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No. 12037/41/2015-FTC  
Government of India  
Department of Personnel and Training  
Training Division  
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Dated 23.03.2016

To

1. The Chief Secretaries of all the State Governments/ UTs.
2. The Secretaries of all the Ministries/Departments of Government of India.

Sir/Madam.

The Training Division, Department of Personnel and Training, Government of India shall be sponsoring the names of suitable officers for undergoing long/short-term training abroad in various selected universities/institutes for the Financial Year 2016-17 under the Domestic Funding of Foreign Training (DFFT) Scheme.

2. Through this circular, applications/nominations are invited for the long-term and short-term programmes to be conducted during Financial Year 2016-17 (April 2016 to March 2017) which are listed at **Annexure A**. (Programmes listed are subject to change including the dates depending on the decision of the Institutes).

3. The Terms and Conditions along with the eligibility criteria for applying officers for these programmes are indicated below:

**(a) Officers Eligible to Apply Under The Scheme:**

- The officers belonging to the Indian Administrative Service, Central Secretariat Service, State Civil Service, Central Secretariat Stenographers Service (Gazetted) (CSSS) Irrespective of their place of posting.
- Officers belonging to other AIS(IPS and IFoS) and the organized Group 'A' Central Civil Services, who are holding posts on deputation under the Central Staffing Scheme of DOPT.

**(b) Minimum Length of Service:**

- IAS officers who complete seven years of service as on 1.7.2016 are eligible for long term programmes. However for short term programmes a minimum service requirement is of 9 years as on 1.7.2016.
- Other AIS(IPS and IFoS) officers and Group A Officers who complete 9 years of service as on 1.7.2016 (i.e. upto 2007 and senior batches).
- SCS officers who complete 9 years of service as Deputy Collectors as on 1.7.16

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- CSS officers who complete 5 years service as Under Secretaries and CSSS officers who complete 5 years as Group A as on 1.7.2016

(c) Upper age limit:

- The upper age limit for long term and short-term training programmes will be **45 years** and **52 years** respectively and officers born on or after 1<sup>st</sup> October 1973 and on or after 1<sup>st</sup> October 1968 will be eligible for applying for long-term programmes and short-term programmes respectively.
- There is no age limit for the short-term programmes at Cambridge University, University of California Berkeley for officers of Joint Secretary Additional Secretary Secretary level (equivalent to postings in GOI). **However, the officers applying for these programmes should have minimum 1 (one) year of service left for superannuation at the time of attending the programme.**

(d) Selection criteria:

- The eligible officers applying under the Scheme will be short-listed by applying weightage criteria which includes parameters such as
  - For Short term Programmes
    - foreign training deficit.
    - seniority.
    - SC/ST/Women/NE/J&K Naxal affected areas.
    - priority for being close to age bar and
    - ACR grading
  - For Long term Programmes
    - Seniority.
    - SC/ST/Women/NE/J&K Naxal affected areas and
    - ACR grading
- The final selection and nomination of officers will be made on the basis of weightage criteria and preference of programmes indicated by the officers. The level of officers indicated for each programme will be as per their equivalence in the GOI. The selections for short-term training programmes of Cambridge University, University of California Berkeley and will be based on seniority.

(e) Cooling-off condition:

- (i) After attending a foreign training programme of **upto one month**, officers will be required to complete a cooling-off period of **one year** before they can be considered again for another training programme. To illustrate, an officer who completes a short-

term programme of upto one month in 2014-15, would be eligible for another short-term programme under the DFFT Scheme only in 2016-17.

- (ii) After attending a foreign training programme of **more than one month and upto six months**, officers will be required to complete a cooling-off period of **three years** before they can be considered again for another training programme.
- (iii) After attending a foreign training programme of **more than six months**, officers would not be eligible for another long-term foreign training programme. However, an officer would become eligible for a short-term programme after a cooling-off of five years.
- (iv) After attending a Job Specific / Project related training abroad upto one month, funded by the ~~respective~~ Ministries/State Governments, officers would **be required to complete a cooling off period of Two years before they can be considered for training programme under this Scheme.**
- (v) The foreign component of any compulsory mid-career training programme undergone by the officer will not be counted for the purpose of 'cooling off'.
- (vi) The condition of cooling-off after a short-term programme (upto six months) will be applicable only for short-term programmes.
- (vii) An officer is eligible for only one long-term programme in his/her career.
- (viii) Officers who have undergone a long-term domestic programme, viz., IIMB, MDI, TERI, NDC, APPPA, etc. shall not be eligible for any long term foreign programme but would be eligible for short-term training programme after a cooling-off of three years.

**(f) Debarment:**

Officers who have been debarred from nomination for foreign training on their failure to attend the training programmes, to which they might have been nominated earlier, will not be considered until the debarment period is over. The debarment will be for **two years** for not attending a short-term foreign training programme (upto six months) and for **three years** for not attending a long-term foreign training programme (more than six months).

**(g) Undertaking:**

An officer has to give an Undertaking that in case of any false information furnished by him/her in the application form, the full expenditure incurred on their training would be recovered from them with penal interest and action under CCS (CCA) Rules/other relevant rules will be initiated against them.

**(h) Preference to SC/ST and Women officers and officer working in NE States and J&K and Naxal affected states Cadre:**

Preference will be given to suitable officers belonging to the SC and ST Category, women officers and officers working in the NE States and J&K Cadre and officers posted in Naxal Affected states, for training abroad.

**(i) Officers serving under Central Staffing Scheme:**

- (i) Officers on deputation with the Central Government under the Central Staffing Scheme of DOPT should have completed **two years** of service on Central Staffing before the date of commencement of the long-term programmes.
- (ii) **The applications of officers working under the Central Staffing Scheme for long-term programmes will be entertained only if they bear the NOC from EO Division, DOPT. A suitable column to this effect has been inserted in the application form (Annexure II).**
- (iii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the long-term training programme, or during the course of the long-term training programme, should be nominated by the respective Ministries/ Departments of Govt. of India **only after securing the cadre clearance of the respective State Govts./cadre controlling authorities on whose strength the officers are borne.**
- (iv) In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training.
- (v) On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases.
- (vi) In respect of long-term training programmes, if an officer, at the time of application, is on deputation under the Central Staffing Scheme and subsequently gets reverted to his/her cadre before commencement of the training programme, the officer will still be eligible to participate in the programme provided he/she gets the cadre clearance. However, this facility will not be available for short-term training programme.

**(j) Other conditions:**

- (i) The applications for both long-term and short-term training programmes must be accompanied by the ACR/PAR grading pertaining to the last five years. To be eligible for consideration for a long-term programme, the officer should have at least 'Very Good' grading in his/her ACRs pertaining to the past 5 years.
- (ii) Applications should be complete in all respects.
- (iii) Applicant should be clear from Vigilance angle.
- (iv) **The APAR grading/Vigilance clearance in respect of the applicant officer has to be necessarily filled in before finalizing application even if APAR grading/vigilance clearance in respect of officers are available with DOPT. The APAR grading in respect of self can be filled by the applicant officer which must be vetted by Nodal Officer before Forwarding the application by the Nodal Officer. The vigilance clearance has to be filled by the Nodal Officer.**
- (v) The nodal Officer has to take approval of the competent authority, as per extant guidelines before forwarding the applications.

**Duration of Long Term and Short Term Programmes:**

- Training programmes abroad of duration of **six months or more** are treated as **Long Term**.
- Training programmes abroad of duration of **upto six months** are treated as **Short Term**.

4. The list of long-term programmes and short-term programmes proposed to be conducted during FY 2016-17 are indicated in **Annexure A**. At present limited number of programmes are available for application. Subsequently more programmes will be added to the list of long term and short term programmes offered under the DFFT Scheme. The nominations received in response to this circular can also be considered for any other courses that may become available during 2016-17 under the DFFT Scheme but are not indicated in the present lists. *Applicant/nominated officers are advised to check their respective e-mails for any alerts that may be indicated before the last date of application, in this case being 15<sup>th</sup> April 2016 for revising choices for the programmes as per the final availability list of courses.* The status of application can be seen by clicking 'Check Application Status' on online application portal.

5. The officers who have already attended the customized training programmes at Cambridge University and ANZSOG, Australia organized in the earlier years may not apply for these programmes again in response to this circular.

6. If an officer does not attend the course or withdraws his request at any stage or is not relieved for attending the training programme by the Administrative Ministry/State Government/cadre authority, he/she will be debarred as per provisions.

7. Names of only those officers may be forwarded by CCAs/State Governments who can be spared/relieved at the time of commencement of the training programmes.

8. The State Governments/Central Ministries/Cadre Controlling Authorities are expected to utilize the skills acquired by the officers in the relevant field, on their return from foreign training.

9. The application form (**Annexure I**) for long-term and short-term foreign training as well as forwarding form (**Annexure II**) meant for filling by the Nodal Officers designated by each Ministry Department and State Governments are available in this Ministry's website at <http://persmin.nic.in/dft>. It must be ensured that the application form for both categories of programmes (long-term and short-term) must be filled in 'online' by the officers after which the same will be automatically forwarded by the system to their respective controlling authorities. The Nodal Officers will then fill in the requisite details in **Annexure II** and send the same along with application form (**Annexure I**) of the officer 'online' after taking approval from the competent authority. For applications of the officers of the level of JS and above the application can only be forwarded after taking approval of the concerned Minister. **It may be noted that there is no requirement of sending these documents by post.**

10. The necessary steps that the Nodal Officers are required to take for forwarding the application forms through 'online' mode are detailed at **Annexure B**.

11. The last date for officers to apply, as per procedure mentioned above, in this Division is **15<sup>th</sup> April 2016**. The last date for nodal officers to forward the applications to the division is **25<sup>th</sup> April 2016**.

12. Further a separate application/sponsorship system has been devised in respect of long-term training programmes, namely, MPA Mason Programme (Harvard University), Masters in Public Policy (Cambridge University), Masters in Public Health (John Hopkins University) and Masters in Public Policy (Blavatnik School, Oxford University) under which the interested officers will apply directly to the university and undertake admission/selection process as stipulated by the university as a private individual. The number of slots for each of these programmes will be decided later. The officers applying for these courses must inform Training Division at the time of application that they have applied for these courses. Once an officer is selected by these Universities, he/she may apply for sponsorship under the DFFT Scheme through their respective controlling authorities along with requisite clearances, e.g., vigilance clearance, ACR Grading, etc. Applications of such officers will be considered by a Committee to be constituted in DOPT. Since the deadline for applying for these specific training programmes closes in the months of January and February each year, the officers interested in these programmes may keep this factor in view and apply according to the timelines indicated in the universities' respective websites. Simultaneously, interested officers may apply in response to this circular for other short term and long-term programmes also. The Masters in Anti-Corruption Studies Course at International Anti-Corruption Academy, Vienna will be offered once notification for the same is issued by IACA. Eligible officers may take admission under information to DOPT.

13. The officers who apply on their own in the programmes mentioned in para 12 above but do not get DFFT Sponsorship for some reason even after admission is confirmed by the concerned University, can get their admission deferred for the next year in which case they will be given priority for sponsorship in that year, subject to their fulfilling the eligibility criteria at that stage.

14. The officers are advised to go through the programme details available in the respective websites of institutes/universities and make themselves conversant with eligibility and selection criteria and apply in accordance with the pre-requisites, if any, for a specific course.

15. The incomplete applications and those not accompanied by duly filled in Annexure II by the designated Nodal Officers will not be considered. It may also be noted that no reference shall be made back to the forwarding authority/officers for filling and sending incomplete details.

16. This training circular carries a few changes from the circulars issued in previous years on this subject. Similarly, the 'online' application form has been simplified to make it more user-friendly. A User Guide for facilitating to apply for training programmes is prepared and available at online application portal. At the time of registration on online application procedure, officers will also get an e-mail from the NIC system explaining about the application process. It is requested to read it carefully before applying.

Yours faithfully,

(Deepika Lohia Aran)

Deputy Secretary to the Govt. of India

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Annexure A

List of Short term programmes Offered under the DFFT Scheme 2016-17  
Cambridge University, UK ([www.jbs.cam.ac.uk](http://www.jbs.cam.ac.uk))

SNo.	Programme	Slots	Duration	Level
1	Leadership & Strategic Thinking - <ul style="list-style-type: none"> <li>3<sup>rd</sup> July 2016-8<sup>th</sup> July 2016</li> <li>18<sup>th</sup> Sept to 23<sup>rd</sup> September 2016</li> <li>2<sup>nd</sup> Oct to 7<sup>th</sup> Oct 2016</li> </ul>	25 in each cohort(3 cohorts)	1 week	JS/AS/Secy

University of California Berkeley ([www.berkeley.edu](http://www.berkeley.edu))^

SNo.	Programme	Slots	Duration	Level
1	Negotiations for Public Leaders 10 <sup>th</sup> July to 23 <sup>rd</sup> July	20	2 weeks	JS/AS/Secy
2	Ethics & Governance 5 <sup>th</sup> June to 18 <sup>th</sup> June	20	2 weeks	JS/AS/Secy

DCID, DUKE University, USA ([www.dcid.sanford.duke.edu](http://www.dcid.sanford.duke.edu))

SNo.	Programme	Slots	Duration	Level
1	Budgeting & Financial Management in Public Sector (July 24 <sup>th</sup> -August 12 <sup>th</sup> )	6	3 Weeks	Dir/DS
2	Fiscal decentralization and Local Governance Training Management (July 10-29 July)	6	3 Weeks	DS/Dir
3	Project Appraisal and Risk Management (May 15 <sup>th</sup> – June 10)	6	3 Weeks	Dir/DS
4	Tax Analysis and Revenue Forecasting (June 26 <sup>th</sup> -July 22)	6	4 Weeks	Dir/DS

ENA, Paris ([www.ena.fr](http://www.ena.fr)) **National School of Government France**

SNo.	Programme	slots	Duration	Level
1	Management in the Public Sector (May 30-June 13)	4	2 weeks	DS/US
2	Fighting Corruption(Nov 7-Nov 18)	4	2 weeks	DS/US
3	Local Self Government(September 26 – October 7)	4	2 weeks	DS/US

EMDC/WMDC, USA ([www.opm.gov](http://www.opm.gov)) **OPM is the national institute**

SNo.	Programme	slots	Duration	Level
1	Executive Development Seminar	6	2 weeks	Dir/JS
2	Collaborative Leadership	6	2 weeks	Dir/DS

Long term programme

Sl. No.	University/institute	Programme
1.	Harvard University	Mason Programme
2.	Oxford University	MPP
3.	Cambridge University	MPP
4.	John Hopkins University	MPH
5.	Duke University	MA in International Development Policy
6.	IACA Vienna	MACS



Instructions for Validating and Forwarding DFFT Online Applications by Nodal Officers

1. Nodal officers must take approval of the competent authority before forwarding the application to DOPT. For officers of JS and above level approval of Minister is mandatory.
2. Nodal officers must check all the entries filled by the officer in the Annexure I , especially related to batch year, date of joining .
3. The Login Id and Password details will be provided by Training Division, DoPT in the respective e-mail addresses of the Nodal Officers.
4. The User Manual will be emailed to the nodal officers and also the same will be made available in the online Cadre Controlling Authority (CCA) module also.
5. Website address for logging in to the Online CCA Module is  
[http://persmin.gov.in/dft/cca\\_loginoffer.asp](http://persmin.gov.in/dft/cca_loginoffer.asp)
6. Login into the system with the user id and password provided.
7. The List of Online Applications submitted by the officers of respective Ministry/Department/State Government will be displayed after login.
8. The Nodal Officer can select an application and perform the following tasks
  - a) View the Application Submitted by the Officer (Annexure I)
  - b) Update the Annexure II Details
  - c) Finalise the Annexure II
  - d) Printout of complete application along with Annexure II
7. Once finalized, the entire application form (Annexure I & II) will be available 'online' to DOPT and thereafter no amendments in the applications can be made.

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