

No. 12037/1/2012-FTC (Pt.IV)
Government of India
Department of Personnel and Training
Training Division
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Dated the 13th June 2012

To

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

Sir/Madam,

In continuation of this Division's Circular No. 12037/37/2011-FTC dated 16th September 2011 inviting applications for various short-term and long-term training programmes abroad conducted under the Domestic Funding of Foreign Training (DFFT) Scheme during the year 2012-13, Training Division invites applications for the following two additional short-term training programmes being organized at the Harvard University:

- Leading Economic Growth (10-15 February 2013)
- Driving Government Performance: Leadership Strategies that Produce Results (10-15 March 2013)

2. The eligibility criteria for applying for the above-mentioned training programmes are indicated below:

- The Additional Secretary and Joint Secretary level officers from IAS, CSS, SCS and Group 'A' services (who are holding posts on deputation under the Central Staffing Scheme) are eligible.
- The cooling-off condition in respect of officers who have undergone foreign training under the DFFT Scheme will be applicable as – (i) two years after attending a foreign training programme of upto one month, (ii) three years after attending a foreign training programme of more than one month and upto six months, and (iii) five years after attending a foreign training programme of more than six months. To illustrate, an officer who completes a short-term programme of upto one month in 2011-12, would be eligible for another short-term programme under the DFFT Scheme only in 2014-15. Job specific/project related training/official visits abroad and the foreign component of any mid career training programme undergone by the officer will not be counted for the purpose of 'cooling off'.
- Officers who have been debarred from nomination for foreign training on their failure to attend the training programmes, to which they might have been nominated earlier, will not be considered until the debarment period is over.

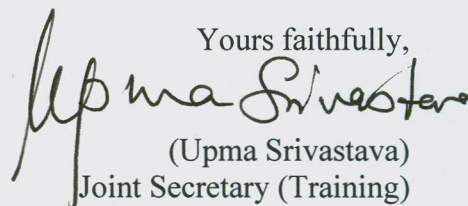
- Preference will be given to suitable officers belonging to the SC/ST category, women officers and officers working in NE States and J&K cadre for training abroad.
- Annexure II of the application form must indicate the vigilance status of the officer in the relevant column.
- Annexure II of the application form must indicate in the relevant column whether any adverse entry stands in PAR of the officer.

3. 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.

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

5. The last date for receipt of applications, as per procedure mentioned above, in this Division is **30th September 2012.**

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

Yours faithfully,

 (Upma Srivastava)
 Joint Secretary (Training)