No. T-16017/4/2017 – TFA (C. No. 3133205)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel and Training
(Training Wing)
****

Block-IV, Old JNU Campus, New Delhi – 67
Dated the 07May, 2026

To

The Heads of all State/ UT ATIs
(as per standard list)

Subject: Implementation of Restructured Training For All (TFA) Scheme in XVIth Finance Commission Cycle {2026-27 to 2030-31}–Issuance of Modalities regd.

Sir/ Madam,

Vide this Department's letter of even number dated 28.04.2026, broad contours of the components of the restructured Training For All (TFA) Scheme to be implemented in the XVIth Finance Commission (FC) Cycle were brought to the notice of the Administrative Training Institutes (ATIs) for information. Modalities for implementation of the restructured State Category Training Program (SCTP) and seeking proposals for the current Financial Year (FY) under the said component were also issued in the said communication.

2. Modalities of another significant component of TFA Scheme namely, Faculty Development Scheme (FDS) forming **Annexure –I** to this communication are hereby issued for compliance of ATIs, CTIs and Government TIs. The FDS is de-linked from the Trainer Development Program (TDP) and shall be operated as an independent component under the TFA Scheme in the XVIth FC Cycle.

3. As regards, the modalities for setting up of Digital Learning Lab (DLL)/Studio under the Augmentation of Capacity of Training Institutes (ACTI) component of the TFA Scheme, the modalities issued vide this Department's letter dated 24.04.2025 shall continue to remain in force during the XVIth FC Cycle for seeking approval to the sanction of DLL and for seeking reimbursements. However, in order to bring in more clarity in the submission of claims on account of setting up of DLL and hiring of manpower, a clarificatory memorandum forming **Annexure –'II'** to this communication is issued for compliance of ATIs as have opted for setting up of DLL under the ACTI component of the TFA Scheme of DoP&T.

4. Modalities for remaining components will be issued shortly.

5. This issues with the approval of the competent authority.

Yours faithfully,

Preeti Kaur

(Preeti Kaur)
Under Secretary to the Govt. of India
Preeti.kaur@nic.in

Encls: As above.

Copy to:

1. The Heads of CTIs (as per standard list) – with respect to the FDS component.
2. The Heads of Government Training Institutes (through website) – with respect to the FDS component.
3. NIC, DoP&T – for uploading this communication along-with its **Annexures** on the websites of DoP&T and Training Wing, DoP&T.
4. E-office Notice Board.

**Annexure – 'I'**

**Modalities for implementation of the Faculty Development Scheme (FDS) under the restructured *Training For All (TFA) Scheme* during the XVIth Finance Commission (FC) Cycle**

The Faculty Development Scheme (FDS), under the restructured *Training for All (TFA)* Scheme, aims to strengthen the capacity of faculty, officers, and academic staff of Administrative Training Institutes (ATIs)/ Central Training Institutes (CTIs) or other Training Institutes (TIs) fully funded by Central/ State/ UT Governments, as well as Recognized and Master Trainers (RTs/MTs) of the Department of Personnel & Training (DoP&T), by enabling them to acquire competencies in priority thematic areas, emerging technologies, and contemporary governance practices.

1.2 These modalities are issued in supersession of the modalities issued vide this Department's communication No. T-16013/01/2025-TFA dated 01.05.2025.

**2. Objective:** The objective of the Scheme is to enhance and update the knowledge and skills of faculty, officers, and academic staff of Administrative Training Institutes (ATIs), Central Training Institutes (CTIs) or other Training Institutes (TIs) fully funded by Central/ State/ UT Governments and Recognized and Master Trainers (RTs/MTs) developed by DoP&T under Trainer Development Program (TDP) to effectively design and deliver high-quality, relevant, and future-focused training programs, thereby improving overall capacity building outcomes.

**3. Eligibility:**

3.1 The following shall be eligible for Faculty Development Scheme (FDS):

i. Faculty members or officers or academia who are government employees and appointed either on regular or on a deputation basis in a State/UT Administrative Training Institute (ATI)/ Central Training Institute (CTI) or other Training Institute (TI) fully funded by Central/ State/ UT Governments for short duration courses as specified in para 4.1 of these modalities;

**or**

ii. Master Trainers/Recognized Trainers (MTs/RTs) developed by DoP&T under Trainer Development Program (TDP), who are serving government employees for short duration courses as specified in para 4.1 of these modalities;

**or**

iii. Faculty members or officers or academia who are government employees and appointed either on regular or on a deputation basis in a State/UT Administrative Training Institute for one week IST programs in domain based courses as specified in para 4.2 of these modalities.

3.2 A Faculty Member/Trainer/officer seeking nomination under FDS should have rendered 4 (four) years of regular government service or should have at-least three years' service left before

superannuation on the date when nominations for the course are sought by the concerned Institute.

**4. Coverage**:

4.1 Under the scheme, DoP&T shall sponsor the eligible Faculty members/Trainers/officers of State/ UT ATIs, CTIs or Government TIs for short duration (up-to one week) courses conducted by the Indian Institute of Management (IIM), Xavier School of Management and Government Institutes of Eminence (IoE).

4.2 Further, to provide more opportunities to faculty, academia, state civil service officers and civil servants posted in State/ UT ATIs for upskilling in domain-based courses, DoP&T shall also sponsor them for One Week In-service Training (IST) programs (offline/ physical), budget of which will be met from TFA Scheme.

4.3 The benefit of the scheme may be availed once in a block of two years.

4.4 For equitable coverage, a maximum of 10 applications of the eligible Faculty/ Trainer/officers shall ordinarily be sponsored under FDS (including sponsorships for IST programs for eligible faculty, academia, state civil service officers and civil servants posted in State/ UT ATIs only) in a particular financial year (on first come first served basis).

**5. Course Fee:**

5.1 The DoP&T shall pay the course fee both in case of eligible Faculty Members/officers working in any ATI/ CTI or Government TIs and eligible Trainers (RTs/MTs) developed by this Department under the Trainer Development Program (TDP) to the concerned Institute. This will also cover the course fee for the sponsorship to IST programs in respect of eligible faculty, academia, state civil service officers and civil servants posted in State/ UT ATIs. The course fee will include the boarding & lodging charges of the faculty member/officer/Trainer sponsored. However, TA/ DA of the sponsored faculty member/officer/RT&MT shall be borne by the respective ATI/government organization where the eligible faculty member/officer/Trainer is posted and drawing salary.

5.2 The actual course fee, subject to the ceiling in para 6 below, shall be paid by DoP&T to the Institute on receipt of the relevant documents (bills/ vouchers etc.), in original, along with a successful completion certificate in respect of the nominee.

5.3 Differential amount, if any, shall be paid by either the sponsoring Institute/Department/ Organization **or** the faculty member/officer/Trainer himself depending upon the decision of his sponsoring Institute/ Department/ Organization.

**6. Expenditure Ceiling**: The upper ceiling of expenditure in respect of sponsorship for one Faculty/officer/ Trainer would be Rs. 1.00 lakh (Rupees one lakh only) (inclusive of Course fee and Lodging/Boarding Charges but excluding applicable taxes). The upper ceiling would also be

applicable to for eligible faculty, academia, state civil service officers and civil servants posted in State/ UT ATIs for sponsorship to IST programs.

**7. Procedure for application:**

7.1 The eligible Faculty Member/Trainer may apply in the prescribed proforma (Application Form attached at **Annexure 'A'**). The application form duly endorsed by the Sponsoring Authority (Head of the Institute/Department/Organization) should be sent to the Training Wing, DoP&T along with supporting documents, brochure for the Course for sponsoring their candidature for the above-mentioned Courses/Training.

7.2 After the accord of approval, Do&PT will endorse the application of the eligible Faculty/officer/ Trainer to the concerned Institute for sponsorship under FDS, with an intimation to the faculty member/officer/trainer and his/her Institute.

7.3 The Faculty member/officer/Trainer shall have to submit a brief report on the training to the Head of the Institute/Department/Organization with a copy to the Training wing, DoP&T on successful completion of the Course.

7.4 For IST programs, the eligible faculty member/officer of the ATI will be required to enroll for IST programs through e-HRMS portal of DoP&T. **The user guide** is attached at **Annexure-'B'** for ready reference.

7.5 In cases where e-HRMS portal is not operational, the eligible faculty member/ officer may send the duly filled prescribed form (**Annexure-'C'**) endorsed by the sponsoring authority (Head of the ATI), to the Training wing along with supporting documents for sponsorship for the IST program.

The ATIs/ TIs are advised to adhere to the above Modalities while sponsoring faculty/officers/trainers of their Institutes for sponsorship to one-week programs to various Institutes or for IST programs as per applicability.

This issues with the approval of the competent authority.

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Annexure-"A"

# APPLICATION FORM

## Short Term Domestic Training Courses under Faculty Development Scheme

### Nominees Information: Part-I

| | | |
|---|---|---|
| 1. | Name (Shri/Smt./Ms./Mrs.) | |
| 2. | Qualification | |
| 3. | Date of Birth | |
| 4. | Date of Retirement | |
| 5. | Gender | |
| 6. | Address for correspondence (with Pin Code)<br><br>Telephone Number/ Mobile No.<br><br>E-mail | |
| 7. | Cadre/ Service | |
| 8. | Designation/Post held | w.e.f. |
| 9. | Pay Level | |
| 10. | Whether holding a Regular appointment or on a Deputation or Contract basis? | |
| 11. | Institute/organization where currently posted | |
| 12. | Whether RT/MT in any ToT package of DoP&T? If yes, details thereof | |
| 13. | Whether Faculty in any Training Institute? Pls specify | |
| 14. | Whether you have been sponsored under FDS in last two years? If yes, pls attach a copy of the sponsorship letter and | |

| | | |
|---|---|---|
| | certificate issued by the institute concerned. | |
| 15. | Provide details of course you wish to attend<br>Title of the Course<br>Name of Institute<br>Venue<br>Dates<br>Course fee<br>E-mail Id<br>(Attach copy of brochure) | |
| 16. | Signature of the applicant with Date | |

**Sponsoring Authority's Confirmation – Part – II**

| | | |
|---|---|---|
| 17. | Name & Designation of Sponsoring Authority | |
| 18. | Address for correspondence<br>(with Pin Code)<br>Telephone/Mobile Number<br>Email ID | |
| 19. | Whether the officer being nominated is clear from the vigilance angle? | |
| 20. | How would the course benefit the applicant and the Institute/Organization? | |
| 21. | Signature and Seal of Sponsoring Authority with Date | |

ANNEXURE-'B'

ANNEXURE-'B'

F. No. T-22012/13/2024-IST/IIPA
Government of India
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi-67

Dated: April 4, 2025

## OFFICE MEMORANDUM

**Subject: One Week In-Service Training Programs (Offline/Physical) calendar for the year 2025-26**

This is in continuation of the OM of even number dated March 20, 2025, regarding the subject mentioned above.

2. The calendar for the In-Service Training Programs for 2025-26 has been uploaded on the Department's website (https://dopttrg.nic.in) under "Circulars" and the e-HRMS Portal. The approved DoPT rate for the In-Service Training Programs is also enclosed as Annexure-I.

3. It is informed that registration for In-Service Training will be conducted exclusively through the e-HRMS portal (under "Employee Services"). All eligible officers are required to enroll for the programs through the e-HRMS portal. In this regard, a User Manual detailing the application process for In-Service Training Programs on the e-HRMS portal has been enclosed as Annexure-II.

Encl: 1. IST Training Calendar (Offline/Physical mode) for the year 2025-26 (Annexure-I).
2. User Manual for applying to the In-Service Training Program (Annexure – II)

(Vijay S)
Deputy Secretary to the Government of India
Tel. 011-26706381

O/C

To,

1. Secretaries to all Ministries/Departments of Govt. of India (As per DoPT's standard list).
2. Chief Secretaries of all State Governments/UTs (As per DoPT's standard list)
3. Principal Secretary (Home) of all State Governments/UTs
4. Principal Secretary (Forest) of all State Governments/UTs
5. Principal Secretary (GAD) of all State Governments/UTs
6. Cadre Controlling Authority as per Annexure III.

29/4/2025

ISSUED

कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING

# e-HRMS 2.0

Department of Personnel & Training

# User Manual for In-service Training Program by DoPT

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e-HRMS Version: 2.0

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**Validation & Restriction on Applying for IST** 4
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*Disclaimer: The images used in this manual are for reference purposes only.*

## Overview

The Department of Personnel and Training (DoPT) sponsors one-week offline/physical and 3-5 day online In-Service Training Programs for All India Services (IAS, IPS & IFoS) Officers, Officers under the Central Staffing Scheme, and Officers of the Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) at the level of DS/Sr. PPS and above. From the calendar 2025-26 onwards, such organised Group A Central Civil Services are also permitted to attend the same.

## Eligibility

Officers should belong to one of the Services (Listed Below) - either in cadre or on deputation including Central Staffing Scheme and Officers of the Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) at the level of DS/Sr. PPS and above.

**Services are listed is given below**

| Abbreviation | Services |
|---|---|
| IAS | Indian Administrative Service |
| IPS | Indian Police Service |
| IFoS | Indian Forest Service |
| CSS | Central Secretariat Service (Officers of the level of Deputy Secretary and above) |
| CSSS | Central Secretariat Stenographer Service (Officers of the level of Sr.PPS and above) |
| IFS | Indian Foreign Service |
| IA&AS | Indian Audit and Accounts Service |
| ICAS | Indian Civil Accounts Service |
| ICLS | Indian Corporate Law Service |
| IDAS | Indian Defence Accounts Service |
| IDES | Indian Defence Estates Service |
| IIS | Indian Information Service |
| IPoS | Indian Postal Service |
| IP&TAFS | Indian P&T Accounts and Finance Service |
| IRPFS | Indian Railway Protection Force Service |
| IRS (C&GST) | Indian Revenue Service (Customs & Indirect Taxes) |

| Abbreviation | Services |
|---|---|
| IRS (IT) | Indian Revenue Service (Income Tax) |
| ITS | Indian Trade Service |
| IRMS | Indian Railway Management Service |
| IES | Indian Economic Service |
| ISS | Indian Statistical Service |

Eligible officers, including AIS Officers with a **minimum of four years of service as of April 1, 2025** (up to the 2020 batch), and up to the rank of Secretary to the Government of India/Chief Secretary of State Governments and equivalent, as well as Group 'A' Officers under the Central Staffing Scheme, may apply for these training programs.

**Validation & Restriction on Applying for IST**

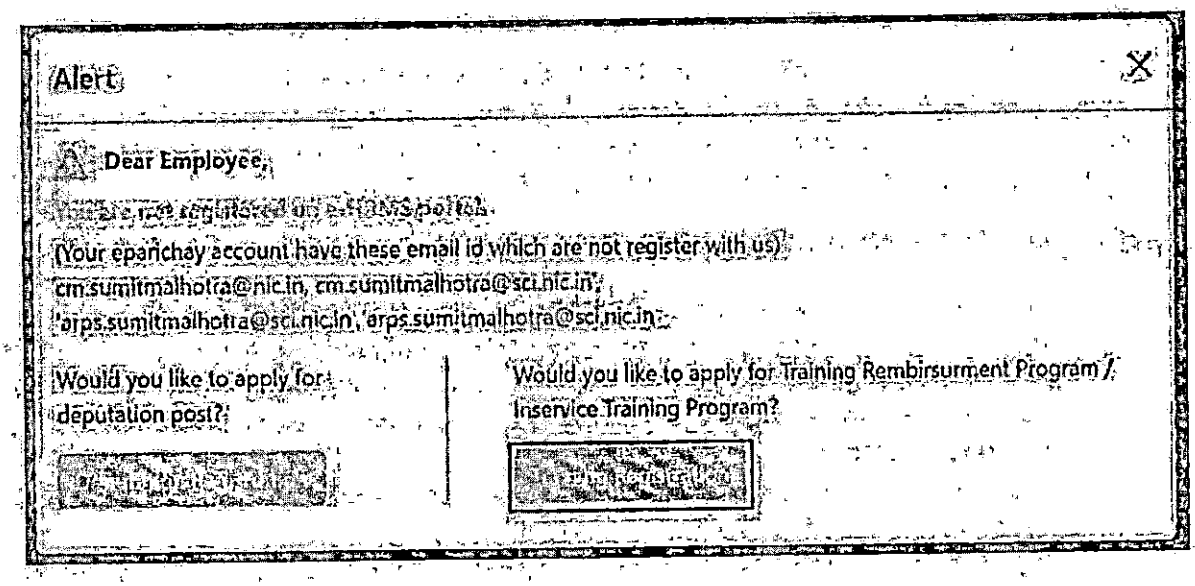
- In a calendar year, **an officer can attend only one training program.**
- **Before applying for any program, applicants must ensure that the officer's e-HRMS profile is updated and approved by the designated nodal officer. If the profile has not been approved, the applicable eligibility conditions shall be determined thereat..**
- In the event of cancellation of the applied program, the application would be deemed as withdrawn and the officer may apply for an alternative program.
- If an officer fails to attend the program for which he/she has been approved or nominated, the officer may reapply for another program only after obtaining attendance verification from the Department of Personnel and Training (DoPT) for the previously applied program.
- Applicants have the option to withdraw from an applied program up to the last date of withdrawal, after which they may apply for a different program accordingly.

**Application submission Process for In-Service Training on E-HRMS- (Non - Onboarded Officers)**

Officers who are not onboarded on the E-HRMS portal,can still apply for In-Service Training, simply by completing the training registration process.

**Login and Accessing the Training Registration Form**

1. Officers must login to E-HRMS (**https://e-hrms.gov.in/login**) using their E-Parichay credentials.
2. Upon successful login, a hyperlink labeled "**Training Registration**" will be available on the pop -up message.
3. Clicking on this link will open the **Training Registration Form.**




Training Registration form is divided into Two Sections -- Personal Information and Organizational information

**Personal Information Section**

In the **Personal Information section,** officers are kindly requested to provide the following details:

- **Name:** This field will be auto-populated from the **E-Parichay Database.**
- **Service:** Select the service through which you are employed.
- **Batch:** Choose the batch year corresponding to your employment.
- **Cadre:** Specify the cadre in which you are serving.
- **Present Designation:** Enter your current designation.
- **Date of Birth:** Select your date of birth from the calendar option.
- **Gender:** Specify your gender.
- **Primary Email ID** – Auto-populated(E-parichay Database)
- **Alternate Email ID** – Provide an alternative email ID

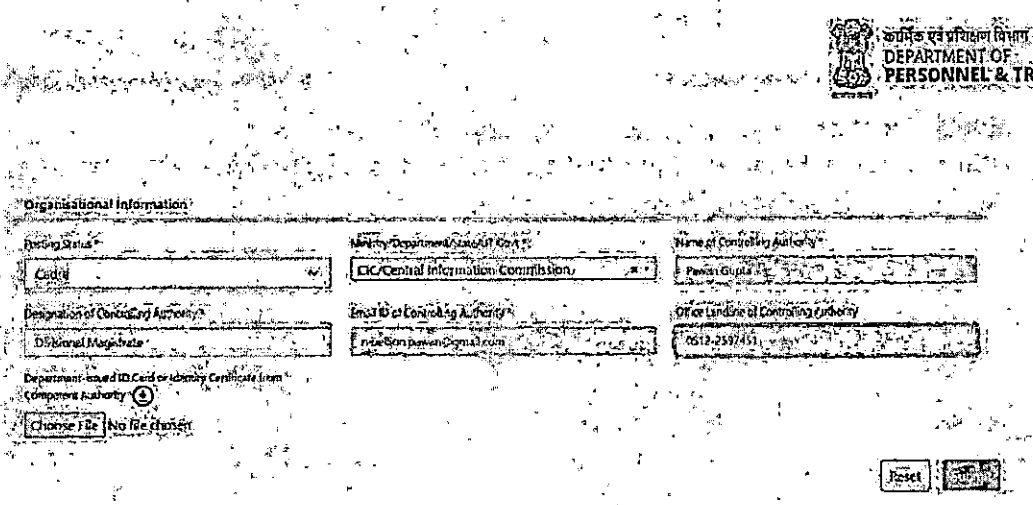
- **Mobile Number** – Auto-populated(E-parichay Database)
- **Office Landline Number** – Provide the official landline number, if applicable
- **Pay Level** – Enter the pay level as per official records

## Organization Information Section

In the **Organization Information section**, officers are requested to kindly provide the following details with respect to the organisation they are presently posted with:

- **Post Status:** Please select the appropriate option from the following:
  - **Cadre**
  - **Deputation (Central Staffing)**
  - **Deputation (Other)**
- **Ministry/Department/State/UT Government:** Select the relevant Ministry, Department, State, or Union Territory Government where you are currently posted.
- **Name of Controlling Authority:** Enter the full name of the concerned officer in Controlling Authority in the present organisation.
- **Designation of Controlling Authority:** Specify the designation of the Controlling Authority.
- **Email ID of Controlling Authority:** Provide the official email address of the Controlling Authority.
- **Upload Issued ID Card or CCA Certificate:** Upload a clear and complete scanned copy of the issued ID card or the duly signed Controlling/Competent Authority (CCA) Certificate. Only pdf files can be uploaded.

  ***Note:*** *A template for the CCA Certificate can be downloaded from the portal. It must be signed by the appropriate authority before uploading.*




*Please ensure that all information entered is accurate and that uploaded documents are in the prescribed format.*

Click on **Submit** Button.

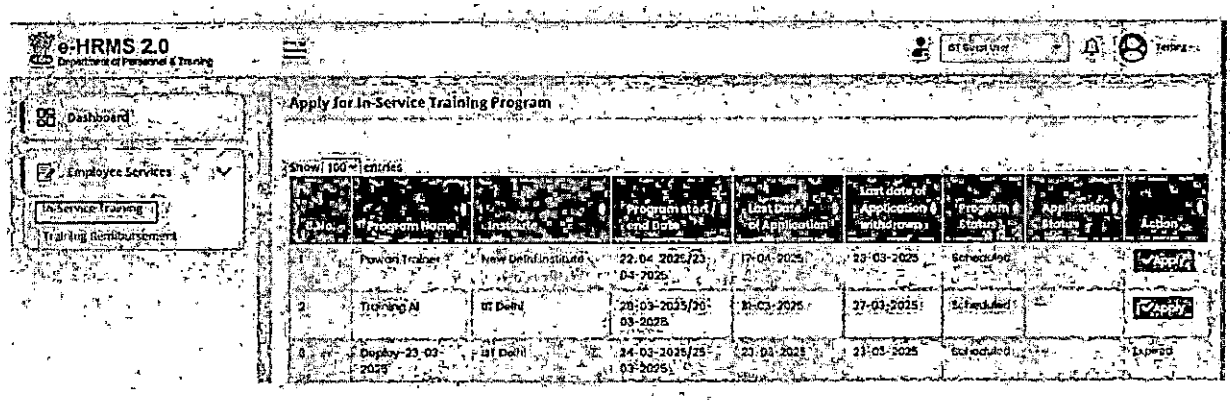
**Accessing In-Service Training Programs**

Once the registration process is successfully completed, the officer will be assigned the role of a **Guest User** on the **E-HRMS portal.**

To access the training programs, please follow these steps:

1. Navigate to the **left-hand side menu** on the portal.
2. Go to Employee Service > **In-Service Training.**
3. Click on the link to view the list of available training programs scheduled for the current calendar year.
4. Select the desired training program and click the **"Apply"** button to submit your application.

Officers are kindly advised to ensure that they meet the eligibility criteria before applying for a training program.



*Note :- The Apply button will be displayed only if the last date application for the selected program has not passed.*

**Important Note-**

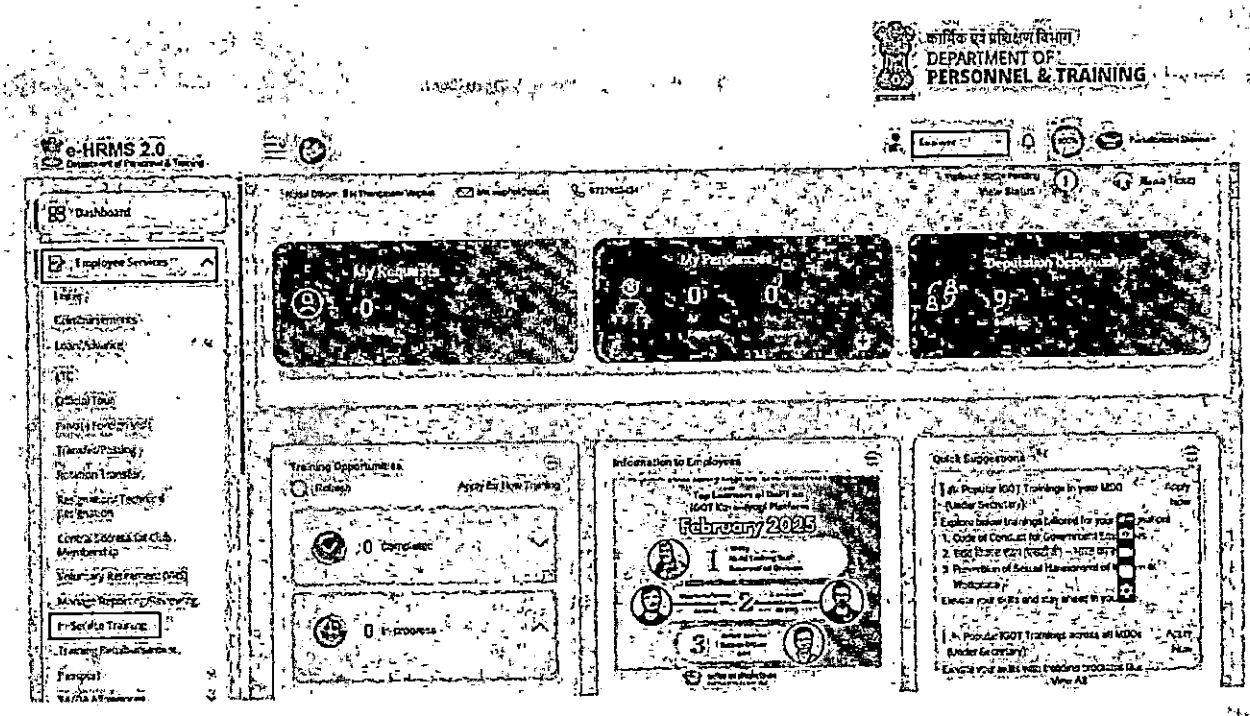
The application submission process for the selected IST program is the same for both onboarded and non-onboarded users of E-HRMS. All applicants may refer to the steps outlined below.

## Application Process for In-Service Training on E-HRMS- (Onboarded Officer)

Officers who are already boarded on the E-HRMS platform (https://e-hrms.gov.in/login) can directly apply for a training program without the need for any additional registration.

### Step 1: Accessing the In-Service Training Section on E-HRMS

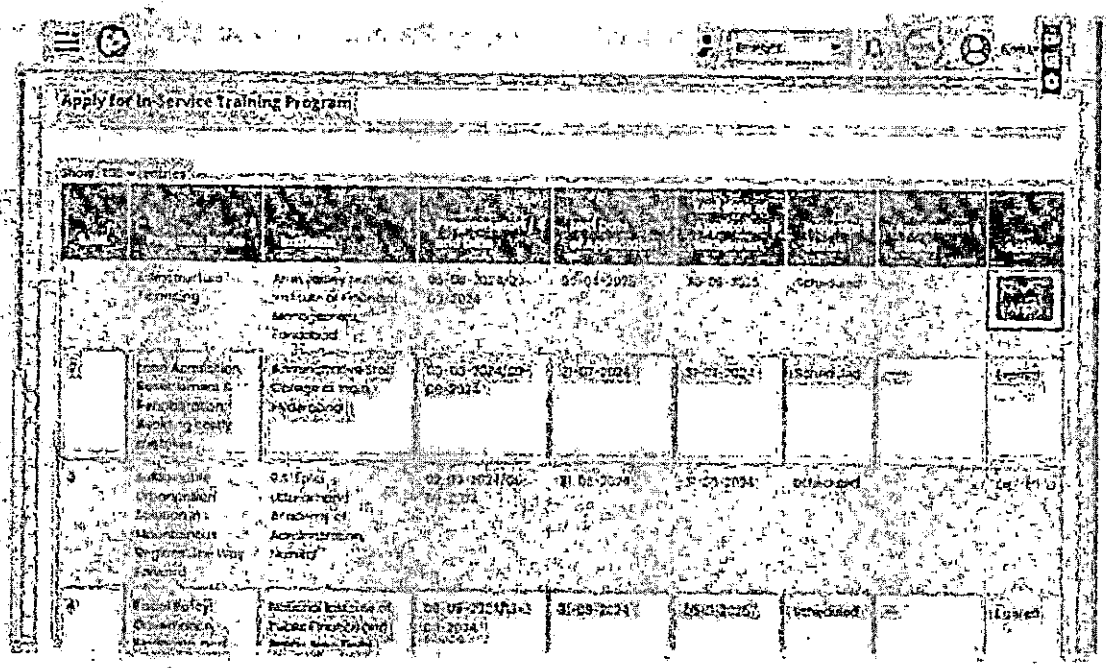
1. Log in to **E-HRMS Portal** using your **Employee Role** credentials.
2. Navigate to **Employee Services** in the left hand menu.
3. Click on the **In-Service Training** link.



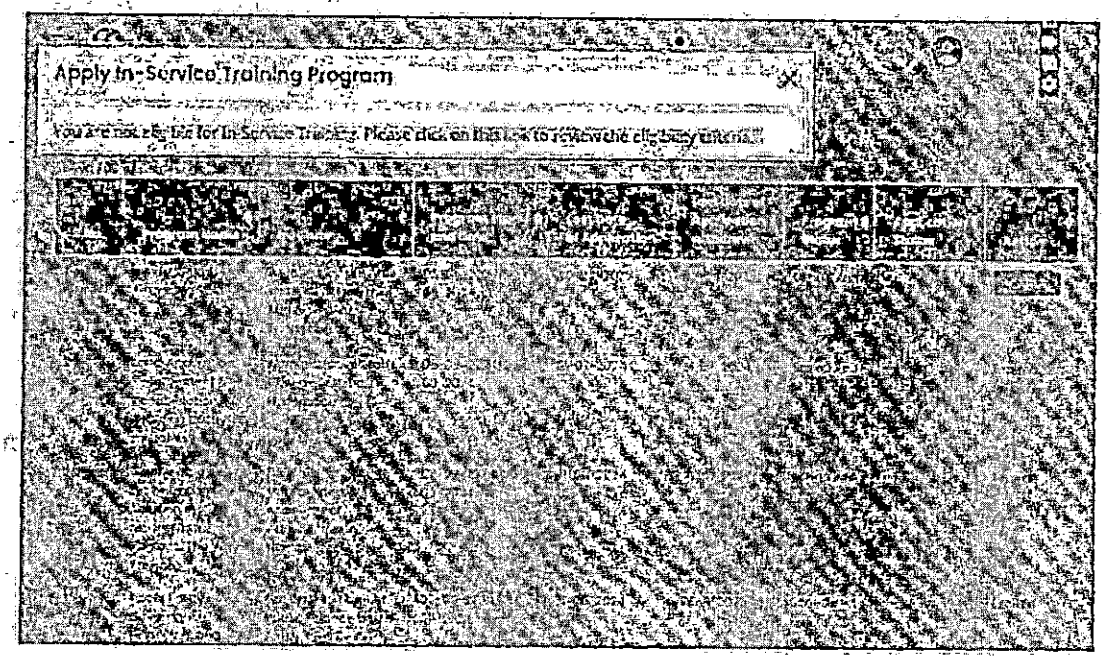

**Step 2: Selecting a Training Program**

- A list of available training programs scheduled for the current calendar year will be displayed.
- To apply, select the desired program and click the "Apply" button.

*Note :- The "Apply" button will only be visible if the application deadline for the selected program has not passed. Additionally, if a program has been canceled, the "Apply" button will not be displayed.*




If an officer is not eligible for the IST Training Program, the system will display a pop-up message informing them of their ineligibility.

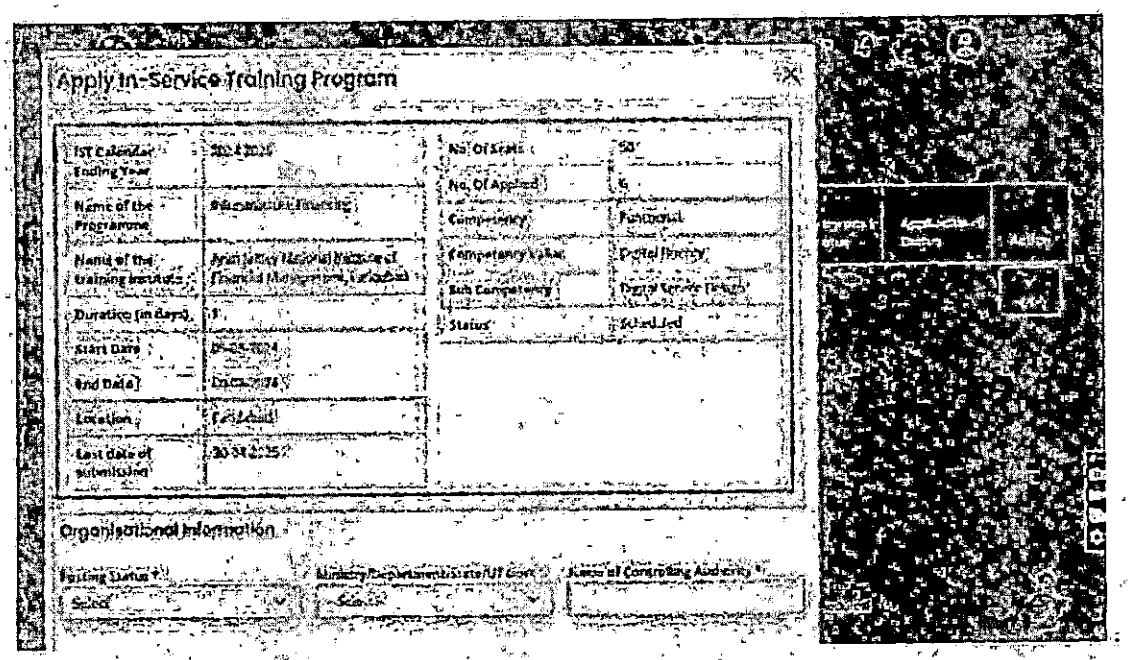


**"You are not eligible for the In-service Training Program. Please click here to view the eligibility criteria".**

Click on " **Link** " to view the detailed eligibility criteria for attending an In-service program.

**Step 3: Completing Application Details**

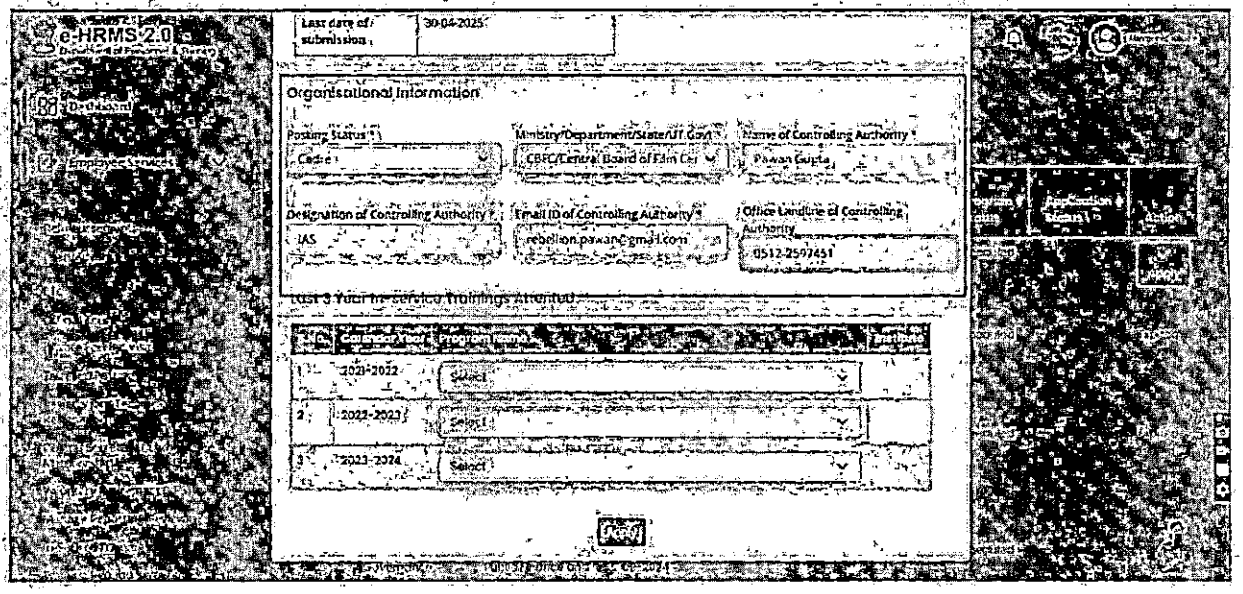
Upon clicking the "**Apply**" button, a pop-up window will appear, providing comprehensive details about the training program. This includes the program name, institute, schedule, competency details, number of available seats, number of applications received, and any other pertinent information.




If the officer's **organizational information** is vacant in the pop-up window, it means the information is not available on the E-HRMS portal and the officer should enter the following details:

- **Post Status:** Select the appropriate option from the drop down list: Cadre, Deputation (Central Staffing), or Deputation (Others).
- **Ministry/Department/State/UT Government:** Choose the relevant Ministry, Department, State, or UT Government where you are currently posted.
- **Name of Controlling Authority:** Enter the full name of the concerned officer in the Controlling Authority.
- **Designation of Controlling Authority:** Provide the designation of the Controlling Authority.

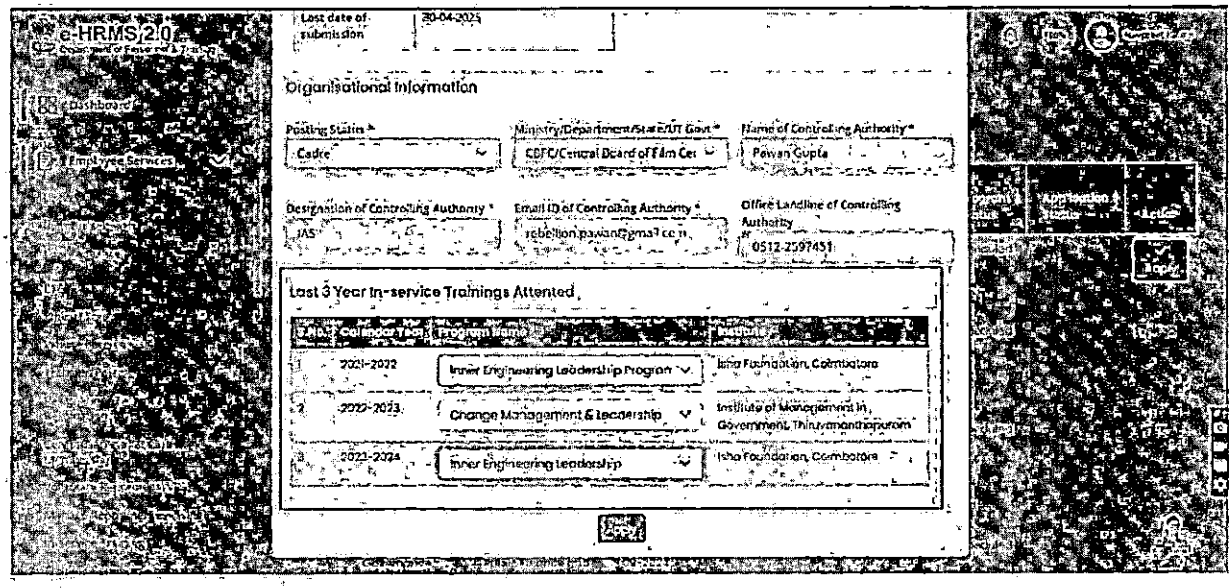
- **Email ID of Controlling Authority:** Enter the official email address of the Controlling Authority.




**Step 4: Details of Previous IST programs attended**

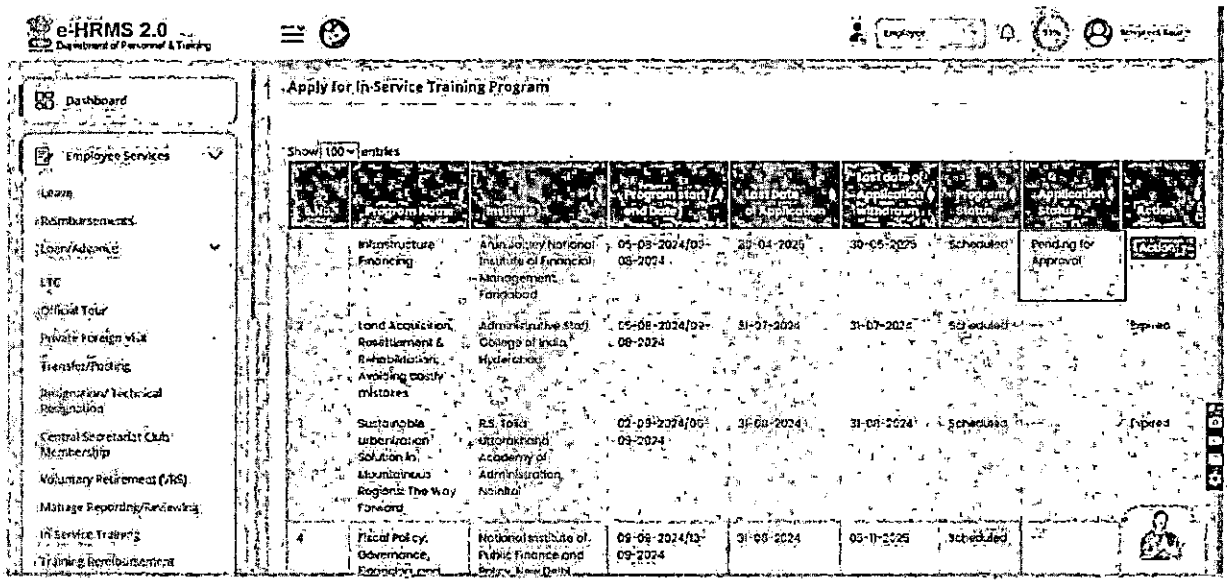
Officers are requested to select the In-Service training programs they have attended in the last three years. If no training has been attended during this period, the system will automatically select "**None**" by default.

Once the relevant information has been entered, please click the "**Apply** " button to proceed.




## Step 5: Tracking Application status

Officers can easily track the status of their application by referring to the **"Application Status"** column of the applied program.



| Application Status | Meaning |
|---|---|
| Application submitted | Application submitted successfully |
| Query | Some queries has been raised by DoPT |
| Under review | The application is under review by DoPT |
| Nominated | The application is approved by DoPT and the officer is being nominated to attend the program |
| Rejected | The application has been rejected by DoPT with the reasons as mentioned |

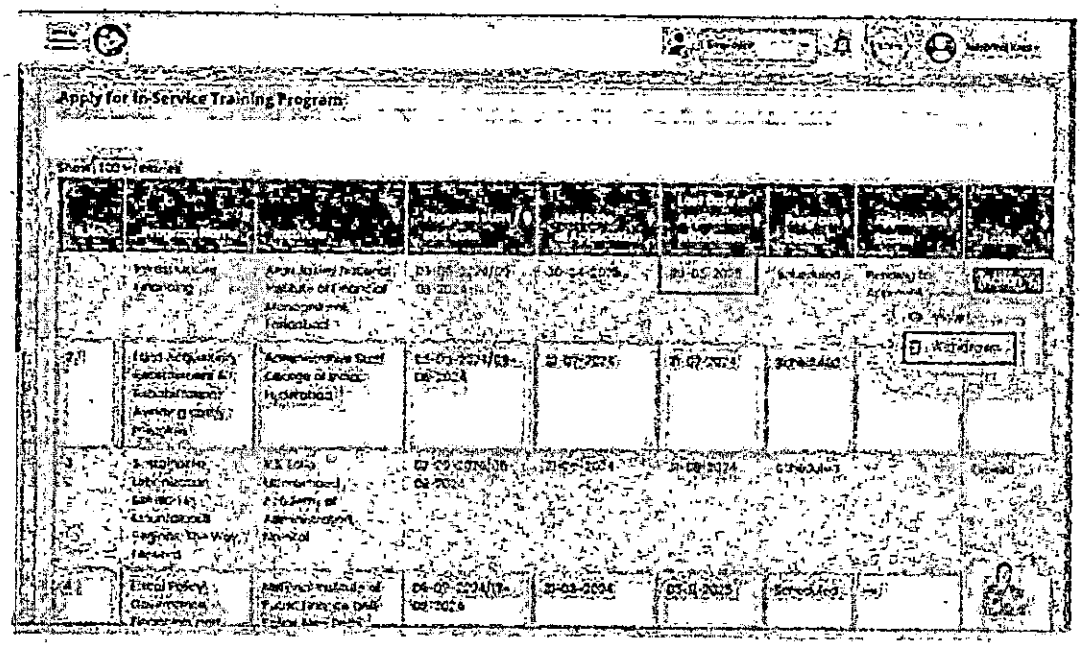
Officers will be informed of the nomination/ rejection through email and SMS. However, officers are advised to regularly check the application status for any updates and notifications.

**Step 6: Withdrawal of application by applicant**

Officers have the option to withdraw their submitted application, provided that the withdrawal deadline has not passed and the application status is either **"Application submitted"** or **"Query"** or **"Nominated"**.

Please note that if the application status is **"Under review"**, it will not be possible to withdraw from the applied program.

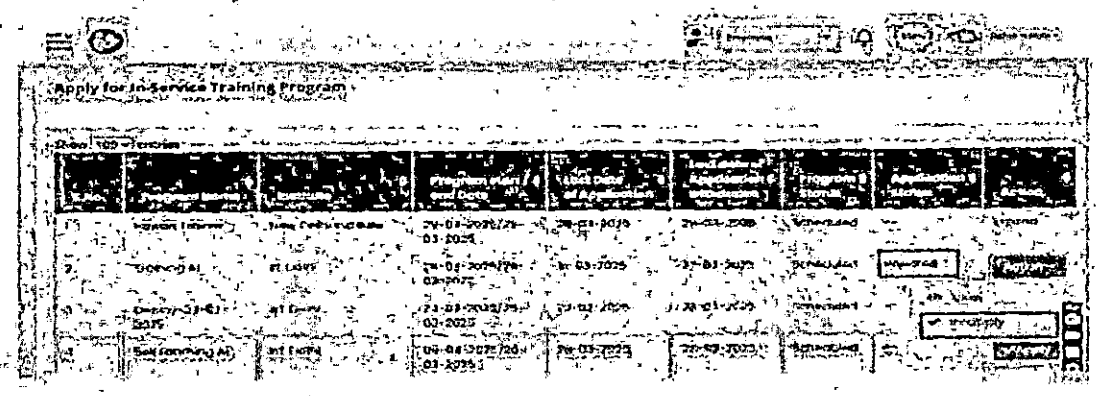
Officers are encouraged to verify the application status before proceeding with a withdrawal.



## Step 7: Reapplying for the IST Program

Officers have the opportunity to reapply for the IST program if their previous application was **rejected by the DoPT Training Wing** or if they voluntarily withdrew from the applied program.

- Officers are advised to review their application status before proceeding with reapplication

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ANNEXURE - ~~B~~ C

# APPLICATION FORM

## In-Service Training Program for Faculty Members of ATIs

### Nominees Information: Part-I

| | | |
|---|---|---|
| 1. | Name (Shri/Smt./Ms.) | |
| 2. | Date of Birth | |
| 3. | Gender | |
| 4. | Service details | |
| | 4.1 Date of appointment in Government service (dd/mm/yyyy) | |
| | 4.2 Service (pls tick) | ☐ State Civil Service Officers on deputation<br>☐ Civil servants on deputation<br>☐ Academic faculty of ATIs |
| 5. | Posting details | |
| | 5.1 Name of ATI where presently posted | |
| | 5.2 Present post held in ATI | |
| | 5.3 Date of posting in ATI | |
| | 5.4 Whether post held in substantive capacity or regular basis? | |
| | 5.5 Whether regular faculty of State/UT ATI? | |
| 6. | Correspondence details | |
| | 6.1 Official address (with Pin Code) | |
| | 6.2 Mobile No. | |
| | 6.3 E-mail | |
| 7. | Last three years IST attended | |
| | 7.1 FY 2022-23 | |

| | | |
|---|---|---|
| | 7.2 FY 2023-24 | |
| | 7.3 FY 2024-25 | |
| 8. | Last two years FDS attended (Name of course, Institute name, course fee alongwith copy of sponsorship letter) | |
| | 8.1 FY 2023-24 | |
| | 8.2 FY 2024-25 | |
| 9. | Provide details of IST program you wish to attend : | |
| | 9.1 Name of the Program/course | |
| | 9.2 Dates of the Program/course | |
| | 9.3 Name of the training institute | |
| | 9.4 Venue (Location) of the training institute | |
| 10. | Signature of the applicant with Date | |

**Controlling Authority's Confirmation – Part – II**

| | | |
|---|---|---|
| 11. | Name & Designation of Controlling Authority (Head of the ATI) | |
| 12. | Address for correspondence<br>(with Pin Code)<br>Telephone Number<br>Email ID | |
| 13. | Signature and Seal of Sponsoring Authority (Head of the ATI) with Date | |

Note : To be sent to the Deputy Secretary (IST), Training Wing, DoP&T, Block-IV, Old JNU Campus, New Delhi, with a copy endorsed to the Deputy Secretary (TFA), Training Wing, DoP&T, Block-IV, Old JNU Campus, New Delhi.

Annexure – 'II'

**Setting up/Upgradation of Digital Learning Laboratories/Digital Studios under the Augmentation of Capacity of Training Institutes (ACTI) component of the Training For All (TFA) Scheme during the XVIth Finance Commission (FC) cycle**

**Reference: ACTI Modalities dated 24.04.2025**

The Department of Personnel & Training (DoP&T) under the Augmentation of Capacity of Training Institutes (ACTI) component of the Training For All (TFA) Scheme provides financial assistance to State/Union Territory (UT) Administrative Training Institutes (ATIs) for setting up/upgradation of Digital Learning Laboratories (DLL)/Digital Studio. The purpose is to create new e-content or convert existing content into e-learning content or upgrade content on identified competencies in line with the objectives of Mission Karamyogi, National & State Priorities, competency requirement of Urban Local Bodies (ULBs)/ Panchayati Raj Institutions (PRIs) and other government organizations in States/UTs.

2. Modalities have been issued vide this Department's letter dated 24.04.2025 for setting up of Digital Learning Laboratories (DLL)/Digital Studio under ACTI component of the TFA Scheme. These modalities shall continue to be in force during the XVIth Finance Commission (FC) Cycle. Similarly, the approval accorded to State/ UT ATIs for setting up of DLL/Digital Studio under ACTI component in the Financial Year (FY) 2025-26 will continue to be valid in the XVIth FC Cycle as well.

3. While implementing the ACTI modalities in the last FY, clarifications were sought by certain State/UT ATIs in seeking release of funds for procurement of equipments/items for setting up of DLL and hiring of manpower (HR). Further, certain ATIs did not explicitly mention the method of procurement of the equipments/items leading to avoidable difficulties and delays in processing of their claims. This has necessitated to further clarify the aspect of processing of claims and release of funds on account of setting up of DLL/Digital Studio by ATIs.

4. It is hereby clarified that the funds for setting up of DLL/Digital Studio shall be sanctioned by DoP&T on reimbursement basis upon submission of the claim by ATIs along with original invoices/ bills/ vouchers, subsequent to the procurement of approved items/ equipments and installation/commissioning of the DLL/Digital Studio followed by the claim for HR. The claim for HR component should always succeed the claim for procurement of equipments/items and commissioning of DLL/Digital Studio and in no case should the two claims be submitted by the ATIs in one go.

5. The claim submitted by the ATIs for reimbursement of procured items/ equipments and setting up/commissioning of DLL/Digital Studio shall cover the actual cost incurred by the ATI or an amount of Rs. 44,00,000/- (Rupees Forty-four lakh) (incl. AMC, cost of commissioning and delivery, GST) in case of ATIs of North Eastern Region (NER) States and Rs. 39,60,000/-(Rupees Thirty-nine lakh sixty thousand) in case of other ATIs, whichever is less. The ATIs shall ensure to mention in their forwarding letter the date of accord of administrative approval by DoP&T for setting up of DLL/Digital Studio under the ACTI component of the TFA Scheme, method of

procurement of the equipments, with item/ equipment wise breakup of the actual cost incurred along-with original invoices/ bills/ vouchers, certification regarding inspection of the equipments/items by the Technical Committee/Team of the ATI concerned and also certificates relating to installation and commissioning of the DLL/Digital Studio by the ATI.

6. Consequent to the settlement of the claim for setting up and commissioning of DLL/Digital Studio, the ATIs shall submit claim for reimbursement of expenditure incurred on HR for the first year as per the modalities. The reimbursement claims for HR component for the first year of DLL set up/Digital Studio may be submitted monthly/ quarterly/half yearly, as the case may be after hiring of HR. It is reiterated that the reimbursement of the HR (salary) component will only be for the first year of the setting up of DL/Digital Studio. The reimbursement amount shall be the actual cost incurred by the ATI or an amount (including taxes) of Rs. 36.00 Lakh (Rupees Thirty six lakhs) in case of ATIs of NER States or Rs. 32,40,000/-(Rupees Thirty-two lakh, forty thousand only) in respect of other ATIs, whichever is less. The ATI shall ensure to mention in their forwarding letter the date of sanction of the claim relating to procurement of items/equipments including AMC and cost of commissioning, delivery; method of procurement of HR and the name of agency/source from which hired, position wise break-up of actual cost incurred on hiring of HR along-with original invoices/ bills/ vouchers for seeking reimbursement of their HA (salaries) component.

7. The ATIs are advised to adhere to the ACTI Modalities dated 24.04.2025 and to the aforesaid clarifications for seeking approval to their proposals for sanction of DLL/Studio and reimbursement of their claims on account of procurement of equipments/items, AMC, cost of commissioning, delivery etc. and hiring of HR.

This issues with the approval of the competent authority.

No. T-16016/1/2021-TFA (C. No. 3158006)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Wing)

Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi – 110067
Dated: 24th April, 2025

To

The Heads of all State/UT Administrative Training Institutes (ATI).

Subject: Setting up/Upgradation of Digital Learning Labs/Digital Studios under the Augmentation of Capacity of Training Institutes (ACTI) component of the TFA Scheme – Issuance of Revised Modalities regarding.

Sir/Madam,

The Department of Personnel and Training (DoP&T) is implementing the Central Sector Scheme "Training for All (TFA)" with the objective of strengthening capacity-building efforts of States/UTs. Under the Augmentation of Capacity of Training Institutes (ACTI) component of TFA Scheme, financial assistance is being provided to State/UT Administrative Training Institutes (ATIs) for setting up/upgradation of Digital Learning Laboratories (DLL)/Digital Studio to create new e-content or convert existing content into e- learning content or upgrade content on identified competencies in line with objectives of Mission Karamyogi, National Priorities and competency requirement of Urban Local Bodies (ULBs)/ Panchayati Raj Institutions (PRIs) and other government organizations in States/UTs.

2. Modalities for setting up of Digital Learning Laboratories under ACTI component of TFA Scheme were issued vide this Department's communications dated 04.11.2024 and 27.01.2025.

3. During interactions with the State/UT ATIs, clarifications have been sought on the applicability of certain clauses mentioned in the modalities in the two communications referred above. An inadvertent error has also crept in the computation of Annual Maintenance Contract (AMC) in the cost structure in Annexure-'II' of the communication dated 27.01.2025.

4. With a view to ensuring clarity in various clauses of the modalities for their effective implementation, it has been felt expedient to review the modalities and issue a fresh set of modalities for observance by State/UT ATIs.

5. Accordingly, in supersession of this Department's communications dated 04.11.2024 and 27.01.2025 on the subject, **fresh modalities** forming **Annexures 'I-V'** to this communication are hereby issued for adherence by all State/UT ATIs.

6. Upon factoring in the position in para 3 above, financial assistance for setting up of Digital Learning Laboratory/Digital Studio would be **Rs. 80 Lakh** (Rs. Eighty Lakh only) (cost structure as

indicated in **Annexure- 'III'**) for each proposal out of which 90% of the cost amounting to **Rs. 72 Lakh** (Rs. Seventy-two Lakh only) shall be reimbursed by DOP&T and remaining 10% matching contribution amounting to **Rs. 8 Lakh** (Eight Lakh only) by the ATI concerned. This will include **Rs. 6,47,150/-** (Rs. Six Lakh forty-seven thousand one hundred fifty only) as AMC component for three years post one year of warranty.

7. **Special Provision for North Eastern Region (NER):** Based on the feedback received from the ATIs of North-Eastern Region (NER) States and upon consideration of all relevant aspects attendant to the setting up of Digital Learning Lab/Studio and, as a one-time measure, it has been decided that in case of the proposals received from ATIs of the NER States, the DoP&T will bear **100% of the cost** amounting to **Rs. 80 Lakh** (Rs. Eighty Lakh only) for setting up/upgradation of Digital Learning Labs/Studios. Accordingly, no matching contribution shall be required from the concerned ATIs of the NER States under this scheme.

8. A standard list of items/equipments for the Digital Learning Laboratory and their specifications as prescribed by the Karmayogi Bharat (KB) is also enclosed for reference (**Annexure-'VI'**).

9. For realization of the objectives under the ACTI component of setting up/upgradation of Digital Learning Laboratories/Studios by the State/UT ATIs, it has been observed that there may be certain ATIs, which may have already procured any of the items/equipments listed in **Annexure-'III'**. In such a scenario, the ATI concerned may procure any other items/equipments (as mentioned in the ACTI modalities issued by this Department vide dated 04.11.2024) (forming **Annexure-'VII'** to this communication) in lieu of the already acquired items/equipments, provided that the Head of the ATI certifies that the proposed item is essential for the functioning of the Digital Learning Laboratory. However, the total cost of the proposal should in no case exceed **Rs. 80 Lakh** (Rs. Eighty Lakh only).

10. All ATIs are requested to take note of the fresh modalities for strict adherence. ATIs as have obtained approval for setting up/upgradation of Digital Learning Laboratory prior to the issuance of this communication may amend their proposals, if so warranted to conform with the above-stated position. For any further clarification/assistance, the ATIs may approach this Department.

Yours faithfully,

(Oruganti Phani)
Under Secretary to the Government of India
Telephone: 011-26706306

Encl: As above.

Copy to:
1. NIC, Training Wing – for uploading on the Ministry and Training Wing websites.
2. JD (OL) – for providing the Hindi version of this letter and annexures.

**Annexure-'I'**

**Modalities for setting up/upgradation of Digital Learning Laboratory/Digital Studio under the ACTI component of the TFA Scheme**

| Sl. No. | Parameter | Modalities |
|---|---|---|
| 1 | Title of the Proposal | Setting up of Digital Learning Laboratory/Digital Studio<br>Upgradation of Digital Learning Laboratory/Digital Studio |
| 2 | Objective | Setting up/upgradation of Digital Learning Laboratory/Digital Studio to create new e-content or convert existing content into e-learning content or upgrade content on identified competencies in line with objectives of Mission Karmayogi, National Priorities and competency requirements of Urban Local Bodies (ULBs)/ Panchayati Raj Institutions (PRIs) and other government organizations in States/UTs. |
| 3 | Scope | The Digital Learning Laboratory /Digital Studio can be set up in the main campus of the ATI or in the regional/ district training centre under the State/UT ATI as per feasibility and other requirements. |
| 4 | Eligibility | ATI should be:<br><br>(a) registered under the National Standards for Civil Service Training Institutions (NSCSTI) portal developed by the Capacity Building Commission (CBC);<br><br>(b) onboarded/registered as Ministry/Department/Organization including the role of CBP providers on the iGoT Karmayogi platform. |
| 5 | Priority ATIs | i. ATIs of North Eastern States<br>ii. ATIs identified as Centers of Excellence (CoE) in a specific domain by CBC as per the CoE guidelines. |
| 6 | Cooling off Period | Four years between two proposals.<br>However, the condition may be waived off in deserving/exceptional cases with the approval of the competent authority in DoP&T. |
| 7 | Total cost and quantum of Assistance | **Rs. 80 Lakh** (Rs. Eighty Lakh only) (cost structure as indicated in **Annexure- 'III'**) for each proposal out of which 90% of the cost amounting to **Rs. 72 Lakh** (Rs. Seventy-two Lakh only) shall be reimbursed by DOP&T and 10% matching contribution amounting to **Rs. 8 Lakh** (Eight Lakh only) by the ATI concerned.<br><br>For ATIs located in the North Eastern Region States, 100% of the cost amounting to **Rs. 80 Lakh** (Rs. Eighty Lakh only) shall be borne by DoP&T. |
| 8 | Flow chart for proposal | The proposal of ATI in the prescribed format (**Annexures-'II'** and **'III'**) shall be examined and approval conveyed after considering the fund |

| | | |
|---|---|---|
| | submission/ seeking approval | availability, admissibility of the proposal and its adherence to modalities. The flow chart of the proposal submission/seeking approval is attached at **Annexure 'V'** for reference. |
| 9 | Inadmissible equipment/ items | The ATIs shall adhere to the list of items and costs admissible as indicated in **Annexure- 'III'**.<br>No funding for the equipment/ items relating to **furniture, building construction materials, furnishings, electrical appliances, decoration items, or any recurring expenditure etc.** shall be admissible. |
| 10 | HR Support | HR support for hiring one Lead Instructional Designer and one Learning Designer for 12 months has been included in the total estimated cost of **Rs. 80 Lakh** (Rs. Eighty Lakh only) (as per **Annexure- 'III'**).<br>HR support will be provided as one-time financial assistance for hiring manpower for 12 months from the date of hiring. The suggestive qualifications, experience, responsibilities and deliverables for hiring manpower are attached in **Annexure-'IV'** for reference. |
| 11 | Method of Procurement | The equipments for Digital Learning Laboratory/Digital Studio shall be procured through online Public Procurement Platforms i.e., GeM/CPPP/concerned State Government approved agencies subject to the condition that such procurement platforms are technology-driven and system-driven e-marketplaces with minimum human interface; the procurement should be in consonance with the relevant guidelines for procurement through GeM and provisions of GFR, 2017 as amended from time to time.<br><br>Procurement outside GeM should comply with the guidelines of D/o Expenditure. |
| 12 | Warranty/ AMC | ATIs should ensure the procurement of equipment's /infrastructure for Digital Learning Laboratory/Digital Studio as per the list attached at **Annexure-'III'** with at least 1 (one) year warranty and ensure AMC on such procured items for at least 3 years. |
| 13 | Utilization Certificate (UC) | The ATIs shall ensure that no UC is pending for submission for past releases made by this Department before fund release under ACTI. |
| 14 | Routing of Funds | The funds shall be sanctioned by DoP&T on **reimbursement basis** upon submission of the claim along with original invoices/ bills/ vouchers, by ATIs post procurement of approved items/ equipments/ HR.<br><br>The reimbursement amount shall be the actual cost incurred by the ATI **OR** an amount of **Rs. 80 Lakh** (in case of **ATIs of NER States) / Rs. 72 Lakh (other ATIs),** whichever is less. |

| | | |
|---|---|---|
| 15 | Procurement of Items/ Equipment's | The ATIs shall ensure that the approved items/equipment are procured within 6 months from the date of communication of the approval by DOP&T. |
| 16 | Procurement/ Specifications | For procurement of admissible equipment's/items and their broad specifications, the ATIs may refer to the RFP of KB for reference only. ATIs may modify the same as per their requirement. |

**Annexure-'II'**

**Proposal for setting up/upgradation of Digital Learning Laboratory/Digital Studio under the ACTI component TFA Scheme**

**Part-I (ATI Information)**

| Sl. No. | Particulars | Information |
|---|---|---|
| 1 | Name of the ATI with office address | |
| 2 | State/ UT | |
| 3 | Details of Head of the ATI (Name, Designation, Telephone, E-mail) | |
| 4 | Particulars of the Nodal Officer from the ATI for communication regarding proposal (Name, Designation, Mobile, E-mail) | |
| 5 | Role/ Mandate of ATI | |
| 6 | Whether registered as per the NSCSTI (Yes/No) portal | |
| 7 | Whether accredited as per the NSCSTI and if so rating (Yes/No) | |
| 8 | Whether ATI is onboarded on iGOT platform as Ministry/Department/ Organization (MDO) and as CBP provider (Yes/No)? | |
| 9 | Whether the ATI has prepared its Annual Capacity Building Plan (CBP)? Yes/ No<br>(If yes attach copy of the plan) | |
| 10 | Whether the ATI has onboarded all officials on iGOT- Karmayogi Portal? (Yes/ No)<br>If no, specify reason. | |
| 11 | Whether ATI has been identified as Centre of Excellence (CoE) by Capacity Building Commission (CBC)? (Yes/ No)<br>If yes, provide details. | |
| 12 | Whether the ATI has any existing IT infrastructure for Digital Learning Laboratory/ Digital Studio? (Yes/ No)<br>If yes, provide details. | |
| 13 | Whether cooling off period is applicable (Yes/No) | |

**Part-II (Proposal for Digital Learning lab/ Studio under ACTI)**

| Sl. No. | Particulars | Remarks |
|---|---|---|
| 14 | Title of the Proposal | |
| 15 | Whether the instant proposal is for Main Campus of ATI or Regional/ District Training Centers under ATI **(Please specify)** | |
| 16 | Objectives of the proposal | |
| 17 | Justification for the proposal | |
| 18 | Recommendation of the Head of ATI | |
| 19 | Whether ATI has been granted any funds for the purpose in the last four Financial Years?<br>(Yes/ No)<br>If yes, please give details along with quantum of assistance. | |
| 20 | Whether any UC in r/o above is pending or for past releases made by this Department (Yes/No)? | |

(Name with signature and stamp of the authorized officer of the Institute on each page)

Annexure-'III'

## Estimated Cost Breakup for Setup of Digital Learning Laboratory

Name of the ATI: _____

| Sl. No | Particulars | Admissible Quantity | Maximum Unit Price | Maximum admissible amount | Quantity proposed by ATI | Unit cost estimate proposed by ATI | Total cost estimate proposed by ATI |
|---|---|---|---|---|---|---|---|
| Cost Breakup for setup of each digital lab (Bill of Materials for each digital lab) | | | | | | | |
| 1 | Digital Camera & Camcorder | 1 | 5,00,000 | 5,00,000 | | | |
| 2 | Microphone Setup with noise cancellation | 1 | 2,00,000 | 2,00,000 | | | |
| 3 | Tablet/iPad | 1 | 1,00,000 | 1,00,000 | | | |
| 4 | Video Editing Software (3-Year License) | 2 | 1,50,000 | 3,00,000 | | | |
| 5 | Digital Designing Software (3-Year License) | 2 | 1,00,000 | 2,00,000 | | | |
| 6 | Computer | 4 | 1,50,000 | 6,00,000 | | | |
| 7 | Laptop | 1 | 1,00,000 | 1,00,000 | | | |
| 8 | Storyboarding Software (3 Year License) | 1 | 1,00,000 | 1,00,000 | | | |
| 9 | Display Screen | 1 | 1,00,000 | 1,00,000 | | | |
| 10 | Teleprompter | 1 | 50,000 | 50,000 | | | |
| 11 | Lighting Equipment | 1 | 1,50,000 | 1,50,000 | | | |
| 12 | Backdrop Setup | 1 | 35,000 | 35,000 | | | |
| 13 | Other Miscellaneous Items | 1 | 2,46,665 | 2,46,665 | | | |
| 14 | Cost of Commissioning and Delivery | 1 | 4,00,000 | 4,00,000 | | | |
| Total (A) | | | | 30,81,665 | | | |
| AMC for 3 years (post one year warranty) | | | | 6,47,150 for 3 years (2,15, 717 | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | per year- (@ estimated rate of 7%) | | | |
| Grand Total (B) | | | | 37,28,815 | | | |
| Applicable GST | | | | 6,71,187 (@ 18%) | | | |
| **Grand Total (C)** | | | | **44,00,002/-** | | | |
| Cost Breakup of Manpower (**Only first year of setup of Digital Lab**) | | | | | | | |
| 15 | Lead Instructional Designer (Curriculum Design and Instructional Design) | 1 | 1,75,000 for one month | 21,00,000 | | | |
| 16 | Learning Designer) | 1 | 1,25,000 for one month | 15,00,000 | | | |
| Total (D) – including taxes | | | | 36,00,000 | | | |
| Grand Total (C + D) | | | | 80,00,002 | | | |
| **Grand Total (C + D) (Round off)** | | | | **80,00,000** | | | |

(Name with signature and stamp of the Authorized officer of the Institute on each page)

## Suggested Qualification, Experience, Responsibilities, and Deliverables for team members

### 1. Lead Instructional Designer (Curriculum Design and Instructional Design)

**Qualifications:**

- Master's Degree in Education, Instructional Design, or related field.
- Minimum 10 years of experience in curriculum design and instructional design for e-learning projects.
- Proven experience in creating competency-based learning modules of various domain, particularly in government or public sector environments.

**Experience Required:**

- Hands-on experience with e-learning platforms and Learning Management Systems (LMS).
- Expertise in modern instructional design frameworks like ADDIE, SAM, or similar.
- Proficient in learning theories, pedagogical strategies, and experience with adult learning principles.

**Responsibilities:**

- Design and develop the curriculum and instructional strategies for basic or interactive content, as required.
- Lead the instructional design process from concept through to final deployment.
- Collaborate with subject matter experts (SMEs) to ensure learning outcomes are aligned with government capacity-building goals.

**Deliverables:**

- Detailed instructional design frameworks for all e-learning modules.
- Storyboards and prototype designs for all key courses.
- Finalized curriculum designs for content that incorporates gamification, immersive technology, and microlearning.

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### 2. Learning Designer

**Qualifications:**

- Bachelor's degree in Education Technology, Instructional Design, or related field.
- Minimum 5 years of experience in designing and developing digital learning experiences.

**Experience Required:**

- Expertise in user experience (UX) design for e-learning platforms.
- Familiarity with tools like Articulate Storyline, Adobe Captivate, or similar.
- Knowledge of competency-based learning design.

**Responsibilities:**

- Design engaging and effective learning experiences that focus on interactive and immersive content.
- Work closely with instructional designers and developers to ensure a seamless user experience.

**Deliverables:**

- Detailed UX/UI design documentation for e-learning platforms.
- Final designs for interactive and gamified learning content.

---

# Flow chart for ACTI

DoP&T seeking proposals from ATIs

Submission of proposals by ATIs in prescribed proforma (Annexures II-III)

Examination of proposal by DoP&T

DoP&T according approval to the proposal

Procurement of approved items/ equipments by ATIs within 6 months

Submission of claims by ATIs (Vouchers/ Invoice/ Bills)

Examination by DoP&T and Release of funds after due approval

**Abbreviations**

ACTI: Augmentation of Capacity of Training Institutes

ADDIE: Analysis, Design, Development, Implementation, Evaluation (instructional design model)

AMC: Annual Maintenance Contract

ATI: Administrative Training Institute

CBC: Capacity Building Commission

CBP: Capacity Building Plan

CoE: Centre of Excellence

CPPP: Central Public Procurement Portal

DLL: Digital Learning Laboratory

D/o Expenditure: Department of Expenditure

DoP&T: Department of Personnel and Training

GFR: General Financial Rules

GeM: Government e-Marketplace

HR: Human Resource

iGOT: Integrated Government Online Training Platform

KB: Karmayogi Bharat

LMS: Learning Management System

MDO: Ministry/Department/Organization

TFA: Training for All

ULBs: Urban Local Bodies

PRIs: Panchayati Raj Institutions

NSCSTI: National Standards for Civil Service Training Institutions

SME: Subject Matter Expert

SAM: Successive Approximation Model (instructional design model)

UX/UI : User Experience / User Interface

UC: Utilization Certificate

No. T-16016/1/2021 – TFA (C. No. 3158006)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel and Training
(Training Wing)
***

Old JNU Campus, New Delhi – 67.
Dated the November, 2024.

To

The Heads of all State/UT ATIs
(As per the enclosed list)

Subject: Alignment of Augmentation of Capacity of Training Institutions (ACTI) component of Training for All (TFA) Scheme with Mission Karmayogi – Issue of Revised Modalities regd.

Sir/Madam,

I am directed to say that the Department of Personnel and Training (DoP&T) has been implementing the Central Sector Scheme, namely "Training For All (TFA)" aimed at capacity building of all Government officials at National and State levels through appropriately designed training interventions i.e. its various components. Under this Scheme, this Department has been extending support to State/ UT Administrative Training Institutions for augmentation of its training capacity through one of its component namely, Augmentation of Capacity of Training Institutions (ACTI).

2. It was seen that ACTI was not in line with the current requirements of the Training Institutions and the list of items under ACTI alongwith price range were issued long back. After detailed deliberations and consultations regarding capacity building needs, the ACTI component of TFA has been revised. The modalities have been modified to align it with Mission Karmayogi. The details of revised modalities may be seen in **Annexure-I**.

3. ATIs are requested to go through the details given in **Annexure-I** and send the proposals in the prescribed template (**Annexure-II**) alongwith cost estimate of the admissible equipment/ items. In this regard, two indicative lists - for items/ equipments and for developmental activities are also attached as **Annexure-III and Annexure-IV**, respectively for ready reference. The flow chart for ACTI is also attached (**Annexure-V**).

4 The proposals, complete in all respects and adhering to the revised modalities shall be examined and approvals shall be accorded taking into consideration the funds availability, admissibility of items etc. The release of funds under ACTI shall be only on reimbursement basis. ATIs are also requested to **ensure that no Utilisation Certification of any of the previous grants by this Ministry is pending and ATIs shall furnish an Undertaking to this effect while submitting claims for release of funds under ACTI.**

5. All States/UT ATIs are requested to take note of these revised modalities and submit proposals accordingly preferably by 15.11.2024 for current financial year.

Yours faithfully,

Encls: As above.

**Signed by Oruganti Phani**
**Date: 04-11-2024 15:20:41**
(Oruganti Phani)
Under Secretary to the Govt. of India

Copy to:

1. NIC, Training wing – for uploading on Ministry's website and Training Wing's website for wide circulation.
2. JD (OL) – with a request to provide the hindi version of this letter and attachments {preeti.kaur@nic.in}
3. E-office portal.

**Annexure-I**

# Modalities of Augmentation of Capacity of Training Institutes (ACTI)

| Sl.No. | Parameter | Modalities/Terms & Conditions/Guidelines/Criterion |
|---|---|---|
| 1 | Nature of Proposal | Proposals/requests must contain justification, including their utility for meeting the objectives of Mission Karmayogi and specific recommendation of the head of the ATI; |
| 2 | Objective | The broad objective of encouraging the institute for creating capacity for e-learning by setting up of Digital Learning Lab/Digital Studio for creating e-content on identified competencies; creating infrastructure sharable with other Training Institutions; alignment with eight pillars of NSCSTI. |
| 3 | Scope | While considering the proposals, due consideration given for up-gradation of training infrastructure (equipment/items, as per indicative list – **Annexure-III**) within the main campuses of the ATIs as well as in the regional/ district training centres under the state ATIs. |
| 4 | Eligibility | Proposals of the ATIs fulfilling the following conditions shall be considered:<br>(a) registered for accreditation under the National Standards for Civil Service Training Institutions (NSCSTI) framework of the Capacity Building Commission; and<br>(b) onboarded as MDO incl. role of CBP providers on iGoT Karmayogi platform. |
| 5 | Priority | Priority shall be given to the ATIs of North Eastern region, ATIs identified as CoE in a specific domain by CBC as per the CoE guidelines and to such ATIs which have not been covered in preceding three years of the year during which their proposal is being considered; |
| 6 | Cooling off Period | There shall be a cooling off period of 2 years between two proposals from the same ATI. The condition may, however, be waived with the approval of competent authority in DoPT in deserving cases. Further, for proposals for procurement of the same equipment/items for which financial assistance was obtained by a particular ATI, the cooling off period shall be five years. |
| 7 | Quantum of Assistance | Maximum assistance granted in a financial year to an ATI shall not be generally more than **Rs. 1 Crore** in a single case. This condition may be waived off in specific cases, with the approval of the competent authority in DoPT. |
| 8 | Matching contribution by the ATI | Based on the proposal of ATI in the prescribed template **(Annexure-II)** alongwith cost estimate of the equipment/ items, DoP&T shall examine and accord approvals taking into account the fund availability, admissibility of items etc.<br>90% of the actual cost (after procurement) in respect of the equipment/items approved by this Department shall be sanctioned and the remaining 10% cost as matching contribution shall be borne by the concerned ATI.<br>The flow chart for ACTI is attached for ready reference. |
| 9 | Restriction/ Inadmissible equipments/ items | There shall be restriction on the kind of equipment/ items relating to furniture, building construction materials, furnishings, electrical appliances, decoration items, outsourcing/ hiring of workforce/ professionals or any kind of recurring expenditure etc, shall be inadmissible. The indicative list of equipment/items admissible and developmental activities is at **Annexure-III and IV** respectively. |
| 10 | Method of Procurement | The equipment/items shall be procured through online Public Procurement Platforms i.e., GeM/CPPP/concerned State Government approved agencies by concerned ATIs, subject to the condition that such procurement platforms should be technology driven, completely paperless, cashless and system driven e-market places with minimal human interface; The procurement should be in consonance with the instant guidelines for procurement through GeM and provisions of GFR, 2017 as amended from time to time. Procurement outside |

| | | |
|---|---|---|
| | | GeM should be in compliance with the guidelines of DoE. |
| 11 | Warranty/ AMC | The ATIs should ensure the procurement of training infrastructure as per indicative list (**Annexure-III**) with at least 1 (one) year warranty and should ensure AMC on such procured items for at least 5 (five) years. |
| 12 | Utilization Certificate | The ATIs shall ensure that no UC is pending to be submitted for past releases made by this Department before fund release under ACTI. |
| 13 | Routing of Funds | The funds shall be sanctioned by DoPT on **reimbursement basis** on actual cost submitted through original invoices/ bills/ vouchers by ATIs after procurement. |
| 14 | Procurement of Items/ Equipments | The ATIs shall ensure that the approved items/ equipments are procured within 6 (six) months from the date of communication of the approval by DOP&T. |

Annexure-II

PROPOSAL FOR AUGMENTATION OF CAPACITY OF TRAINING INSTITUTES (ACTI) UNDER TRAINING FOR ALL SCHEME (TFA) OF DEPARTMENT OF PERSONNEL AND TRAINING, GOVERNMENT OF INDIA

**Part-I (ATI Information)**

| Sl. No. | Particulars | Information |
|---|---|---|
| 1 | Name of the ATI | |
| 2 | Address of ATI | |
| 3 | State/ UT | |
| 4 | Details of Head of the ATI (Name, Designation, office phone no., e-mail) | |
| 5 | Role/ Mandate of ATI (incl. coverage) | |
| 6 | Accreditation level of the ATI as per the NSCSTI | |
| 7 | Whether ATI onboarded onto iGOT platform as MDO incl. role of CBP provider? | |
| 8 | Whether the ATI has prepared its Capacity Building Plan? Yes/ No<br>(Pls attach copy) | |
| 9 | Whether the ATI has onboarded all its personnel onto iGOT- Karmayogi Portal? Yes/ No<br>If no, specify reason. | |
| 10 | Whether ATI has been identified as Centre(s) of Excellence by Capacity Building Commission (CBC)? Yes/ No<br>If yes, provide details. | |
| 11 | Whether the ATI has any existing infrastructure for Digital Learning Lab? Yes/ No<br>Pls provide details. | |

**Contd...**

## Part-II (Proposal for ACTI)

| Sl. No. | Particulars | Information |
|---|---|---|
| 12 | Proposal of ATI for ACTI {Specify under admissible category(ies) attached (**Annexure-III**)} alongwith provisional cost estimate. | |
| 13 | Justification for proposal, including their utility for meeting the objectives of Mission Karmayogi<br>(Please specify in light of development activities as per **Annexure-IV**) | |
| 14 | Specific recommendation of the head of ATI | |
| 15 | Whether the instant proposal is for Main Campus of ATI or Regional/ District Training Centres under ATI (Please specify) | |
| 16 | Whether ATI has been granted any funds for the purpose in the last three Financial Years? Yes/ No<br>If yes, please give details alongwith quantum of assistance. | |
| 17 | Does the instant proposal of ATI contain any equipment/ item for which financial assistance has been provided in last 5 (five) FYs? Yes/ No<br>If yes, please provide details alongwith quantum of assistance. | |
| 18 | Whether UC in r/o points No. 16 & 17 above, furnished? | |
| 19 | Details of gap identified vis-a-vis standards prescribed under NSCSTI, alongwith action plan of the ATIs for development? | |

(Signature and Stamp of authorized signatory on each page)

Annexure-III

**Proposal under indicative List of Proposed Items/ Categories admissible under ACTI component of TFA**

| Sl. No. | Categories | Proposal by ATI | | Cost Estimate (in Rs.) |
|---|---|---|---|---|
| | | Details of proposed items | No. of Units | |
| 1 | Desktop Computers/Laptops/iPads with requisite Operating Software | | | |
| 2 | (i) Printers, | | | |
| | (ii) Scanners | | | |
| | (iii) Barcode Reader/Scanner | | | |
| 3 | Routers/ Bridges/ Hubs/ Repeaters/ Gateways/ Switches | | | |
| 4 | UPS | | | |
| 5 | Projectors | | | |
| 6 | Digital Audio Recorder / Video Recorders / Video Camera / Webcams | | | |
| 7 | LCD / LED Video Wall/Display Units | | | |
| 8 | Microphones & Speakers / Collar Mikes | | | |
| 9 | Interactive Smart/Digital Boards | | | |
| 10 | Server Rack | | | |
| 11 | Servers | | | |
| 12 | Software System which forms part of training infrastructure | | | |
| 13 | Books, Journals, Periodicals relevant for training in any format (i.e. Physical, digital etc.) | | | |
| 14 | e book readers | | | |

| | | | | |
|---|---|---|---|---|
| 15 | External Hard Disk | | | |
| 16 | USBs/ Flash Drives | | | |
| 17 | Chroma Screen | | | |
| 18 | Teleprompter | | | |
| 19 | Studio Acoustics/Wall Paneling for Sound proofing | | | |
| 20 | Amplifier/Audio Mixer/Audio Delay Box | | | |
| 21 | AMC ( for atleast 5 years) | | | |
| 22 | Any other items (on case-to-case basis with the concurrence of IFD) | | | |
| Total | | | | |

Note : ATIs to submit proposals under ACTI mentioning the details of items under the categories elaborated above alongwith justification.

(Signature and Stamp of the authorized signatory)

**Annexure-IV**

An indicative list of development activities is as follows:

| S No. | Activity head | Description | Activities that can be taken up |
|---|---|---|---|
| 1 | Establishment of Digital Learning Lab for Curriculum/Content upgradation/ development | • Development of digital learning labs facilitates e-content development essential for democratization of learning under Mission Karmayogi.<br>• To support establishment of DLL in their Institutes to facilitate development of e-content to strengthen the Urban Local Bodies, PRIs in State/ UTs.<br>• Support could in the form of hardware, software and courseware, networking of training institutions and consolidating the training ware which would help the institutions in onboarding quality content on iGoT portal.<br>• Development of curriculum/ content in line with national priorities, and based on the competency requirements of the **Urban Local Bodies and PRIs in States/ UTs** | The support can be extended for undertaking the following activities for development of curriculum/ content/ digitalization of content based on the needs assessment reflected in Capacity Building Plans:<br>• Development of an in-house Digital Learning Lab.<br>• Modernisation of existing Digital lab.<br>• Establishment of Immersion Lab<br>• Upgradation of courseware to modern teaching tools, software, and equipment.<br>• Green initiatives<br>• Upgradation of classroom<br>• Making the classroom and other facilities accessible to specially-abled persons. |

****

## Flow chart for ACTI

DoP&T seeking proposals from ATIs

⬇

Submission of proposals by ATIs in prescribed **template for ACTI proposal**

⬇

Examination of proposal by DoP&T in terms of the revised ACTI modalities

⬇

DoP&T according approval for items/ equipment based on cost estimate

⬇

Procurement of approved items/ equipments by ATIs within 6 months

⬇

Submission of claims by ATIs (Vouchers/ Invoice/ Bills)

⬇

Examination by DoP&T and Release of funds after due approvals

# 4. Technical Specifications

1. **Backdrop:** 2 Nos. -150 sq. ft. each (1 wall for free stand recording, 1 wall with Interactive flat panel IFP-based recording)

| Feature | Specification |
|---|---|
| Minimum Width | 2 walls of 15 X 10 feet to accommodate wide-angle shots and group recordings |
| Minimum Height | 10 feet to allow for full-body shots if required |
| Floor Extension | Extend the chroma surface onto the floor (3–5 feet) for full-body shots |
| Surface Type | Smooth, matte finish to prevent light reflection or glare |
| Fabric Covering | Non-reflective, wrinkle-resistant fabric stretched and fixed to the wall for smoothness |
| Colour | Chroma Green: Industry-standard, universally recognized for digital keying |
| Installation | To be set up on a electronic pully hanger such that the back drop can be folded |

2. **Digital Camera:** 2 nos.

| Feature | Specification |
|---|---|
| Image Sensor | 35mm full-frame (35.6mm x 23.8mm) CMOS sensor or better |
| Effective Pixels | 10 megapixels or better |
| Video Recording | 4K at 100p, 60p etc. |
| Video RAW output | HDMI 10 bit or better |
| Video Formats | MOV (H.264/H.265), MPEG-4, XAVC etc. |
| Frame Rate Options | 4K: 60/50/30/25/24p, Full HD |
| Autofocus | Fast Hybrid AF system optimized for video (Phase Detection) |
| Image Stabilization | Optical Image Stabilization (OIS) or Electronic Image Stabilization (EIS) or a combination of both |
| Audio Features | Internal microphone & Through XLR input |
| Shutter Speed (Video) | Range from 1/24s to 1/8000s for cinematic control |
| LCD Screen | 3.0-inch tilting LCD touch screen or better |
| Memory Card Slots | Dual SD card slots for relay recording or simultaneous backup |
| Additional Requirement | Should be supplied with 80GB express card x 2, card reader, LENS-FE 24–70 mm F2.8 GM II & FE 50 mm F2.5 G |
| Preferred Makes | Sony, Cannon, Nikon or any equivalent brand meeting the specified technical requirements |
| Warranty | 3 year OEM warranty |

3. **Tripod:** 2 nos.

| Feature | Specification |
|---|---|
| Adjustable Height | Should support adjustable height for various shooting needs |
| Locking Mechanism | Multi-level locking for stability and ease of use |
| Leg Design | Steady rubberized legs for firm grip and slip resistance |
| Head Type | Multipurpose head compatible with cameras and accessories; supports tilt, swivel, and portrait/landscape orientations |
| Horizontal Adjustment | Adjustable horizontal positioning for versatile framing |
| Compatibility | Should be compatible with supplied cameras, tablets. |
| Load Capacity | Maximum load weight capacity of 20 kg |
| Additional Features | Accessories hook for added convenience |
| Preferred Makes | Manfrotto, Sachtler, Teris, Vinten, Kratos or any equivalent brand meeting the specified technical requirements |

4. **Headphones:** 1 no.

| Feature | Specification |
|---|---|
| Type | Over the ear |
| Frequency Response | 4 Hz to 40 kHz |
| Connectivity | Bluetooth 5.2 or above |
| Supported Audio Formats | SBC, AAC, LDAC |
| Range | At least 100 feet |
| Battery | Rechargeable Li-ion |
| Other Features | Noise cancellation, Multipoint connection |
| Preferred Makes | Sony, JBL, Bose or any equivalent brand meeting the specified technical requirements |

5. **Soundproof wall paneling:** 1 No. - 825 sq. ft.

| Feature | Specification |
|---|---|
| | Wall Panels |
| **Wall Panelling with Acoustic** | Min. 12 mm commercial plywood fitted on 2" x 1"M.S. Tube / Wooden batten frame of 4'x4' (centre to centre) complete with Acoustic. |

6. **Carpet:** 1 No. - 225 sq. ft

| Feature | Specification |
|---|---|
| **Floor Carpet** | Acoustic broadloom carpeting with enhanced durability and stain resistance |

7. **Interactive Flat Panel:** 1 No.

| Feature | Specification |
|---|---|
| Panel Size | 75-inch or higher |
| Panel Type | TFT LCD Module with DLED Backlight |
| Resolution | 4K (3840 X 2160) |
| Operating System | Android 11 or above |
| Native Contract Ratio | 1200 :1 or higher |
| Display Response Time | 8 ms or less |
| Touch Technology | IR Zero Bonding or better |
| Display Colours | 1.07 billion (10 bit) |
| Viewing Angle | 178 degrees (H/V) |
| CPU | A55 X 4 or better (Quad Core) |
| Clock Speed | At least 2 GHz or better |
| Display Features | Flicker-Free, Anti-Glare Coating |
| Brightness | 450 nits or higher |
| RAM (Panel) | 8GB or higher |
| Storage (Panel) | 128GB or higher |
| Multi Window | Should be able to open and view upto 4 different apps simultaneously in Android version in multi window mode |
| Cast | Should be able to cast 9 simultaneous devices simultaneously and must support App, Airplay, Chromecast, Web Browser Floating Window must be available in Casting Reverse Casting Option from |
| Surface Hardness | Toughened Glass with Level 9H Standard |
| Built-in Speakers | Minimum 16W x 2 Speakers |
| Wifi Module | Single Wifi Module for both Android and Windows |
| Wireless Sharing | Sharing from phones, tablets, PCs or Macs |
| Pre-Installed Software's | Teaching Content Building Software, Whiteboard software and Casting software in Windows should be from same OEM |
| Input and Output Support | HDMI, VGA, USB 2.0 and 3.0; Audio, Touch Out port, RJ 45 |
| Mounting | Wall Mount |
| Preferred Makes | Maxhub, Benq, Samsung, Viewsonic or or any equivalent brand meeting the specified technical requirements |
| Warranty | 3 year OEM warranty |

8. **Condenser Microphone with noise cancelling:** 1 No.

| Feature | Specification |
|---|---|
| Type | Condenser Microphone – 1 Nos |
| Preferred Makes | Sennheiser, AKG, Shure, or equivalent |
| Frequency Response | 40Hz – 20kHz |
| Connectivity | XLR (for professional audio connection) |
| Power Requirement | 48V – 55V DC (Phantom Power) |
| Accessories | Shock mount, pop filter, and boom arm |
| Warranty | 3 year OEM warranty |

9. **Lapel Microphone with noise cancelling:** 2 Nos.

| Feature | Specification |
|---|---|
| Type | Lapel Microphone – 2 Nos |
| Preferred Makes | Sennheiser, AKG, Shure, or equivalent |
| Frequency Response | 20 Hz to 20 kHz |
| Connectivity | Wireless (compatible with supplied cameras), XLR Cable |
| Range | At least 200 Meters |
| Battery | Rechargeable Li-ion |
| Warranty | 3 year OEM warranty |

10. **Lighting Equipment:** 2 Nos. – 2 sets of three-point LED studio lights

| Feature | Specification |
|---|---|
| Preferred Makes | B&H, Hiffin, Osaka, or equivalent |
| Type | Three-point LED studio lights (3 bulbs, 50 watts each) (Key Light, Fill Light and Backlight) |
| Brightness | Adjustable up to 6500K |
| Power Source | AC Adapter |
| Control | Remote control for adjusting brightness and color temperature |
| Mount Compatibility | Three light stands (at least 6 ft tall); one for each studio light |
| Accessories | Three softboxes (70cm x 50cm each) with holder, diffusion filters |

11. **Video Editing Software (3 Year License):** 1 license

| Feature | Specification |
|---|---|
| Overview | Powerful and user-friendly video editing software for quick and easy video creation and sharing. Available on both desktop and mobile devices. |
| Intuitive Interface | Simple and easy-to-use interface, suitable for beginners. |
| Cross-Platform Editing | Works across desktop and mobile devices (Windows, macOS, iOS, and Android). |
| Professional Editing Tools | Includes trimming, cutting, adding effects, and adjusting audio with professional-grade tools. |
| Automatic Editing | AI-powered features for automatic video editing, saving time and effort. |
| Cloud-Based Workflow | Cloud storage integration for collaboration and remote access to projects. |

12. **Storyboarding Software (3 Year License):** 1 license

| Feature | Specification |
|---|---|
| Overview | A powerful authoring tool for creating interactive e-learning content. Useful for software simulations, interactive videos, branched scenarios, and responsive eLearning. |
| Software Simulations | Create step-by-step guides and tutorials for software applications. |
| Interactive Videos | Add interactive elements like quizzes, polls, and clickable hotspots to videos. |
| Branched Scenarios | Develop adaptive learning paths based on user choices. |
| Responsive eLearning | Create courses accessible on various devices, from desktops to smartphones. |
| User-friendly Interface | Easy to learn and use, suitable for beginners. |
| Drag-and-drop Functionality | Quickly assemble e-learning content without the need for coding. |
| Built-in Templates | Pre-designed templates to accelerate workflow and save time. |
| Rich Media Support | Incorporate images, audio, video, and other multimedia elements into courses. |
| Advanced Authoring Tools | Create complex interactions and simulations. |
| HTML5 Output | Ensures compatibility with modern web browsers. |
| Accessibility Features | Design content to be accessible to learners with disabilities. |

**13. Computer:** 1 No.

| Feature | Specification |
|---|---|
| Processor | Equivalent to or better than Intel Core i7 or AMD Ryzen 7 series, suitable for high-definition video editing tasks |
| Graphics Card | NVIDIA RTX 3060 Ti or AMD Radeon RX 6800 XT or Equivalent |
| RAM | 32GB DDR4 RAM (3200 MHz or higher) |
| Storage | 1TB NVMe SSD for OS and applications, 2TB HDD for storage |
| Power Supply Unit (PSU) | 750W or higher |
| Operating System | Windows 11 |
| Monitor | A high-resolution monitor (27-inch or larger) with 4K resolution for detailed viewing |
| Input Devices | A good quality keyboard and laser mouse |
| Webcam | 1080p |
| Warranty | 3 year OEM warranty |

**14. Display Screen:** 1 No.

| Feature | Specification |
|---|---|
| Display Size | 34" or higher curved, edge-to-edge display |

| Feature | Specification |
|---|---|
| Resolution | 3440x1440 |
| Viewing Angle | 178° or higher |
| Refresh Rate | 120Hz or higher |
| Other Requirements | HDR10 support, supported HDMI cable included |

**15. Teleprompter:** 1 No.

| Feature | Specification |
|---|---|
| Type | Professional Teleprompter |
| Approved Makes | Auto script, Cronus, Autocue or equivalent |
| Size | 19" screen size Monitor with Glass, Tripod Structure, Software |
| Screen Size Compatibility | Compatible with supplied camera |
| Control | Bluetooth remote control |
| Mount | Tripod mount |
| Special Features | HDMI Input, VGA Input |

**16. Commissioning and Delivery**

| Service | Description of Service |
|---|---|
| User acceptance | SI will get the signoff from the competent authority of the ATI/CTI in the format prescribed below this table |
| Supply & Installation | SI shall supply and install the equipment as per approved configuration. |
| User acceptance | SI will get the signoff from the competent authority of the ATI/CTI in the format prescribed in Section 5 Inspections and Tests |
| Skilled Resource Deployment | SI shall deploy a skilled person at each location for a duration of 3 months to handle operations, maintenance, lighting, videography, AV mixing and editing. |
| Training Requirement | SI to train a minimum of 6 resources from each location where the Lab has been setup. |

#**Preferred Makes:** The mention of brand names is illustrative only and not restrictive. Any brand meeting the specified technical requirements shall be eligible, provided the offered products comply fully with the technical and functional specifications outlined in this document.