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**Most Immediate**

No.12021/07/2010-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 5<sup>th</sup> April, 2011

57-Secy. (Trg.)  
22-4-11

- 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 Staff Colleges of Banks, PSUs (Central & State)
- 5 Other Training Institutions (Government & Semi- Government)

Sir/Madam,

You may be aware that the Training Division of Department of Personnel & Training, Government of India sponsors a number of 'Training of Trainers' (ToTs) courses under Trainer Development Programme every year. These courses has 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.

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V. K. Chugh

These courses are conducted at the State Administrative Training Institutes and some selected Central Training Institutions. The calendar for the year 2011-12 for the ToT courses has now been finalized. The details of courses, list of institutions where these courses are conducted, Schedule of Courses, briefs on ToT courses and nomination form may be accessed at <http://persmin.nic.in/otraining/Index.asp>.

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Nominations of suitable faculty members/officers are hereby invited for these courses. Nominations will be accepted depending on the availability of slots. The courses are residential. No course fee is payable by the participants for attending the course. However, sponsoring authorities will have to pay the boarding and lodging charges of the sponsored candidates (@ Rs.200/- per day per participant) to the host-Institute. The participants should be considered 'on duty' during the entire duration of the course.

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The nomination forms, complete in all respects should reach the host Institute at least 4-weeks before the starting date of the course. The officers should not finalize their travel plans unless they have received confirmation of slot from the host institute.

27/4/2011

S. K. Chugh

Yours faithfully,

(K. K. Chug)  
Director (Trg.)

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