments are to be made to beneficiaries, vendors etc. by using a functionality present in PFMS. The available drawing limit will as such get reduced by the extent of utilization. However, drawing of any funds by SAs from the CNA's A/c is possible only when the Scheme is marked as CNA on PFMS portal, which will be done by the PFMS after the SAs transfer all the unspent balances (out of the funds under the Scheme released earlier by this Department) lying in their old/existing bank accounts to the CNA's A/c.

/3023912/2023

In view of the foregoing, the ATIs etc. are requested to –

(a) Return all the unspent balances of the funds to the CNA's A/c, which have been released by this Department earlier, along with details in the enclosed proforma (**Annexure-I**). In addition to this, the ATIs have to return the interest accrued on such unspent balances through a cheque / DD drawn in favour of PAO, DoPT, New Delhi. The cheque / DD may be sent to this Department. In case, there are no unspent balances, a Certificate on the ATI's letterhead (**Annexure-II**) to this effect may be submitted. If the unspent balances so returned, partly or fully, are required by the ATIs for undertaking the training programmes which are in progress, such details may please be furnished in the proforma (**Annexure-III**).

(b) Open a Holding Account in any commercial bank (preferably, in ICICI Bank in which the CAN's A/c has been opened) and share the details thereof with this Department immediately so that the same could be mapped into the PFMS.

(c) Get Digital Signature Certificates (DSC) issued immediately in the name of two authorized signatories, whose details may be shared with this Department, for opting usage of CNA account for drawing funds by utilizing the functionality present in PFMS.

(d) Ensure the formalities of designating admin officer, approver, maker and checker on PFMS are complete in all respects so as to get the details mapped into PFMS.

(e) Appoint a Nodal Officer – a single point contact – and share her / his contact details with this Department.

5.   The information may be shared at the following email IDs: dramesh.babu@nic.in / preeti.kaur@nic.in / samarpitam.c021101@gov.in.

6.   It is requested to accord priority to the matter and take immediate action for completing the exercise within 10 days.

Yours sincerely,

Encl: As above.

(D. Ramesh Babu)
Under Secretary to the Govt. of India

Copy for similar action to:

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

Copy also to:

1.   The Director, ISTM, Old JNU Campus, New Delhi

3023912/2023   The Addl. Controller General of Accounts, PFMS, Shivaji Statidum Annexe, New Delhi (email: anjana.vashishtha@gov.in / v.muthukumar@gov.in / pareshpandey.17@gov.in.

3.   The Controller of Accounts, M/o Personnel, Public Grievances and Pensions, CGO Complex, New Delhi.

4.   The Pay & Accounts Officer, M/o Personnel, Public Grievances and Pensions, CGO Complex, New Delhi.

5.   Shri Raman Walia, Zonal Head – Government Banking Group, ICICI Bank Ltd., Lodhi Road, New Delhi.

Copy for information to PPS to AS & FA / PPS to JS (Trg.) / US (B&A), DoPT / US (Bud-Trg), DoPT.

F. No. 1(18)/PFMS/FCD/2021
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated : 9th March, 2022

OFFICE MEMORANDUM

Subject: Revised procedure for flow of funds under Central Sector Schemes

In supersession of all previous orders issued by the Department of Expenditure, Ministry of Finance regarding release of funds under the Central Sector Schemes, the following procedure shall be followed w.e.f 1st April, 2022 by the Ministries/ Departments of Government of India for flow of funds under the Central Sector Schemes and monitoring utilization of funds released.

Model – 1 : Implementation through Treasury Single Account (TSA)

2.   In case of Central Sector Schemes having annual outlay of more than Rs 500 crores and implemented without involvement of State agencies, it shall be mandatory to implement such schemes through the Treasury Single Account (TSA) model. This will ensure that the funds of these schemes are released "Just-In-Time" from the Consolidated Fund of India (CFI) to the beneficiaries/vendors. The Ministries/Departments may opt for Model-1 for other Central Sector Schemes too in consultation with RBI. For the schemes implemented through this model, the following procedure shall be followed by the Ministries/Departments:

i.   For each Central Sector Scheme, the concerned Ministry/Department will designate an Autonomous Body as the Central Nodal Agency (CNA) to implement the scheme.

ii.   If there are other agencies involved in implementation of the scheme down the ladder, which get funds from the CNA, these Implementing Agencies (IAs) will be notified as Sub-Agencies (SAs) of the CNA.

iii.   Each CNA will open an account with the Reserve Bank of India (RBI) in e-Kuber. Even in cases where CNA is already registered in the TSA module and has a bank account in e-Kuber for some other grant, it will open separate account in e-Kuber for funds to be provided under each Central Sector Scheme.

iv.   The SAs of every CNA will also open scheme-wise bank accounts with RBI in e-Kuber in line with the requirements of para (iii) above.

v.   The relevant details of all the accounts of the CNA and SAs opened with RBI shall be mapped in the TSA module of PFMS as per the extant guidelines on TSA.

vi.   In respect of funds of Central Sector Schemes, the CNA and SAs shall not open/operate/ park funds in any other bank account except under the provisions made in these guidelines.

vii.   RBI will function as the primary banker to the Ministries/ Departments in this regard without involvement of an agency bank.

viii.   All these accounts in RBI will be "Assignment Accounts". A limit up to which expenditure can be incurred by the CNA/ sub-agencies shall be assigned to these accounts from time to time by the Pay and Accounts Office (PAO) concerned through PFMS.

ix.   Assignment will be based on an expenditure sanction issued by the Programme Division (PD) and the bill preferred by the Drawing and Disbursing Officer (DDO). The e-format of the assignments and Sub-assignments shall have requisite details required for accounting and reconciliation of transactions. The e-Kuber bank account details of the CNA/SAs shall be incorporated in the sanction order.

x.   Consequent upon receipt of the sanction order for release of funds to the CNA alongwith bills from the Drawing and Disbursing Officer (DDO), the concerned

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Pay and Accounts Officers (PAOs) shall, through assignments, advise RBI, after exercising all necessary checks, to honour the payment instructions issued by the concerned CNA/SA up to the, "assigned limit" in the advice.

xi.   The PAO shall debit the concerned Head of Account for appropriation but not transfer the cash directly to the CNA. It shall be retained in an interim account in respect of the CNA listed under the parent Ministry/ Department in the public account.

xii.   The assignments shall be uploaded on the TSA module and received electronically by the CNAs as per the existing protocols of TSA module. The CNA may issue e-Sub-assignments in PFMS against this assignment setting limits of expenditure for the SAs.

xiii.   CNAs & SAs shall adhere to all due process while incurring expenditure from the assignment limit sanctioned through PFMS. CNAs shall also ensure that sufficient limit is available in the relevant account before issue of assignment to SAs.

xiv.   The system will be digital and fully online on PFMS with no physical flow of assignments to RBI or expenditure by CNAs/SAs on assignment basis. The electronic file containing a unique sanction ID and necessary details of the sanction order will travel directly from PAO to RBI and concerned CNAs. RBI will maintain individual ledgers in respect of the accounts of the CNAs for watching the availability of assignment.

xv.   PFMS Division in CGA will design requisite reports to enable all Program Division (PDs), Pay & Accounts Officers (PAOs), and other stakeholders to view details of sanction orders, summary and budget balance of assignments/sub-assignments, and expenditure details.

xvi.   Ministries/ Departments administering the schemes concerned should strive to make realistic estimation of Budget under the Central Sector schemes and issue sanction orders according to actual requirements. The savings in the assignments should be anticipated well in advance particularly in the third quarter of

Financial Year and Ministries/Departments shall ensure suitable savings/surrenders are informed to Budget Division during the pre-budget meetings.

xvii.   Control of limits shall be at the Standard Object Head level.

xviii. Unutilized assignments will lapse to the Government at the close of the Financial Year as per the extant norms of Budget execution and will not be available to the CNAs /SAs for expenditure in the next financial year. In PFMS too, all e-assignments/e-sub assignments shall cease to exist after the close of financial years and shall be flushed out from the system as per the current practice in TSA module.

xix.   In respect of some transactions like payment of TDS, Income Tax and GST, Opening of Letter of Credit in favour of foreign suppliers, scholarships to foreign students not having account in India, and payment of salaries of the month of March to be paid in 1st week of April, CNAs/SAs may utilize the services of their existing account at commercial banks. They may transfer funds "just in time" to the extent required for meeting such transactions. However, in no case the money transferred under this provision will be parked in a Commercial Bank beyond a period of two weeks.

xx.   Unutilized amount of past releases under the scheme available in the bank account of CNA & SAs shall be deposited in the Consolidated Fund of India.

Model – 2: Implementation through scheduled commercial banks

3.   In case of Central Sector Schemes having (a) annual outlay of less than Rs 500 crores or (b) the schemes are being implemented by agencies of the State Governments exclusively or in addition to the central agencies or (c) other schemes not covered in Model-I, the following procedure will be followed by the Ministries/ Departments :

(i) Every Ministry/ Department will designate a Central Nodal Agency (CNA) for implementing each Central Sector Scheme. The CNA will open a Central Nodal Account for each Central Sector Scheme in a scheduled commercial bank authorized to conduct Government business by the Ministry/ Department concerned.

(ii) Implementing Agencies (IAs) down the ladder will be designated as Sub-Agencies (SAs). The SAs will use the CNA's accounts with clearly defined drawing limits set for that account. However, depending upon operational requirements, zero balance subsidiary accounts for each scheme may also be opened by the SAs.

(iii) All zero balance subsidiary accounts will have allocated drawing limits to be decided by the CNA concerned from time to time and will draw on real time basis from the Central Nodal Account of the scheme as and when payments are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.

(iv) For seamless management of funds, the main account and all zero balance subsidiary accounts should be maintained with the same bank. However, Ministry/ Department may choose different banks for opening Central Nodal Accounts of different Central Sector Schemes.

(v) Only banks having a robust IT system and adequate branch network should be chosen for opening Central Nodal Account and the zero balance accounts of SAs of each Central Sector Scheme. The bank chosen should have the facility to open the required number of subsidiary zero balance accounts and a robust MIS for handling accounting and reconciliation at each level. The bank should also provide necessary reports and a user-friendly dashboard to officers at various levels to monitor utilization of funds by SAs.

(vi) The bank's software system should be able to monitor the drawing limits of the SAs who should be able to draw funds on real time basis from the CNA's account as and when payments are to be made. The selected bank should ensure

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proper training and capacity building of branch managers and other staff for smooth operation of these accounts.

(vii) Ministries/ Departments will release the scheme funds for each Central Sector Scheme to the account of CNA concerned strictly on the basis of requirement, keeping in view the balance funds of the scheme available with the CNA as per PFMS or scheme-specific portals fully integrated with PFMS in consonance with Rule 232(v) and 230(vii) of the General Financial Rules, 2017.

(viii) The Ministries/ Departments and the CNAs shall ensure that the interest earned from the funds released is mandatorily remitted to the Consolidated Fund of India in terms of Rule 230(8) of GFR, 2017. The interest component shall be distinctly reflected in the MIS provided by the banks.

(ix) The Ministries/ Departments shall release the funds as far as possible in 'Just-In-Time' manner keeping the float in CNAs account to the minimum possible and shall in no case release more than 25% of the amount earmarked for the scheme in a financial year at a time. Additional funds (not more than 25% at a time) will be released only upon utilization of at least 75% of the funds released earlier and in compliance with the conditions of previous sanction.

(x) For administrative convenience and efficiency the Program Division may obtain approval of the competent authority and concurrence of the Financial Advisor for more than 25% at a time. But release of funds shall not exceed 25% in one instalment.

(xi) After opening of Central Nodal Account of the scheme and before opening zero balance subsidiary account of SAs or assigning them drawing rights from CNA's account, the SAs at all levels shall return all unspent amounts of the scheme lying in their accounts to the Central Nodal Account of the CNA.

(xii) It will be the responsibility of the Ministry/ Department concerned to ensure that the entire unspent amount of the scheme is returned by all the SAs to the Central Nodal Account of the CNA concerned before releasing funds to CNAs.

5 6

(xiii) Ministries/ Departments will ensure that releases under all Central Sector Schemes are made strictly as per the actual requirement on the ground, without resulting in any material float with the implementing agencies at any level.

(xiv) Ministry/ Department will register the CNAs and all SAs on PFMS and use the unique PFMS ID assigned to the CNA and SAs for making all payments to them. Bank accounts of the CNAs, SAs, vendors and other organisations receiving funds will also be mapped in PFMS.

(xv) Payments will be made from the zero balance subsidiary accounts up to the drawing limit assigned to such accounts from time to time. Transactions in each Subsidiary Account will be settled with the Central Nodal Account daily through the core banking solution (CBS) on the basis of payments made during the day.

(xvi) CNAs and SAs will mandatorily use the EAT module of PFMS or integrate their systems with the PFMS to ensure that information on PFMS is updated by each SA at least once every day.

(xvii) CNAs will keep all the funds received in the Central Nodal Account only and shall not transfer the funds to any other account or not divert the same to Fixed Deposits/ Flexi-Account/ Multi-Option Deposit Account/ Corporate Liquid Term Deposit (CLTD) account etc. The funds released to CNA shall not be parked in bank account of any other agency.

(xviii) Release of funds by the Ministries/ Departments towards the end of the financial year should be avoided to prevent accumulation of unspent balances with CNAs.

4. UTs without legislature work directly in PFMS and should be given Letter of Authorization (LoA). There is no need for them to open a Central Nodal Account. They will ensure that the funds are released on the basis of LoA to the vendors/ beneficiaries 'Just-In-Time'.

5. Secretaries are requested to, and Financial Advisors of Ministries/ Departments shall, undertake monthly review of strict implementation of these guidelines, opening of

7

accounts in RBI, issue of authorization or release of funds to the CNA, utilization of funds by CNAs and IAs and outputs/ outcomes vis-a-vis the targets of each Central Sector Scheme.
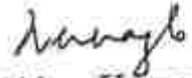
6.   Gradually, schemes in Model-2 are expected to move to Model-1 depending on readiness of RBI and Ministries for which necessary orders will be issued separately by the Department of Expenditure.

7.   The following categories of Central Sector Schemes will be exempted from following these guidelines and may continue in existing mode:

(i)   Central Sector Schemes being implemented by Ministries/ Departments in Direct Benefit Transfer (DBT) mode or reimbursement mode.

(ii)   Central Sector Schemes involving payment of equity share or extension of loan by the Government to a company.

(iii)   Central Sector Schemes where 100% payments are made by the Ministry/Department directly to the vendors/beneficiaries against the bills/claims raised by the vendors/beneficiaries.

(iv)   Central Sector Schemes where funds are transferred by the Ministry/Department directly to multiple Implementing Agencies (IAs) and amount transferred to any agency does not exceed Rs. 10 lakhs per annum.

(v)   Central Sector Schemes in which funds are transferred to the Indian Missions abroad for implementation of the scheme.

(vi)   Central Sector Schemes being implemented exclusively from a corpus/revolving fund approved by the Cabinet.

(vii)   Central Sector Schemes where expenditure is based on authorization and is incurred on real time basis with no float. However, in such cases Ministry/Department shall avoid the mode of transfer of funds through Civil Deposit and the option of Letter of Authorization should be adopted.

8

8.   In cases where there is no Central Autonomous Body in a Ministry/Department or where the Ministry/Department wishes to implement the scheme directly through State Government agencies, such State Government agency will be designated as CNA. However, there shall not be more than one CNA per State. The funds in such cases will be released by the Ministry/Department to the CNA directly and not through state treasury

9.   An illustrative list of roles and responsibilities of CNAs is given in Annexure-I.

10.   This issues with the approval of Finance Secretary & Secretary (Expenditure).

(Abhay Kumar)
Director
Tel. No. 24360647

To

1. Secretaries of all Ministries/Departments of Government of India
2. Chief General Manager, Reserve Bank of India, Department of Government and Bank Accounts
3. Controller General of Accounts, Department of Expenditure, INA, New Delhi
4. Financial Advisers of all Ministries/Departments of Government of India
5. Additional CGA (PFMS), O/o CGA with the request to take immediate steps for carrying out necessary change in PFMS and designing requisite reports.
6. Additional CGA (GBA), O/o CGA with the request to take necessary steps to implement model 1 of the Guidelines.
7. All Principal CCAs/CCAs of Ministries/Departments

Copy to:

1. Chief Secretaries of all States/Union Territories
2. Principal Secretary Finance of all States/Union Territories

Copy for information:

1. PSO to Secretary (Expenditure)
2. PSO to Special Secretary (Pers.)
3. Sr. PPS to AS (PFC-II)
4. Sr. PPS to AS (PF-S)

9

Role and Responsibilities of CNA

Modified Fund Flow Guidelines for Central Sector Schemes

1. **Model 1 – Treasury Single Account (TSA) Model**

   a. Open Account with RBI in e-Kuber for each scheme under which it receives grant

   b. Mandatorily use TSA Module of PFMS

   c. Map the RBI Account details in TSA Module of PFMS

   d. Receive (electronically in TSA Module) the assignment done by the PAO

   e. Approve the account and scheme mapping of sub-Agencies at Level 1

   f. Issue e-Sub-assignments against the assignment setting limits of expenditure for the sub-Agencies

   g. Ensure funds are not transferred/parked in any other account except as per the guidelines

   h. Process payments by adhering to due process

   i. If existing accounts with commercial banks is to be used for specified purposes in the guidelines (such as payment of TDS, IT and GST, opening of LoC for foreign suppliers etc.), funds shall be transferred just-in-time and, in no case, parked beyond two weeks.

   j. All such unutilized funds (as above) shall be deposited back to the Consolidated Fund of India.

2. **Model 2 – through Scheduled Commercial Banks (SCBs)**

   a. Open Account with a SCB authorized to do Government business, for each scheme under which it receives grant

   b. Mandatorily use REAT Module of PFMS or integrate own IT system with PFMS for exchange of information (contact PFMS Rollout for details)

   c. Approve the account and scheme mapping of sub-Agencies at Level 1

   d. Approve the scheme mapping of all sub-Agencies using the CNA's Account

e. Allocate limits for Level 1 sub-Agencies and all other sub-Agencies using the Central Nodal Account

f. Ensure funds are not transferred/parked in any other account of any Agency

g. Submit UCs after utilization of the funds that were transferred in the Central Nodal Account

h. Ensure that interest earned from the funds released is remitted to the Consolidated Fund of India

3. **One time activity –**

a. Ensure refund of unspent balance of lower level Agencies to the Central Nodal Account. This is needed after opening of the Central Nodal Account and other Zero Balance Subsidiary Accounts, and prior to assigning the drawing rights to sub-Agencies.

******

2488988/2022/TRG. 1

F.No. 3/(04)/PFMS/2022
Government of India
Ministry of Finance
Department of Expenditure
*****

Dated: 19th April 2022

OFFICE MEMORANDUM

Subject: Implementation of revised procedure for flow of funds under Central SectorSchemes – Preliminary activities.

The undersigned is directed to refer to Department of Expenditure, Ministry of Finance OM No. 1(18)/PFMS/FCD/2021 dated 9th March, 2022 on the above mentioned subject. The OM prescribes detailed procedure to be followed by the Ministries/Departments for the flow of funds under two models for various Central Sector Schemes with effect from 01.04.2022.

2.   To ensure smooth implementation of the revised procedure, Ministries/ Departments are required to complete all the preliminary activities at the earliest. Preliminary activities, inter-alia, include:

A.   **Preliminary Activities for Model 1:**

a. Identification of the Central Sector Schemes for implementation through the Model No - 1 as per para No-2 of OM dated 09.03.2022. The decision regarding classification of schemes into model 1 or model 2 shall be decided by the Program Division of the concerned Department/Ministry in consultation with the Financial Advisor. Any doubtful case may be referred to this Department for clarification.

b. Identification and notification of an Autonomous Body as Central Nodal Agency (CNA) for each Central Sector Scheme.

c. Listing of Sub-Agencies (SAs) involved in the implementation of the scheme for each CNA.

d. Listing of the existing bank accounts of CNA and SAs in which the funds of the Central Sector Schemes were received. Closure of all such accounts and transfer of each account balance in them to the consolidated fund of India.

e. CNAs/SAs if needed, may convert their existing accounts at commercial banks for payment of TDS, Income Tax and GST, Opening of Letter of Credit in favor of foreign suppliers, scholarships to foreign students not having account in India, and payment of salaries of the month of march to be paid in first week of April as per para (xix) of the OM dated 9th March, 2022. It is clarified that only one account may be retained per CNA/SA for

19/4/22

purpose. Such account will be governed by conditions elaborated in DoE OM No 1(13)/PFMS/FCD/2020 dated 16th March 2022 regarding CSS. (Copy enclosed as **Annexure A**)

f. Opening of Central Sector Scheme wise Assignment accounts for CNA and corresponding SAs down the ladder with RBI in e-Kuber. Specific accounts opening form and procedure for CNA and SAs are attached. (**Annexure B**).

g. Registration/mapping of Assignment accounts of CNA and SAs down the ladder in the PFMS as per scheme hierarchy and TSA guidelines.

h. Activation of assignment Accounts of CNA by Program Division and activation of assignment accounts of SAs down the ladder by CNA in PFMS.

i. Opening appropriate Head of Account required as per the standard TSA guidelines issued by O/o CGA under Major Head 8454 in consultation with the Office of Pr.CCA/CCA of the Ministries and Department. A copy of the TSA guidelines is attached as **Annexure – C.**

j. Procuring digital signatures for CNA and SAs down the ladder (as per MEITY Guidelines about DSC). These Digital Signatures for CNA and SAs down the ladder are required to be configured in PFMS (if not available and registered in PFMS already).

k. The list of schemes along with scheme mapping should be sent to:

> **Shri Vinay Muthukumar, ACGA.**
> email: **v.muthukumar@gov.in.**
> He may also be contacted for any further clarifications.

B.   Preliminary Activities for Model 2:

a. Identification of the Central Sector Schemes for the Model No - 2 as per para No-2 of DoE OM dated 09.03.2022.

b. Notification of a Central Nodal Agency (CNA) and SAs down the ladder, if required, for implementing each Central Sector Scheme.

c. Opening of a bank account by CNA in any Scheduled Commercial Bank having a robust IT system which is authorized to conduct Government business by the Ministry/ Department. Further, opening of zero balance subsidiary accounts by SAs in the same Commercial bank in which the CNA is having account.

d. Deposit of the unspent balances lying in the existing bank accounts of SAs to the CNA account.

e. Configuration of CNA in PFMS by the Program Division. Para (7) of the OM dated 9th March, 2022 may be kept in mind while configuring the scheme in PFMS by the Ministries/ Departments.

On successful configuration, all existing bank accounts of SAs will be made 'not in use' in PFMS and the same cannot be used for PFMS activities.

f. Opening of a separate bank account (Holding account) in the same commercial bank in which the CNA is having account for tax/statutory deductions. SOP/operating conditions for this holding account will be as elaborated in DoE OM No 1(13)/PFMS/FCD/2020 dated 16th March 2022 regarding CSS.

g. The list of schemes along with scheme mapping should be sent to:

Sh. Yogesh Kumar Meena, Dy. CGA,
email: yogesh.meena@nic.in
He may also be contacted for any further clarifications.

Prateek h. Singh
19/4/22
(Prateek Kumar Singh)
Director
Tel. No. 23094961

To
1. Secretaries of all Ministries/ Departments of Government of India
2. All the Financial Advisors o the Ministries/Departments
3. All Pr. CCAs/CCAs/CAs (IC) of Ministries/Departments
4. CGM in charge, Government Business, DGBA, RBI, Mumbai
5. Director (Budget), Ministry of Finance, DoEA, New Delhi
6. CGA's website.

Copy for information to:

(i) PSO to Finance Secretary/ Secretary Expenditure
(ii) PPS to CGA
(iii) Addl. CGA(PFMS), O/o CGA
(iv) Addl. CGA (A&FR), O/o the CGA
(v) All the Jt. CGAs, O/o CGA

No.AD-17007/16/2022-PFMS/ 5763
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts
Public Financial Management system

4a Floor, Annexe, Shivaji Stadium, New Delhi,
Dated 9th Dec, 2022

Office Memorandum

Subject: FAQs on revised procedure of flow of funds under Central Sector Schemes Model II-reg.

Ministry of Finance, Department of Expenditure, vide OM dated 9th March, 2022 has issued the Revised procedure of Flow of funds under Central Sector Schemes via the Central Nodal Agency(CNA) wherein two Models of implementation have been laid out.

2. In this connection, a set of Frequently Asked Questions (FAQs) alongwith replies on CNA, Model 2 to facilitate implementation of the said procedure is attached herewith.

This issues with the approval of Competent Authority.

Encl: as above

(Anjana Vashishtha)
Deputy Controller General of Accounts

To
1. All Secretary of Ministries/ Department
2. All Financial Advisors of Ministries/Departments.
3. All Pr.CCAs/ CCAs/ CAs(IC) of Ministries/Departments.

Copy to:
1. PPS to AS (PFS)
2. PS to Addl. CGA (PFMS)
3. All Jt. CGA/Dy. CGA/ACGA of PFMS.
4. Sr.AO (PFMS) to upload in website.

S. No	Question	Answer
		General Queries about CNA
1.	What is a Central Sector scheme?	Central Sector Schemes are implemented by the Central Ministries/Departments through their designated implementation agencies and funds are routed through the functional heads relevant for the sector. The list of Central Sector Schemes is available in statement 4B of the Expenditure Profile of Budget Document.
2.	What are the two Models proposed in the DoE's OM No. 1(18)/PFMS/FCD/2021 dated 09.03.2022 for the revised fund flow mechanism for Central Sector Scheme.	DoE's guidelines dated 9th March, 2022 prescribe two models for release of funds and monitoring utilization of Central Sector Scheme funds – Model 1 (M1): M1 is the TSA model. It is implemented through Treasury Single Account (TSA). It is applicable to CS schemes having annual outlay of more than Rs. 500 crores and implemented without involvement of State Agencies. Model 2 (M2): M2 is non-TSA Model. It is implemented through Scheduled Commercial Banks and is applicable to CS Schemes having annual outlay of less than Rs. 500 crore or to the CS schemes implemented by the agencies of the State Governments exclusively or in addition to the Central agencies.
3.	What are the prerequisites for onboarding on Model 2 of CNA?	The prerequisites as conveyed by PFMS Division, O/o CGA vide OM dated 07.09.2022 for onboarding on M2 of CNA are as follows – 1. The scheme should be a Central Sector scheme. 2. The Program Division (PD) has identified the scheme in Model 2 as per DoE's guidelines.

		3. Notification of CNA and of the Sub Agencies (SA) by the concerned Program Division (PD) of the Ministry. 4. Opening of Central Nodal Account of the CNA. 5. Transfer of unspent balances of SAs lying in old accounts to the CNA account. 6. Opening of Zero balance accounts of SAs in the same Scheduled Commercial Bank in which CNA account is opened. 7. CNA or SAs status may be checked whether they are registered as Central Agency i.e. whether the State/District is appearing as central Agency in the Agency profile. If so, the correct State and District of the CNA is to be identified. 8. As and when any one SA transfers the unspent balance to the CNA, the scheme may be marked as CNA and funds can be assigned from the CNA to that SA. It is to be noted that in case the Scheme is being operated via Model 1 CNA (i.e. via TSA), the Agency is not required to be marked as CNA. However, the Scheme should be marked as CNA.
4.	What are the criteria for notification of CNA by the Government of India?	For M1, only Autonomous body/ PSU can be notified as CNA. For M2, a government agency (Autonomous body, institute, PSU etc.) under the administrative control of the Ministry may be notified as CNA.
5.	How many Central Nodal Agencies can be designated for one scheme?	Only one Agency can be designated as Central Nodal Agency (CNA) for one Central Sector Scheme. However, for Schemes implemented through State Governments, not more than 1 agency per State may be notified as CNA.

6.	Whether multiple CNAs are allowed if the scheme is being implemented through Central Government agencies?	No. However, exceptional cases may be referred to DoE with justification for consideration.
7.	Whether multiple CNAs are allowed if the scheme is being implemented through State Government agencies?	Yes, However, not more than 1 CNA per State may be designated as CNA.
8.	Whether multiple CNAs are allowed if the scheme is being implemented both through Central as well as State Government agencies?	Yes. For components being implemented through State Governments, not more than 1 CNA may be notified per State. For components implemented through Central Government Agencies, one of the Central Government Agencies may be notified as CNA and the remaining Central Government Agencies may be notified as SAs.
9.	Can a bank be notified as CNA?	No.
10.	Can State Department be notified as CNA?	State Government Agencies/Departments can be notified as CNA.
11.	Is Component-wise CNA possible?	No
12.	Is CNA required if funds are transferred as advance to lower level agencies?	Yes. However, no physical funds transfer is allowed to lower level agencies. They will be assigned drawing limits by their parent agency.
13.	How can the scheme be operated under the revised procedure if different components are implemented through different implementing agencies?	Component wise CNAs are not permitted. However, component wise Sub Agencies (SAs) may be designated and expenditure may be incurred upto the assigned limit.
14.	Whether scheme, which is on M1-TSA, can migrate to M2.	No
15.	If a scheme (Below ₹500cr. outlay) is operating under Model-1, is there a requirement to move to Model -2?	No

16.	What are the steps for migration the scheme from Model 2 (Scheduled Commercial Banks) to Model 1(TSA)?	There should not be any balance left in the Scheduled Commercial Bank account as well as limit should not be available in PFMS. Thereafter, agency admin user may generate scheme bank details by Menu "My Scheme – Deactivate Scheme/Bank Account". The Program Division will approve the deactivation request by Menu "My Scheme – Approve Account for deactivation". It should be ensured that there are no transactions pending in the pipeline before deactivation of the earlier bank account.
17.	How to give object head wise break up of funds while releasing 25% budget at the start of a quarter?	25% is to be calculated on total allocation of the scheme irrespective of object head wise breakup.
18.	Where one can see the User Manual and SOP of CNA? What are the roles and responsibilities of Users?	The roles and responsibilities of the users are available in the User manual and SOP of CNA. All document related to CNA-SOP & CNA User Manual have already been provided at PD User Level (after Login in PFMS) under the Tab- "Manuals".
19.	What is the procedure if the Central Sector scheme is implemented by transferring funds to the Treasury of the State.	Transfer to State treasuries is not allowed under the new procedure for flow of funds under Central Sector Schemes. Funds will be released to the CNA as per the new procedure.
20.	What are the exemptions in CNA?	Exemptions from DoE's guidelines are provided under Para 7 of DoE's OM dated 09th March 2022 and corrigendum dated 25th July, 2022.
21.	What are the types of State Agencies in Central Sector schemes?	Autonomous Bodies (ABs), Special Purpose Vehicles (SPVs), State Government Institutions and Departments under State Governments.
22.	Can a state agency CNA use M1.	No.

23.	What type of bank is required to be chosen under Model 1 of CNA?	For Model 1, account of CNA and those of SAs must be opened in RBI's eKuber. The account opening forms are to be submitted by the PAOs concerned to the Government Banking Arrangement (GBA) Section, O/o Controller General of Accounts. The forms are available at https://cga.gov.in/Page/Treasury-Single-Account-TSA-.aspx
24.	What type of bank is required to be chosen under Model 2?	For Model 2,Saving bank account is to be opened in a Scheduled Commercial bank authorized to do Government Business. Para 3(v) and 3(vi) of the OM dated 09.03.2022 may be referred to regarding the criteria for choosing the bank.
25.	In M2, what are the different types of accounts to be opened?	The CNA will open a savings account. The Sub Agencies (SAs) have to open Zero Balance Subsidiary accounts (ZBSAs) in the same bank. However, the bank branch may or may not be the same.
26.	Can any of CNA/SA accounts be a current account?	No
27.	Can the existing bank account of the agency be used as central nodal account?	Yes, but only if the Parent (CNA Account) and child ZBSAs are opened in the same bank, and the bank meets the criteria laid out in para 3(v) and 3(vi) of the OM dated 09.03.2022. Also, the existing bank accounts should not be mapped to any other scheme in PFMS.
28.	Is opening of Zero Balance Subsidiary Account (ZBSA) mandatory?	The SA can choose to open ZBSA or use the CNAs account.
29.	What type of account is ZBSA?	ZBSA will be a non-interest bearing account.
30.	Can the SAs function without opening a ZBSA?	Yes. In such cases, SAs may use a functionality present in PFMS which allows the SAs to use the CNA's bank account for payments.

		To utilize this functionality, the SAs while registering/adding CNA scheme may select "I will use the CNA account" option for incurring expenditure.
31.	Can individuals hold ZBSA?	No. The Sub agencies will open ZBSAs.
32.	What is a holding account and why is it used?	A holding account will be an account that will hold the funds for a maximum of 14 days as per the OM dated 09.03.2022 A holding account will be used for tax/statutory deductions/duties/levies/fees/utility bills etc.
33.	Can we change the bank used in Model 2 for CNA?	Yes. However, it may be ensured that the entire interest accrued is remitted back to the Consolidated Fund of India according to para 230(8) of GFR 2017. The balance in previous bank account should be transferred to the new account and the previous bank account should be closed.
34.	Are project wise accounts allowed in PFMS?	DoE's guidelines prescribe Central Nodal Account for the CNA and Zero balance accounts for the SAs. If the Department wishes to notify a project as SA, zero balance account for the same may be opened. If the Department does not wish to open zero balance accounts for all projects in an institute, the institute may be notified as SA and a single zero balance account of the institute may be opened. In such case, all the projects in that institute will draw funds using the zero balance account of the institute. However, while incurring expenditure, the SA can select the project code, against which the expenditure is to be incurred, from the project master, for MIS purposes.
35.	How to return unspent amount to CNA? Is it to be done via PFMS?	Before marking of the scheme as CNA, the Agency may return unspent funds via PFMS. This can be done if the SAs are already mapped in PFMS. Sub-agency can transfer the balances

		to higher agency by Menu "Transfer – Transfer to Higher Agency". Further, only after all the SAs have retuned the unspent amount to the CNA, the scheme can be marked as CNA.
		However, if the funds are returned after marking the scheme as CNA, then such returns should be entered via the proposed legacy data utility.
		Further, as per DoE OM dated 14.09.2022, The Program Division may allow the CNA to assign drawing limits to those Sub Agencies (SAs) who have retuned the unspent balances to the CNA, and need not wait till all the SAs have done the same.
36.	Who will mark the scheme as CNA?	CNA can only be marked by PFMS Headquarters.
37.	Can the same account be used by the agencies for expenditure, advance and allocation of funds to SAs?	Yes, the same account can be used. Provision has been provided in PFMS which allows the agency to earmark the funds for expenditure, advance and allocation to SAs separately.
38.	What are the steps for releasing funds to SAs?	1. SAs need to refund any unspent balances to the CNA account. 2. As and when the SA returns the unspent amount to CNA, the CNA can assign the drawing limits to that SA. 3. The unspent amount returned back to the CNA account will be captured in PFMS via the proposed legacy data entry form.
39.	Can CNA have SAs outside India	No. Funds releases to Indian missions abroad are exempted from DoE's guidelines dated 9th March, 2022.
40.	If the Ministry/ Department of Central Government does not have any autonomous body under its control,	Apart from Autonomous Bodies, PSUs/SPVs/Registered Government Societies/Government Institutes under the

	what will be the procedure for implementation of new procedure?	control of the Ministry may be designated as CNA.
41.	How to administer commodity sanction in Central Sector schemes.	If the commodity has been purchased through direct payment by PAO to vendor, the same is exempted under para 7(iii) of DoE's guidelines dated 9th March, 2022. Further distribution of the commodity to sub agency requires only a book transfer and therefore need not be routed through CNA.
42.	What is the procedure in case a state agency executes work on PMC (Project Management Consultant) basis?	Funds released directly to vendors against the bills/claims are exempted as per para 7(iii) of the OM dated 9th March, 2022 and corrigendum dated 25th July, 2022.
43.	How Security Deposits and Earnest Money Deposits (EMDs) are to be treated.	No change in the procedure for treatment of SDs and EMDs. As per the existing practices, SDs and EMDs should be kept in a separate account not associated with the CNA framework.
44.	Some of the components are on exemption list and some are not. In such cases, is CNA is required?	Yes, as per the DoE OM dated 25th July 2022, the non-exempted components have to be on boarded on CNA.
45.	In a CS scheme, can payment of salaries be made directly by the agency?	Yes, the employees have to be made as vendor to proceed with the payment.
46.	How to deal with the administrative expenses, subscription of journals/ e-journals etc. in a Central Sector Scheme done by the agency?	Such items of expenditure can be done to the vendor via PFMS.

Abbreviations

1. PFMS – Public Financial Management System
2. CNA – Central Nodal Agency
3. SA – Sub Agency
4. TSA – Treasury Single Account
5. M1 – Model 1; M2 – Model 2
6. AB – Autonomous Body
7. RBI – Reserve Bank of India
8. ZBSA – Zero Balance Subsidiary Accounts
9. PAO – Pay and accounts office
10. PSU – Public Sector Unit
11. SPV – Special Purpose Vehicle

IMMEDIATE

No.T-16017/31/2022-TFA (C.No.3167458)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)
****

Old JNU Campus, New Delhi

Dated the 22nd June, 2022

ORDER

As required in terms of Department of Expenditure's OM No.1(18)/PFMS/FCD/2021 dated 9th March, 2022, the Competent Authority has decided to designate the Institute of Secretariat Training & Management (ISTM), New Delhi as the Central Nodal Agency (CNA) in respect of the Central Sector Scheme, namely "Training For All (TFA)", implemented by this Department.

2.   ISTM shall, therefore, take necessary action as per the procedure detailed in para 3 of the OM *ibid*.

3.   TFA Section of this Department shall provide necessary support, wherever required, to ISTM.

Signed by Dasari Ramesh Babu
Date: 22-06-2022 10:22:35
Reason: Approved
(D. Ramesh Babu)
Under Secretary to the Govt. of India

Institute of Secretariat Training & Management (ISTM)
[Kind Attn: The Director, ISTM]
Old JNU Campus, New Delhi

Copy to

1.   The Directors General / Directors of all State / UT ATIs
2.   The Director, ISTM, New Delhi.
3.   The Director, IIPA, New Delhi.
4.   The Director, PDNASS, New Delhi.
5.   The Finance (I) Branch, M/o Home Affairs, North Block, New Delhi.
6.   The Pay & Accounts Officer, M/o Personnel, Public Grievances & Pensions, 3rd Floor, Lok Nayak Bhawan, New Delhi.
7.   The Under Secretary (Budget), D/o Personnel & Training, North Block, New Delhi.
8.   The Under Secretary (Budget), Training Division, D/o Personnel & Training, Old JNU Campus, New Delhi.
9.   The Director of Audit-I, Central Revenues, AGCR Building, Vikram Nagar, New Delhi.

Copy for information to PSO to Secretary (P) / PPS to AS & FA / PPS to Addl. Secretary (Trg. & Adm.) / PPS to Joint Secretary (Trg.) / PA to Director (KDR).

No.T-16017/31/2022-TFA (C.No.3167458)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)
****

Old JNU Campus, New Delhi
Dated the 1st February, 2023

ORDER

As required in terms of Department of Expenditure's OM No.1(18)/PFMS/FCD/2021 dated 9th March, 2022, the following Central Training Institutes (CTIs) and the State / UT Administrative Training Institutes (ATIs) as figured in the Annexure, through which the Training For All (TFA) Scheme is being implemented, are hereby designated as Sub-Agencies (SAs).

(D. Ramesh Babu)
Under Secretary to the Govt. of India

1. The Directors General / Directors of all State / UT ATIs.
2. The Director, ISTM, New Delhi.
3. The Director, IIPA, New Delhi.
4. The Director, PDNASS, New Delhi.
5. The Addl. Controller General of Accounts, Public Financial Management Systems (PFMS), Shivaji Stadium Annexe, Connaught Place, Shaheed Bhagat Singh Marg, New Delhi.
6. The Finance (I) Branch, M/o Home Affairs, North Block, New Delhi.
7. The Controller of Accounts, M/o Personnel, Public Grievances & Pensions, 3rd Floor, Lok Nayak Bhawan, New Delhi.
8. The Pay & Accounts Officer, M/o Personnel, Public Grievances & Pensions, 3rd Floor, Lok Nayak Bhawan, New Delhi.
9. The Director of Audit-I, Central Revenues, AGCR Building, Vikram Nagar, New Delhi.
10. The Under Secretary (Budget), D/o Personnel & Training, North Block, New Delhi.
11. The Under Secretary (Budget), Training Division, D/o Personnel & Training, Old JNU Campus, New Delhi.
12. The Zonal Head – Government Banking Group, ICICI Bank Ltd., Lodhi Road, New Delhi.

Copy for information to PSO to Secretary (P) / PPS to AS & FA / PPS to Joint Secretary (Trg.)

Annexure to Order No.T-16017/31/2022-TFA (C.No.3167458) dated the 1ˢᵗ February, 2023

CTIs

1. Indian Institute of Public Administration (IIPA), New Delhi.
2. Institute of Secretariat Training & Management (ISTM), New Delhi.
3. Pandit Deendayal Upadhyaya National Academy of Social Security (PDNASS), New Delhi.

State / UT ATIs

4. Accounts & Administrative Training Institute (AATI), Gangtok, Sikkim.
5. Administrative Training Institute (ATI), Aizwal, Mizoram.
6. Administrative Training Institute (ATI), Itanagar, Arunachal Pradesh.
7. Administrative Training Institute (ATI), Kavaratti, UT of Lakshadweep.
8. Administrative Training Institute (ATI), Kohima, Nagaland.
9. Administrative Training Institute (ATI), Mysore, Karnataka.
10. Andhra Pradesh Human Resource Development Institute (APHRDI), Bapatla, Andhra Pradesh.
11. Anna Administrative Staff College (AASC), Chennai, Tamil Nadu.
12. Assam Administrative Staff College (AASC), Guwahati, Assam.
13. Bihar Institute of Public Administration & Rural Development (BIPARD), Patna, Bihar.
14. Chhattisgarh Academy of Administration (CAA), Raipur, Chhattisgarh.
15. Dr. Marri Channa Reddy Human Resource Development Institute of Telangana (Dr. MCRHRDIT), Hyderabad, Telangana.
16. Dr. Raghunandan Singh Tolia Uttarakhand Academy of Administration (Dr. RSTUAA), Nainital, Uttarakhand.
17. Goa Institute of Public Administration & Rural Development (GIPARD), Panaji, Goa.
18. Gopabandhu Academy of Administration (GAA), Bhubaneswar, Odisha.
19. Harish Chandra Mathur Rajasthan State Institute of Public Administration (HCMRIPA), Jaipur, Rajasthan.
20. Haryana Institute of Public Administration (HIPA), Gurugram, Haryana.
21. Himachal Pradesh Institute of Public Administration (HPIPA), Shimla, Himachal Pradesh.
22. Institute of Management in Government (IMG), Thiruvananthapuram, Kerala.
23. Jammu & Kashmir Institute of Management, Public Administration & Rural Development (JKIMPARD), Jammu / Srinagar.
24. Mahatma Gandhi State Institute of Public Administration (MGSIPA), Chandigarh, Punjab.
25. Meghalaya Administrative Training Institute (MATI), Shillong, Meghalaya.
26. Netaji Subhas Administrative Training Institute (NSATI), Kolkata, West Bengal.
27. RCVP Noronha Academy of Administration & Management (RCVPNAAM), Bhopal, Madhya Pradesh.
28. Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad, Gujarat.
29. Sri Krishna Institute of Public Administration (SKIPA), Ranchi, Jharkhand.
30. State Administrative Training Institute (SATI), Imphal, Manipur.

31. State Institute of Public Administration and Rural Development (SIPARD), Agartala, Tripura.
32. Uttar Pradesh Academy of Administration & Management (UPAAM), Lucknow, Uttar Pradesh.
33. Yashwantrao Chavan Academy of Development Administration (YASHADA), Pune, Maharashtra.

Name of ATI: _____

Sl.No.	Amount (in Rs.)	Balance of fund received (Sanction No. and date)	Amount of interest earned on the funds (in Rs.)	Amount of interest returned (Cheque / DD No. & date)

CERTIFICATE

It is certified that no funds, that have been received from D/o Personnel & Training, Government of India under the Training For All (TFA) Scheme, are lying unutilized, partly or fully, with ....(name of ATI)..............

Signature

ATI's seal.

Name of Authorized Signatory

Designation

Name of ATI: _____

Sl.No.	Amount returned (in Rs.)	Purpose for which the funds were received, along with Sanction No. and date)	Amount (in Rs.) required for continuing (name of training programmes)	Approximate date of completion of the programme

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	

Terms and Conditions for Sponsoring Trainer Development Programme

1. 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-

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 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 with in the financial year. In no case, will the course be allowed to be carried over to the next financial year.

No.12021/09/2012-Trg.1
Government of India
(Bharat Sarkar)
Ministry of Personnel, Public Grievances and Pensions
(Karmik, Lok Shikayat tatha Pension Mantaralaya)
Department of Personnel and Training
(Karmik tatha Prashikshan Vibhag)
Training Division

Block-IV, Olof Palme Marg
JNU Old Campus, New Delhi-110067
Dated: 17th 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 1st 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, AS&FA(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 & IIPA.
3.   P & AO, Ministry of Personnel, Public Grievances and Pensions, Lok Nayak Bhawan, New Delhi – 110003.
4.   Home 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

Block-IV, Old JNU Campus, New Delhi

Dated the 7ᵗʰ 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 17ᵗʰ 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. 19011/1/2020-TFA dated 3ʳᵈ 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 1ˢᵗ August, 2020.

6. This issues with the concurrence of Integrated Finance Division (H) vide O/o Director (F/P) Dy.No.3154391/650 dated 25ᵗʰ 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