

F.No.12037/41/2017-FTC  
Government of India  
Department of Personnel and Training  
Training Division

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Old JNU Campus, New Delhi-67  
Dated: 01.12.2017

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 2018-19 under the full funding component of Domestic Funding of Foreign Training (DFFT) Scheme (up to one year). The different training programs are broadly of the following kinds on the basis of their duration:

- | <u>Kind of Program</u> | <u>Duration</u>  |
|------------------------|--|
| i. Short Term Program  | The programs whose duration is upto six (6) months                             |
| ii. Long Term Programs | The programs whose duration is more than six (6) months but upto one (1) year. |

2. Through this circular, applications/nominations are invited for the following three categories of programmes to be conducted during Financial Year 2018-19 (April 2018 to March 2019):

<b>Category-I</b>	<b>:</b>	<b>Courses where nominations are made by DoPT</b>
<b>Category-II</b>	<b>:</b>	<b>Courses under direct admission</b>
<b>Category-III</b>	<b>:</b>	<b>MACS programme at IACA</b>

3. **Category-I: Courses where nominations are made by DoPT**

- 3.1 The list of courses/universities under this category are given at **Annexure A**.  
(Programmes/dates listed are subject to change).

### **3.2 Officers Eligible:**

- (i) All Indian Administrative Service (IAS) Officers / Group 'A' officers belonging to Central Secretariat Service (CSS), Central Secretariat Stenographer Service (CSSS) and State Civil Service (SCS);
- (ii) Indian Police Service (IPS), Indian Forest Service (IFoS) and Group 'A' Central Civil Service Officers during the tenure of deputation under Central Staffing Scheme of DoPT.

### **3.3 Eligibility in terms of the Length of Service:**

- (i) For IAS officers the qualifying length of service for long term programs is seven (7) completed years of service as on 1.7.2018.
- (ii) For IAS officers the qualifying length of service for short term programs is nine (9) completed years of completed service as on 1.7.2018.
- (iii) For IPS, IFoS and Group 'A' Central Civil Service Officers the qualifying length of service for all programmes under DFFT is nine (9) completed years of service as on 1.7.2018.
- (iv) For SCS officers the qualifying service is nine (9) completed years of service as Deputy Collectors as on 1.7.2018.
- (v) For CSS officers the qualifying length of service for all programmes under DFFT is five (5) completed years of service as Under Secretaries as on 1.7.2018.
- (vi) For CSSS officers the qualifying length of service for all programmes under DFFT is five (5) completed years of service as Group A officer as on 1.7.2018.
- (vii) In addition to the above, the Officers on deputation with the Central Government under the Central Staffing Scheme of DOPT and applying for long-term programmes should have completed two (2) years of service on Central Staffing before the date of commencement of the programme.

### **3.4 Age limits:**

- (i) The upper age limit for long term programmes is **47 years as on 1.07.2018.**
- (ii) The upper age limit for short-term programmes is **52 years as on 1.07.2018.**
- (iii) There is no age limit for the short-term programmes at Harvard University, University of Chicago, Cambridge University, University of California Berkeley and ANZSOG for officers of Joint Secretary/Additional Secretary/Secretary level (equivalent to postings in GOI). However, the officers applying for these programmes should have **minimum 2 (two) years of service left for superannuation** at the time of attending the programme.

### **3.5 Selection criteria:**

- (i) 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, posted in NE/J&K/Naxal affected areas, priority for being close to age bar and ACR grading.

### **For Long term Programmes**

Seniority, SC/ST/Women, posted in NE/J&K/Naxal affected areas and ACR grading.

- (ii) 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 at Harvard University and 5-day courses at University of Chicago, and the customized programmes at Cambridge University, University of California Berkeley and ANZSOG will be based on seniority.

### **3.6 Cooling-off condition:**

- (i) After attending a foreign training programme of **upto one month**, there will be a cooling-off period of **two years** before an officer can be considered again for another training programme. To illustrate, an officer who completes a short-term programme of upto one month in 2017-18, would be eligible for another programme under the DFFT Scheme only in 2020-21.
- (ii) After attending a foreign training programme of more than one month and upto six months, there will be a cooling-off period of **three years** before an officer can be considered again for another training programme.
- (iii) After attending long term training programme (more than six months), an officer 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) 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.
- (v) In case where an officer has already attended a Job Specific / Project related training abroad from their respective Ministries/State Governments, he/she shall be required to complete a cooling off period as mandated in clauses (i), (ii) and (iii) above, depending on the duration of such training, before he can be considered for training programme under this Scheme.
- (vi) The foreign component of any compulsory mid-career training programme undergone by the officer will not be counted for the purpose of 'cooling off'.
- (vii) All cooling-off period shall be counted from the end of the financial year in which training is completed.

### **3.7 Debarment:**

- (i) If an officer does not attend the course or withdraws his request at any stage after getting nominated for a course, he/she will be debarred as per provisions. The debarment will be for **two years** for not attending a short-term training programme and for **three years** for not attending a long-term training programme.
- (ii) Officer who drop out due to official exigencies at the insistence of their ministry/state government/organisation of present employment or otherwise shall not be put in the reserve list on their withdrawal from program.
- (iii) The officers who drop out with less than three weeks remaining for the commencement of the programme on the ground of official exigencies (as mentioned in Para 3.6(ii) above) shall be automatically debarred from any training under DFFT for a period of **one year**.

### **3.8 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.

### **3.9 Feedback**

- (i) It shall be mandatory for the officers attending long term and short term programmes to give their feedback about the programme attended. The requisite feedback form will be mailed to them separately.
- (ii) The officers nominated for long term courses shall submit a case study, a theme paper and shall be available as guest faculty for two years for providing training on the related subject at the Central Training Institutes, the Administrative Training Institutes and in-service training programs. The payment of arrival allowance for officers attending long term courses shall be released only on submission of the filled up feedback forms, a case study and a theme paper and an undertaking to be available as guest faculty as mentioned above.
- (iii) Officers attending a short term program should submit the feedback and an undertaking to be available as guest faculty for two years for providing training on the related subject at the Central Training Institutes, the Administrative Training Institutes and in-service training programs on return.

### **3.10 Officers serving under Central Staffing Scheme:**

- (i) The applications for long-term programmes by the officers working under the Central Staffing Scheme 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).

- (ii) Officers on central deputation (other than IAS/CSS/CSSS/SCS) shall apply only for such short term programs which are fully covered under their tenure of CSS. However, in case their application includes choice for short term courses which conclude beyond their tenure under the Central Staffing Scheme, such will be entertained only if such applications bear the NOC from EO Division, DOPT for the extended period of their tenure. It will be the responsibility of the Nodal Officer to obtain the necessary NOC in this regard before forwarding the application.
- (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 Governments/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 (referred to in Para 3.8(iii) above), 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 (referred to in Para 3.8(iii) above) 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.
- (vii) Similarly, officers subsequently laterally shifted to other organizations by orders of DoPT shall be eligible to retain their nomination under DFFT, provided they furnish no objection from their new organization.

### **3.11 Other conditions:**

- (i) Officers serving in the Central Government at the level of Additional Secretary/Secretary may apply for programmes of one week duration only.
- (ii) The applications for both long-term and short-term training programmes must be accompanied by the ACR/APAR 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.
- (iii) Applications should be complete in all respects.
- (iv) Applicant should be clear from Vigilance angle.

- (v) The APAR grading/Vigilance clearance in respect of the applicant officers 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 and must be vetted by Nodal Officer before finalizing the same. The vigilance clearance has to be filled by the Nodal Officer.
  - (vi) The nodal Officer has to take approval of the competent authority, as per extant guidelines before forwarding the applications.
  - (vii) Officers applying for short-term training programmes at Harvard University and 5-day courses at University of Chicago, and the customized programmes at Cambridge University, University of California Berkeley and ANZSOG have to furnish details of official foreign visits undertaken during the last three years in the application form.
  - (viii) Officers applying for long term programs at Australian National University and University College London have to undergo IELTS/TOEFL as specifically required by the universities.
  - (ix) The officers are advised to see the particular websites of the universities/institutes for any specific pre-conditions related to admission process.
  - (x) For long term programmes at LKY Singapore and London School of Economics, application of those officers shall be considered who have already applied for these courses in response to this Department's letter of even number dated 20.10.2017.
  - (xi) An officer shall not apply for a short term training program which he has already attended earlier.
- 3.12** The list of long-term programmes and short-term programmes proposed to be conducted during FY 2018-19 are indicated in **Annexure A**. The nominations received in response to this circular can also be considered for any other courses that may become available during 2018-19 under the DFFT Scheme but are not indicated in the present list. **Applicants/nominated officers are advised to check their respective e-mails for any alerts that may be indicated before the last date of application, 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 the online application portal.**
- 3.13** 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.
- 3.14** 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.
- 3.15** 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