

No. 12037/37/2010-FTC  
Government of India  
Department of Personnel and Training  
Training Division

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Dated the 8<sup>th</sup> October, 2010

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 2011-2012** 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 2011-12 (April 2011 to March 2012) which are listed at **Annexure A**. *These are tentative lists and may be subjected to changes.*
3. The **Terms and conditions** along with the **eligibility criteria** for applying/ nominating officers for these programmes are indicated below:-

(a) **Service Consideration:**

The officers belonging to the **Indian Administrative Service, Central Secretariat Service, State Civil Services, Central Secretariat Stenographers Service (Gazetted) (CSSS)** and such officers of the other two All India Services viz. **Indian Police Service (IPS) and Indian Forest Service (IFS) and organized Group 'A' Central Civil Services, who are holding posts on deputation under the Central Staffing Scheme**, are eligible to apply, in response to this Circular, for training programmes abroad.

**Note:** *The applications of CSS/CSSS officers should be routed through the C.S. Division of DOP&T. The C.S. Division will certify that the entries like batch etc. filled in the proforma are correct. CS Division of DOP&T will also fill up C.R gradings in the proforma in respect of CSS/CSSS officers. The CSSS officers shall be considered only for Short Term foreign training programmes specially identified for them.*

**(b) Minimum Service:**

Officers should have completed a minimum of **9 years** of service **as on 1.1.2011**. Dy. Collectors with 9 years service as Deputy Collectors and CSS officers with 5 years service as Under Secretaries would be eligible for foreign training under the DFFT Scheme.

**(c) Upper age limit :**

The upper age limit for long term and short-term training programmes will be **45 years and 52 years respectively as on 1.4.2011**. However, there is no age limit for the short-term programmes meant for officers of Additional Secretary/Secretary level.

**(d) 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 **two years** before they can be considered again for another training programme. **To illustrate**, an officer who completes a short-term programme of upto 1 month in 2010-11, would be eligible for another short-term programme under DFFT scheme only in 2013-14.
- (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 6 months**, officers would be required to complete a 'cooling-off' period of five years before they can be considered again for another training programme
- (iv) Job Specific/Project-related trainings/official visits abroad, irrespective of duration, are exempted from the provisions of 'cooling off'.
- (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 training programme (upto six months) will be applicable only for short term training programmes.
- (vii) An Officer is eligible for only one long term programme in his/her career.
- (viii) Officers who have undergone a long-term training programme (more than 6 months' duration) or a long-term domestic programme, viz., IIMA, IIMB, MDI, TERI, NDC, APPA, etc. shall not be eligible for any long term programme under the DFFT Scheme.
- (ix) In case of officers who have undergone a long-term domestic programme at IIMB, IIMA, TERI, MDI, NDC, etc. which includes a foreign training component, the

cooling off period will depend on the length of the foreign training component of such domestic programmes.

**(e) 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 training programme (upto 6 months) and for 3 years for not attending a long term foreign training programme (more than 6 months).

**(f) Preference to SC/ST and Women officers and officers working in NE States and J&K Cadre :**

Preference will be given to suitable officers belonging to the SC & ST Category, women officers and officers working in the N-E states and J&K cadre for training abroad.

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

- (i) Officers on deputation with the Central Government under the Central Staffing Scheme should have completed **one and a half years on Central Staffing before the date of commencement of the Long Term Programme.**
- (ii) 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 training, or during the course of the training, 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.**
- (iii) 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.
- (iv) On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases.

**(h) Other conditions:**

- (i) The applications for long-term programmes must be accompanied by the ACR details pertaining to the last 5 years, while for short-term programmes, a Certificate to the effect that no adverse entry stands in the ACRs/PARs would suffice. To be eligible for consideration for a long-term programme, the officer should have at least 'Very Good' grading in his/her ACRs (or equivalent in PARs) pertaining to the past 5 years.
- (ii) Applications should be complete in all respects.
- (iii) Cadre Clearance should be available.

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

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

5. The list of long-term programmes and short-term programmes proposed to be conducted during FY 2011-12 are indicated in Annexure A. However, the list of courses is tentative and some changes might occur in these courses. New courses may also be added. The nominations received in response to this circular can also be considered for any other courses that may become available during 2011-12 under the DFFT Scheme but are not indicated in the present lists. Applicant/nominated officers are also advised to check their respective e-mails for any alerts that may be indicated during the pendency of their applications for revising choices for the programmes as per the final availability list.

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. 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.

8. The **application form (Annexure -I)** for long-term foreign training and short-term programmes is available in this Ministry's website at <http://persmin.nic.in/dfft>. ***It must be ensured that the application for both categories of programmes must be sent 'online' by the officers followed by a post copy of the same, duly filled in and signed by the applicant and along with the details as per Annexure -II, which is meant for filling by the Cadre Controlling Authority, duly signed*** by an officer of the rank of not less than Deputy Secretary to the State Government or Under Secretary to the Govt. of India may be sent to *Shri N.K.Wadhwa, Under Secretary (Foreign Training), Training Division, Department of Personnel & Training, 2<sup>nd</sup> Floor, Block IV, Old JNU Campus, New Mehrauli Road, New Delhi -100067*. The nominations not accompanied by **Annexure-II** duly filled in and signed by an officer not less than Deputy Secretary to the State Government or Under Secretary to

the Govt. of India will not be considered. The applications duly forwarded by the State Governments/Ministries, must reach this Division latest by the **31st December, 2010**.

9. Incomplete applications will not be considered. It may please be noted that no reference shall be made back to the forwarding authority/ officers for filling and sending incomplete details.

Yours faithfully,

**Sanjiv Shankar**  
**Director (Foreign Training)DoP&T**  
**Tel No. 011-26168197**

**TENTATIVE LIST OF THE LONG-TERM FOREIGN TRAINING PROGRAMMES  
UNDER THE DOMESTIC FUNDING OF FOREIGN TRAINING SCHEME**

<b>S. No.</b>	<b>Institute/University</b>	<b>Course/Program</b>	<b>Sector</b>
1	Asian Institute of Management, Manila.	MDM	Management
2	University of Birmingham, U.K.	MPA	Public Administration
3	University of Ljubljana, Slovenia	Green MBA Industry	MBA
4	Maxwell School, Syracuse University, USA	Executive Master in Public Administration	Public Administration
5	ISS, Hague, Netherlands	MA in Public Policy and Management	Public Policy
6	IDS, Sussex, U.K.	MA in Governance & Development	Governance
7	University of Duke, USA.	MA in International Development Policy	Development Policy
8	Hubert H. Humphrey Institute, University of Minnesota, USA	MPA	Public Administration
9	Harvard Kennedy School, USA	Mason Program	Public Policy/ Administration
10	Australian National University	Master in Public Policy	Public Policy
11	Carnegie Mellon University, Australia	Master in Public Policy & Management	Public Policy
12	Lee Kuan Yew School of Public Policy, National University of Singapore, Singapore	1. Master in Public Management	Public Management
		2. Master in Public Administration	Public Administration

**TENTATIVE LIST OF THE SHORT-TERM FOREIGN TRAINING PROGRAMMES  
UNDER THE DOMESTIC FUNDING OF FOREIGN TRAINING SCHEME**

**1. Harvard University ([ksgexecprogram.harvard.edu/Programs/lid/overview.aspx](http://ksgexecprogram.harvard.edu/Programs/lid/overview.aspx))**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Leaders in Development: Managing Political and Economic Change	2 weeks	AS/Secretary
2	Infrastructure in a Market Economy: Public – Private Partnerships in a changing	2 weeks	AS/Secretary
3	Public Financial Management	3 weeks	JS/AS
4	Senior Managers in Government	3 weeks	JS/AS

**2. In Went, Germany ([gc21.inwent.org/mgg](http://gc21.inwent.org/mgg))**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Managing Global Governance: 5 <sup>th</sup> course	179 days	DS/Dir/JS

**3. DCID, DUKE University, USA ([sanford.duke.edu/centers/dcid/executive/open/tarf.php](http://sanford.duke.edu/centers/dcid/executive/open/tarf.php))**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Budgeting & Financial Management in Public Sector	3 Weeks	DS/Dir/JS
2	Fiscal decentralization and Local Governance Training Management	3 Weeks	DS/Dir/JS
3	Project Appraisal and Risk Management	3 Weeks	DS/Dir/JS
4	Tax Analysis and Revenue	4 Weeks	DS/Dir/JS

**4. Syracuse University (<http://www.maxwell.syr.edu>)**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Certificate Programme in Public Administration	4 Months	DS/Dir/JS

**5. Australian National University (ANU) ([www.crawford.anu.edu.au](http://www.crawford.anu.edu.au))**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Successful Evaluation & Management of Public Sector Projects	12 days	DS/Dir/JS
2	Public Health Sector Reforms, Management & Evaluation Program	12 days	DS/Dir/JS
3	Corruption and Anti Corruption	12 days	DS/Dir/JS

**6. Programmes at EMDC/WMDC, USA ([www.opm.gov](http://www.opm.gov))**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1.	Environmental Policy Issues at EMDC/WMDC, USA	2 weeks	DS/Dir/JS
2.	Executive Development Seminar : Leading Change at EMDC/WMDC, USA	2 weeks	Dir/JS
3.	Leadership Potential Seminar at EMDC/WMDC, USA	2 weeks	DS/Dir/JS

**7. Asian Institute of Technology (AIT), Thailand ([www.ait.ac.th](http://www.ait.ac.th))**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Urban Environmental Management	2 weeks	US/DS/Dir
2	Training of Trainers	3 Weeks	US/DS/Dir
3	Advanced Competencies for Trainers	3 Weeks	DS/Dir/JS
4	Management and Implementation of Development Projects	3 Weeks	US/DS/Dir
5	Governance and Anti-Corruption: the Methods and tools Behind an Effective Corruption-Eradication Strategy	2 Weeks	US/DS/Dir
6	Leadership Development Program for Public Utility Managers in Asia	2 Weeks	US/DS/Dir

**8. ISS, Hague ([www.iss.nl](http://www.iss.nl))**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Governance, Democratisation and Public Policy	74 days	DS/Dir/JS

**9. Asian Institute of Management, Manila (<http://www.execed.aim.edu/index.asp>)**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Basic Management Programme	3 weeks	US/DS
2	Management Development Programme	6 weeks	US/DS/Dir

**10. IP3, Washington, USA ([www.ip3.org/t2010/t\\_workshops\\_1038.htm](http://www.ip3.org/t2010/t_workshops_1038.htm))**

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Public Sector Management & Governance	2 weeks	DS/Dir/JS



11. **RIPA, London** ([www.ripainternational.co.uk](http://www.ripainternational.co.uk))

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1.	Developing Strategic Skills for Organization Improvement	2 weeks	DS/ Dir/JS
2.	Monitoring & Evaluation	2 weeks	DS/ Dir/JS
3.	Improving Public Service Delivery	2 weeks	US/DS/ Dir

12. **LSE Summer School, London** ([www.lse.ac.uk/summerschool](http://www.lse.ac.uk/summerschool))

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Public Finance	3 weeks	US/DS/Dir
2	Analysis & Management of Financial Risk	3 weeks	US/DS/Dir

13. **LSE, London** ([www.lse.ac.uk](http://www.lse.ac.uk))

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Health Economics & Financing Health Care	2 weeks	US/DS/Dir

14. **Graduate Institute, Geneva** ([www.graduateinstitute.ch](http://www.graduateinstitute.ch))

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Economic Perspectives on Violent Conflicts & Peacemaking	1 weeks	Dir/JS

15. **ENA, Paris** ([www.mazarine.com](http://www.mazarine.com))

<b>S.No.</b>	<b>Programme</b>	<b>Duration</b>	<b>Level</b>
1	Risk Prevention & Crisis Management	2 weeks	Dir/JS
2	Human Resource Management in Public Sector	2 weeks	Dir/JS
3	Role of the State in Economic Intelligence	2 weeks	Dir/JS

**ANNEXURE- II**

**FORWARDING OF APPLICATION FOR SHORT-TERM/ LONG-TERM  
FOREIGN TRAINING PROGRAMME IN 2011-12  
(UNDER DOMESTIC FUNDING OF FOREIGN TRAINING SCHEME)**

(To be filled up by the State Government/ Central Ministry/Cadre Controlling Authority)

- Note :
- 1 Each column should be replied in descriptive manner
  - 2 Separate proforma should be filled in respect of every officer
  - 3 Proforma should be signed by an officer of the State Government not below the rank of Deputy Secretary or Under Secretary to the Govt. of India

**APPLICATION FOR LONG TERM PROG OR SHORT TERM PROG**

<b>1.</b>	<b>Name</b>							
<b>2.</b>	<b>Service</b>							
<b>3.</b>	<b>Cadre (if AIS)</b>							
<b>4.</b>	<b>Batch</b>							
<b>5.</b>	<b>Date of Birth</b>							
<b>6.</b>	<b>Category- Gen/SC/ST</b>							
<b>7.</b>	<b>Date of Joining Service</b>							
<b>8.</b>	<b>Whether the officer is currently working under the Central Staffing Scheme.</b>							
<b>9.</b>	<b>If yes the date of joining the Central Staffing Scheme</b>							
<b>10.</b>	<b>Whether clear from vigilance angle</b>	<b>YES/ NO (If No, give details)</b>						
<b>11.</b>	<b>ACR/PAR Gradings for the past 5 years</b>	<table style="width: 100%;"><thead><tr><th style="width: 50%; text-align: center;">Year</th><th style="width: 50%; text-align: center;">Grading</th></tr></thead><tbody><tr><td>1. 2009-10</td><td></td></tr><tr><td>2. 2008-09</td><td></td></tr></tbody></table>	Year	Grading	1. 2009-10		2. 2008-09	
Year	Grading							
1. 2009-10								
2. 2008-09								

		<b>3. 2007-08</b> <b>4. 2006-07</b> <b>5. 2005-06</b>
<b>12.</b>	<b>Whether the officer can be spared for a period throughout the year</b>  <b>If no, please indicate the period and the reasons</b>	<b>YES/ No</b>  <b>Period :</b>  <b>Reason:</b>
<b>13.</b>	<b>Whether there are any adverse entries in the PAR/ACR's during the last five years</b>	
Signature with stamp of the officer Certifying the proforma		