

Most Immediate

No.12021/3/2006-Trg.I
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

TRAINING DIVISION, BLOCK 04, 3rd FLOOR,
Old JNU Campus, NEW DELHI-110 067.
DATED 16 November, 2006

To

All Heads of STIs
Director, ISTM, New Delhi
MTs & RUs (as per list attached)

Subject: Nominations for Potential Recognised Users (PRUs) – Evaluation of Training (EoT) to be conducted under 'Trainer Development Programme' during 2006-07.

Sir/Madam,

Department of Personnel and Training (Training Division) is striving for creation of capacity/capability in the area of training of trainers and particularly Evaluation of Training (EoT) package. Faculty trained in using these skills is in a position to improve the quality of delivery of the programmes.

The demand for conducting the Evaluation of Training (EoT) courses is very high in almost all the States. However, one of the limitations in this regard is the limited number of Recognised Users (RUs), and this in turn is due to the limited number of Masters Trainers (MTs), available. It is thus essential to develop more Masters Trainers and Recognised Users so that the capacity to conduct such courses is created.

Given the importance of enhancing training at the cutting edge level there is a need to drastically increase the number of qualified trainers. Our Plan is to develop 4 EoT RUs during the year 2006-2007 through specially designed RU Development programme. The programme will be held at the National Academy for Trg. & Research in Social Security (NATRSS), Employees' Provident fund Organisation, Ministry of Labour, Janak Puri, New Delhi from 12-23 February, 07.

We seek your cooperation in developing faculty available in your institute and also suitable officers in the State Government Departments through these workshops in areas hitherto not covered as yet.

Nominations of suitable faculty members (who already attended EoT course sponsored by DoPT) from your institute are invited for being developed as RUs. To facilitate selection of faculty, a proforma has been evolved and a copy of the same is enclosed for reference and use. The nomination of the faculty may please be expedited so as to reach this Division at the earliest.

Yours faithfully,

(Vineet Pandey)
Director (Trg.)

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Most Immediate

No.12021/1/2006-Trg.I
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

TRAINING DIVISION, BLOCK 04, 3rd FLOOR,
Old JNU Campus, NEW DELHI-110 067.

DATED 31 July, 2006

To

1. All Heads of STIs
2. Director- ISTM, N.D.
3. All Masters Trainers (DTS & DoT)

Subject: Nominations for Potential Recognised Users (PRUs) (DTS & DoT) to be conducted during 2006-2007 under 'Trainer Development Programme' during 2006-07.

Sir/Madam,

Department of Personnel and Training (Training Division) is striving for creation of capacity/capability in the area of training of trainers and particularly two types of trainers' skills i.e. Direct Trainer Skills (DTS) and Design of Training (DoT) skills. Faculty trained in using these skills are in a position to improve the quality of delivery of the programmes and also design the training programmes to meet the requirements of the organizations.

The demand for conducting the Direct Trainer Skills and Design of Training courses is very high in almost all the States. However, one of the limitations in this regard is the limited number of Recognised Users, and this in turn is due to the limited number of Masters Trainers (MTs), available. It is thus essential to develop more Masters Trainers and Recognised Users so that the capacity to conduct such courses is created.

Given the importance of enhancing training at the cutting edge level there is a need to drastically increase the number of qualified trainers. Our Plan is to develop more RUs during the year 2006-2007 through specially designed RU Development programme. The schedule of these programmes to be held at the ISTM, New Delhi is indicated below:

Week	Name of Programme	Dates
1	DTS course (to be run by Master Trainers)	29 January-2 February, 2007
2	DTS RU Skill Development Workshop	5-9 February, 2007
3	DTS course (to be run by RUs)	12-16 February, 2007
1	DoT course (to be run by Master Trainers)	5-9 February, 2007
2	DoT RU Skill Development Workshop	12-16 February, 2007
3	DoT course (to be run by RUs)	19-23 February, 2007

We seek your cooperation in developing faculty available in your institute and also suitable officers in the State Government Departments through these workshops in areas hitherto not covered as yet.

Nominations of suitable faculty from your Institute are invited for being developed as RUs. You may kindly propose the names of potential RUs latest by 21 August, 2006 positively. To facilitate selection of faculty, a proforma has been evolved and a copy of the same is enclosed for reference and use. The nomination of the faculty may please be expedited so as to reach this Division at the earliest.

Yours faithfully,

(Vineet Pandey)
Director (Trg.)
Tele: 26107960 & FAX 26107962

Proforma for selection of Recognised Users Nominees

1	Name		
2	Age		
3	Service		
4	Educational qualification		
5	Subject areas in which the officer has been conducting training programmes		
6	Date of posting at Institute		
7	Details of DTS and DoT courses attended		
Course	Year	Institute	
DTS			
DoT *			
8	Whether the officer has either conducted training or given inputs in courses on Training techniques, Training of Trainers, Training methodology, SAT MoT etc.	Yes/No	
9	If yes, how many such courses did you conduct or provide inputs to		
10	What is the balance of tenure left in the Institute? (in years)		
11	Remarks (if any)		

* Please indicate the areas on which the design proposal was prepared.

Most Immediate

No.12021/12/2005-Trg.I
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

TRAINING DIVISION, BLOCK 04, 3rd FLOOR
OLD JNU CAMPUS, NEW DELHI-110067.
DATED 16 November, 2006.

- 1 All Ministries/Departments and attached offices of Government of India
- 2 Chief Secretaries of States/Union Territories
- 3 All Central/National/State Training Institutions
- 4 Other Training Institutions (Government & Semi- Government only)

Sir/Madam,

You may be aware that the Training Division of Department of Personnel & Training, Government of India is sponsoring 'Training of Trainers' (ToTs) courses for the trainers of various training institutions. These modules have been developed in collaboration with the Thames Valley University, Slough-UK under Trainer Development Project with the aim to improve trainers' abilities, delivery skills, designing subject specific courses, internal and external validation and to provide exposure to the supplementary Audio-Visual aids.

The schedule of National Calendar programmes on Direct Trainer Skills (DTS), Design of Training (DoT) and Evaluation of Training (EoT) to be conducted at the National Academy for Trg. & Research in Social Security (NATRSS), Employees' Provident fund Organisation, 30-31, Institutional Area, Janak Puri, New Delhi under 'Trainer Development Programme' is as follows:

S.No.	Course	Date
1	Direct Trainer Skills (DTS),	8-12 January, 2007
2	Design of Training (DoT)	15-19 January, 2007
3	Evaluation of Training (EoT)	12-16 February, 2007
4	Evaluation of Training (EoT)	19-23 February, 2007

Nominations of faculty members/officers (not more than five in number) may be sponsored for these courses. Nominations will be accepted on the availability of slots. The courses are residential. No course fee is payable by the participants for attending the course. The sponsoring authorities will have to pay for their participants the board and lodging charges (@ Rs.200/- per day per participant) directly to the host-Institute. The participants should be considered 'on duty' during the entire duration of the course.

The nomination forms, complete in all respects (in the enclosed proforma), should reach the NATRSS, New Delhi well in advance before the starting date of the course.

A copy of the same may be marked to DoPT for information. The officers should not finalise their travel plans unless they have received confirmation from the concerned institute.

Yours faithfully,

(Arvind Pokhriyal)

Section officer (Training)

e-mail arvind_p@nic in Tele: 26107957 & Fax:26107962

NOMINATION FORM

Course name	Dates

You may use photocopies of this form. Please complete in capital letters. Strike off items not applicable. Nominations should be submitted at least 3 weeks prior to the course dates to host institute.

For DoT Since successful completion of DTS course is an entry qualification for the DoT course, please attach a photocopy of the DTS certificate with this form.

NOMINEES INFORMATION

1	Name	
2	Designation	Since(date)
3	Institute	
4	Scale of Pay	
5	Date of birth	
6	Sex:	Male/Female
7	Category:	SC/ST/General/OBC
8	Address for communication (with Pin Code) e-mail address	
9	FAX Number	
10	Telephone Number, e-mail	
11	Experience in the area of imparting training (in 100 words)	
12	Other "Training of Trainers (ToT)" Courses attended, with dates	

Course

Course name	Dates

Sponsoring Authority's Confirmation

1	Name of sponsoring authority	
2	Address for communication (with Pin Code)	
3	Telegraphic Address	
4	Telephone Number	
5	Fax Number	
6	Nominee's Name	
7	Nominee's Designation	(since)
8	How does the nominee's participation relate to the training and development plan and policy of the sponsoring authority?	
9	Please give details of those you have sponsored for this course in the past, and any feedback you have taken from them on benefits to them and the organisation	

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

Date

Signature & Seal of Sponsoring Authority