No.T-16011/1/2021-TFA (CN 3156823)
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 19 February, 2021

To

The Heads of State / UT ATIs, ISTM, IIPA and PDNASS
(As per Standard List)

Sub: **Submission of proposals for conducting training programmes under Training For All Scheme during the FY 2021-22.**

Sir/Madam,

I am directed to say that every year this Department sponsors training programmes under various components of the "Training For All (TFA)" Scheme to various State / UT Administrative Training Institutes (ATIs) and three selected Central Training Institutes (CTIs) viz. ISTM, New Delhi, IIPA, New Delhi and PDNASS, New Delhi. The components in brief are as under:

1.   State Category Training Programme (SCTP): Programmes under this component are designed with the objective of developing management skills and knowledge in different areas for senior and middle level officers of State Governments / State Public Sector Undertakings and State Autonomous Bodies. These programmes focus on case-based pedagogy on a wide range of themes/subjects such as Ethics in Administration, Disaster Management, Right to Information, Gender Issues, Decentralized Planning, Role & Responsibilities of DDOs, Financial Management, Environment, Climate Change, e-Governance, Cyber Security, Leadership & Team Building, Disaster Management, Legal Literacy, Administrative Vigilance, Public Private Partnership, Revenue Resource Mobilization through GST/IT etc. A copy of the terms and conditions for conducting the courses under these programmes is enclosed.

2.   Trainer Development Programme (TDP): A cadre of professional trainers and resource persons in various Training of Trainers (ToT) packages in training techniques is created under this component. The programme embeds the Systematic Approach to Training (SAT) into the process of designing and imparting effective training to government officials. The ToT programmes include Training Needs Analysis (TNA), Design of Training (DOT), Direct Trainer Skills (DTS), Evaluation of Training (EoT), Management of Training (MoT), Experiential Learning Tools (ELT), Mentoring Skills, Facilitation Skills, Introduction to SAT courses, and National Training Policy (NTP). A copy of the terms and conditions for conducting the courses under these programmes is enclosed.

3.   Intensive Training Programme (ITP): Under this programme, saturation training is provided to frontline personnel manning the public service delivery chain, in sectors identified by States, in specific geographical area of a State/UT. This Programme aims at impacting upon functional knowledge, skills and attitudinal orientation of the frontline functionaries through appropriately designed training interventions to make public service delivery effective.

4.   12-Day Induction Training Programme (12-Day ITP): Training under this component is provided to the newly recruited Group-B (non-gazetted) & Group-C cutting

edge level State Government functionaries with a view to develop generic and domain specific competencies in them for strengthening their capabilities to improve the public service delivery mechanism. It is implemented in the districts selected by the State ATIs, where the newly recruited frontline functionaries are available in large numbers. The programme covers those sectors/departments which have the maximum citizen interaction and are directly involved in the public delivery system. The Induction Training Programme includes training in 5-Days generic modules, 2-Days NGO & field visit and Blood Donation Camp and 5-Days domain specific modules.

5. Comprehensive Online Modified Module on Induction Training (COMMIT): A blended training programme for newly recruited frontline State/UT government functionaries to develop in them Generic & Doman specific competencies. This programme supplements the existing 12-Day ITP.

6. In addition to the above, this Department provides financial assistance to the State / UT ATIs under Augmentation of Capacity of Training Institutes (ACTI) for augmenting infrastructure in the form of hardware, software and courseware, networking of training institutions and consolidating the training ware. In this regard, a copy of this Department's letter dated 29.8.2014 is enclosed.

7. Further, this Department also implements Faculty Development Scheme (FDS) with a view to broaden and hone the knowledge and skill base of the Master Trainers (MTs) / Recognized Trainers (RTs), developed by this Department and faculty members working in various Central Training Institutes (CTIs)/ State/UT ATIs. The MTs/ RTs/ faculty members of CTIs/ATIs are sponsored for undergoing domestic short-term/ correspondence courses conducted by various institutes of repute. Terms and conditions and other details may be perused at http://documents.doptcirculars.nic.in/D2/D02trn/FDS.pdf.
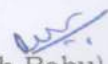
8. Proposals for conducting the training programmes under the afore-mentioned components, including the proposals under ACTI components, are invited from State / UT ATIs for the FY 2021-22. ISTM, IIPA and PDNASS may also submit proposals for conducting programmes under SCTP and TDP components.

9. So far as the proposals under SCTP and TDP are concerned, these are required to be submitted only online through this Department's website http://dopttrg.nic.in by using the unique User ID and Password, **latest by 28th February, 2021**. The proposals received after the cut-off date and also the proposals received manually shall not be considered in this Department. While there is no bar on the number of courses an Institute may intend to submit, such courses, however, shall be finalized by this Department after taking into consideration the priority areas of the Central Government and also past record of the training institute in conducting the courses. It is requested to submit only 3-day short-term programmes, which focus on case-based pedagogy, under SCTP.

10. It may kindly be noted that the proposals of such ATIs etc., who have submitted Utilization Certificates in the prescribed format in respect of the funds sanctioned for the FY 2019-20 and / or earlier; and who have been filing expenditure details in EAT Module of PFMS shall only be considered for the FY 2021-22.

Yours faithfully,

Encl: As above.

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

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:

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

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

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

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

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

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

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

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	6	-do-
Facilitation	2	9	-do-
National Training Policy (NTP)	2	20	-do-
RTD on Mentoring	2	8 + 8	-do-
RTD on Facilitation	2	8 + 8	-do-
MTD on Mentoring	2	8 + 8	-do-
MTD on Facilitation	2	8 + 8	-do-
Introduction to SAT Courses	2	16	-do-

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

3. The department will also circulate letter for inviting the nominations for National Calendar Courses only. Nominations will be received in the host institute directly. This department will, however, forward the nominations to host institute, if received in this department.

4. The tutor-trainee ratio for the ToT courses will be DTS 4:24, DoT 2:12 & MoT 2:16. The faculty for these courses will have to be arranged by the host institutes themselves.

5. The deployment of trainers for the National Calendar will be decided by Training Division, DoPT and the host institute will have to bear the MT/RT kit charges, honorarium, travel, board and lodging charges of the guest faculty from the course fee granted by DoPT.

6. Once the Department communicates the deployment of Trainers, the Institute must conduct the course with the deployed trainers only. Failing which no course fee would be released. In case the Institute faces a serious problem in conducting the course on the approved dates, the course can be re-scheduled in consultation with this Department but must be conducted within the financial year. In no case, will the course be allowed to be carried over to the next financial year.

No.G-20011/4/2013-Trg.(Budget)(Pt.)
Government of India
Department of Personnel & Training
(Training Division)
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Block IV, Old JNU Campus
New Delhi, dated: 29.08.2014

To
The Heads of all State ATIs

Subject: **Augmentation of Capacity of Training Institutions – Support thereof.**

Sir/Madam,

As you are aware, Department of Personnel & Training has been extending support to State Administrative Training Institutions for augmentation of its training capacity in the form of hardware, software, courseware, training aid/kits case studies, library publications, training film and miscellaneous training related expenditure etc.

2.   In this context, I would like to bring to your kind attention that Secretary (P) has recently approved a list of admissible items, specification and cost thereof to be procured out of the grants released to State ATIs under the Plan Scheme 'Training for all'.   A copy of the list is attached herewith for your reference. The approved list of items may be kept in mind while preparing the proposals for seeking grants from DoPT under this Scheme.

3.   You are requested to submit proposals seeking funds under this Scheme in the current financial year as per the approved list of admissible items and cost thereof. The following important aspects may be included in the proposal:-

(i)   The details of the support required for the current financial year 2014-15 along with details of existing facility.

(ii)   Utilization Certificate(s) of the previous grant(s) is submitted along with the invoice of the equipments purchased.

(iii)   Confirmation that the 10% of the funds has also been contributed by the State Government.

Yours faithfully,

(V.K. Sinha)
Director (Training)

Encl: As above

DETAILS OF ITEMS ADMISSIBLE FOR GRANTS OF FINANCIAL ASSISTANCE FOR STRENGTHENING OF STATE ADMINISTRATIVE TRAINING INSTITUTES UNDER THE PLAN SCHEME 'TRAINING FOR ALL'

S. No	Name of Item	Number of Units to be sanctioned	Price Range (per unit)	Purpose/ Usage
1.	Desktop Computer and Software	75-125	50,000-60,000	All these items would be used by State ATIs for training purpose
2.	(i) Laser Printers	75-125	6,000-10,000	
	(ii)Multifunction Printer/Scanner with USB connection	5 (Maximum)	30,000-40,000	
	(iii) Printer cum Scanner/Laser Bar Code Scanner	1	15,000-21,000	
3.	Networking /Wi-Fi	One time	1,00,000-2,50,000	
4.	Anti Virus Software	75-125	1000-2000	
5.	UPS (10KVA)	1 for 20 Desktops	1,25,000	
6.	LCD Projector	6 (Maximum)	50,000-1,25,000	
7.	Digital Audio Recorder	1-2	8000-10,000	
8.	LCD/LED/Video Wall	1-5	1,00,000-3,00,000	
9.	Collar Mike with Speaker	1-10	9000	
10.	(i) Heavy Duty Printer/copier	1-2	2,50,000-3,00,000	
	(ii)Photocopier Machine (Normal)	1-5	80,000-1,00,000	
11.	Desktop Magnetic Desensitizer	1	20,000-25,000	
12.	IP Phone	1-10	10,000-12,000	
13.	IP Phone Gateway	1	40,000-42,000	
14.	Visualizer	1	70,000-80,000	
15.	Smart Board	1-5	40,000-45,000	
16.	Public Address System/Sound System	For each training hall	2,00,000-2,50,000	
17.	Server Rack	1	1,50,000-2,00,000	
18.	Other items	On case to case basis with the concurrence of IFD		

No. 12021/03/2013-Trg.I
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

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

To

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

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

Sir/Madam,

The Department of Personnel & Training has been implementing a scheme of
Faculty Development to broaden and hone the knowledge and skill base of the
trainers/faculty members working in the training institutions. All Master
Trainers/Recognized Trainers (MTs/RTs) developed by this department, faculty
members working in Central Training Institutions (CTIs) and State Administrative
Training Institutions (SATIs) are eligible for support under the Scheme.

2.   Under the scheme, this department sponsors trainers/faculty members for the
training programmes conducted by various institutions within the country. The
department funds the travel allowance and course fee in case of trainers developed by
this department and course fee in case of faculty working in the State ATIs and CTIs. A
trainer can avail the benefit of the scheme once in a bloc of two years which could be
relaxed in deserving cases. The upper ceiling of expenditure per head is Rs. 75,000/-.
The age of the officer should not be more than 55 years to avail the scheme.

3.   Only those MTs/RTs who have earned minimum stipulated points in the F.Y.
2012-13 as per the 'Points System' would be eligible for support under the scheme.

4.   For the year 2013-14, the eligible trainers/faculty members could apply in the prescribed proforma to training division for funding under the Scheme for the following programmes/training exposure:-
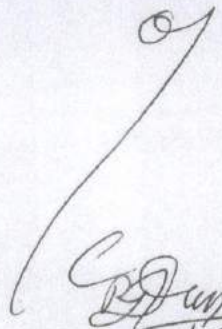
i.   All short duration (upto one week) Management Development Programmes conducted by XLRI, Jamshedpur, IIM Ahmedabad, IIM Bangalore, IIM Lucknow, IIM Kolkata, IIM Indore and IIM Kozhikode. Only those officers who have undergone Direct Trainers Skill (DTS) course sponsored by this Department would be considered for courses at XLRI and IIMs.

ii.   Directors/DGs of the ATIs/CTIs could also nominate their faculty members to any short duration programme (upto two weeks) in any other institution within the country and depute them to visit any ATIs/CTIs for 1-2 week to study best training practices. Trainers working outside the ATIs/CTIs could do so by sending their nominations through their controlling officers.

iii.   Correspondence course on ' Training and Development' offered by the ISTD, New Delhi. This course is not counted for the purpose of cooling off period of two years. The applicant will have to pay fee to the ISTD upfront which will be reimbursed by the Department upon his/her successful completion of the programme.

5.   The trainer/faculty would have to submit a brief report on the training/exposure visit to the controlling authority and this department.

Yours faithfully,

(V.K. Sinha)
Deputy Secretary to the Govt. of India
Tele: 26107956, Fax 26107962
e-mail : v_k_sinha2007@yahoo.co.in

17/5/2013
Total 279

जारी किया
ISSUED

NOMINATION FORM

Proposal for Short Term Domestic Training Programme on Faculty Development.

NOMINEES INFORMATION

1	Name	
2	Designation	Since(date)
3	Institute/organization	
4	Scale of Pay	
5	Date of birth	
6	Sex:	Male/Female
7	Address for communication (with Pin Code)	
8	FAX Number	
9	Telephone Number, e-mail & Mobile No., if any	
10	Whether you have attended any faculty development programme earlier sponsored by DoPT? If yes, please indicate course, date and venue	
11	Whether you have attended any DTS course earlier sponsored by DoPT? If yes, please enclose the photocopy of the certificate	
12	Provide details of course you wish to attend: i) Name of Institute ii) Venue iii) Dates iv) Course fee (attach copy of brochure)	

Proposal for Short Term Domestic Training Programme on Faculty Development

Sponsoring Authority's Confirmation

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

Date

Signature & Seal of Sponsoring Authority