

F.No.12038/01/2018- FTC
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

Block-IV, Old JNU Campus, New Delhi

Dated: 09.11.2018

To

1. The Secretaries of all the Ministries/Departments of Government of India
2. The Cadre Controlling Authorities of all Group 'A' Central Services
3. The Chief Secretaries of all the State Governments/Union Territories

Subject: 'Partial Funding of Foreign Study' under the Scheme of Domestic Funding of Foreign Training (DFFT).

Reference: Circular No. 12038/01/2017-FTC dated 23.01.2017.

Madam/Sir,

The Training Division, Department of Personnel and Training, Government of India has been sponsoring the Scheme of 'Partial Funding of Foreign Study', as a component of the Scheme of 'Domestic Funding of Foreign Training' (DFFT), and the same is being governed through the Circular referred above. The Competent Authority, in supersession of the earlier circular(s) governing the scheme, has approved some amendments to the scheme. Accordingly, this circular has been drawn up incorporating such amendments and will be in effect for the courses from the year 2019-20 and onwards.

2. The salient features of the Scheme for "Partial Funding of Foreign Study" shall, henceforth, be as under:

I. Conditions of eligibility:

- (i) All Group 'A' Officers of the Government of India, who have completed at least 9 years of service in the grade and having at least 8 years of service left for superannuation are eligible to apply under the Scheme.
- (ii) However, for lady officers, the maximum age conditions shall be **relaxed** by 2 years for the purpose of calculating residual service period.
- (iii) For calculating the minimum service requirement, the period from the 1st of April of the year of joining of the applicant in the eligible grade to the 1st of April of the year of application shall be taken into consideration. Similarly, for the purpose of calculating the

residual service of the applicant the 1st of April of the year of application shall be considered.

- (iv) An officer can avail the Scheme only once in his/her entire career.
- (v) An officer who has availed 'study leave' in the past will also be eligible.
- (vi) An officer who has been on long term foreign training may become eligible under the scheme only after a cooling off period of 5 years.
- (vii) The officer should not have any departmental proceedings pending or contemplated against him/her, and there should be no standing adverse entry in the APAR of the officer.

II. Type of foreign study programmes covered under the Scheme:

The foreign study programme should be in an area that is directly related to his/her work assignment in the government. This, however, needn't be linked only to his/her present assignment but also be linked to possible future assignments. Funding for the programme may be considered for Post Graduation (Masters), Ph. D. and all regular MBA courses being undertaken by Group 'A' officers.

III. Institutes for which the eligible applicants would be supported:

- (i) The financial support under partial funding may be extended for the study programmes in:
 - a. the top 100 universities/institutions as per the THE (Times Higher Education World University) Ranking or QS Ranking published each year; or
 - b. the top 100 courses (subject wise) in the top 200 universities/institutions as per the THE (Times Higher Education World University) Ranking or QS Ranking published each year.
- (ii) The ranking of the university/course will be considered as per the THE/QS ranking of the application year available online on the two university ranking websites.

IV. Mode of Admission:

- (i) Admission may be sought and pursued by the officers themselves. Only confirmed admissions will be considered for funding.
- (ii) The applications for courses for which admission has been secured will be considered only on the recommendations of the concerned cadre controlling authorities on the ground of public interest, relevance to the Government, to the concerned service and to the officer. The same will then be routed through Additional Secretary/Joint Secretary (Training) → Additional Secretary/Joint Secretary (S&V) → Secretary (Personnel) of Department of Personnel & Training, before the proposal is submitted to the Minister of State (PP) for approval.

V. Extent of financial support:

(i) The competent authority has approved the grant of two tier partial funding assistance as per the following rates:

Institutes	Up to 1 year long term course	More than 1 year long term course
Top 25 universities in THE or QS ranking or top 25 courses in top 100 universities in THE or QS ranking	US \$45,000	US \$55,000
Top 26-100 universities in THE or QS ranking or top 26-100 courses in top 200 universities in THE or QS ranking	US \$30,000	US \$40,000

(ii) The funding under partial funding scheme will be towards tuition fee, accommodation & living allowance and the reimbursement of air travel as per MoF, GoI existing provisions on international air travel.

(iii) The first charge on the funding would be towards 'tuition fee', the second charge on 'living expenses' and balance, if any, would be used towards meeting the 'to and fro air fare'.

(iv) The maximum amount of accommodation & living allowance permissible is US\$ 20,000 per year.

(v) The ceiling of financial support would include funds under this scheme and any other scheme or grant of Government of India or any other agency substantially funded by the Government of India.

(vi) In case the officer receives financial support in any form, including tuition fee waivers, from any other institutions like State government or UT or the World Bank, other Multilateral organizations, Foundations, the University etc., the extent of GoI support will be limited to the total funds required for the study programme less funds provided by the State government, UT, the World Bank, other Multilateral organizations, Foundations, the University etc.; or the admissible amount mentioned in Para V(i), whichever is less. The total cost which is mentioned by the University in its Prospectus or Website will be taken as the total funds required for the study programme for this purpose. The same is required to be submitted by the officer along with his/her application.

(vii) The officers availing the partial funding assistance would be required to submit semester-wise undertaking to the effect that he/she has not received any other assistance from any university or any other organization, in addition to a similar undertaking/certificate to be submitted at the beginning of the programme stating that

as and when he/she receives any official assistance, DoPT, Government of India would be informed of the same.

(viii) The financial support could be availed to by the officer at any point of the study programme and not necessarily in the first year, if the period of the study programme exceeds one year.

VI. Other Conditions:

(i) The first year of the study programme, for which funding has been made available, shall be treated as 'on duty', and the rest of the period of the programme may be adjusted against study leave or any other type of leave, admissible and due to the officer concerned. The Officer will not be entitled to any TA/DA during the period treated as on duty.

(ii) Officers receiving partial funding for the foreign study programme shall be required to execute a bond for undertaking to continue to serve the Government for a period of five years after completion of the course.

(iii) In the event of the officer failing to complete the foreign study programme and to obtain the Diploma/Degree/Doctorate etc., for which financial assistance under the Scheme was provided, he/she shall refund to the Government, the total amount of financial support provided to the officer under the scheme.

(iv) The officers shall fully comply with all the requirements that may be insisted upon by the Government as a monitoring mechanism to ensure that they successfully complete the study programmes.

VII. Documents to be submitted along with the applications for partial funding:

(i) The applications should invariably be accompanied by the following:-

É attested copy of APAR grading for last five years,

É certificate to the effect that no adverse entry stands in the APARs,

É Vigilance clearance certificate,

É **EO's clearance in respect of officers on Central Staffing Scheme of DoPT.**

(ii) A 'statement of purpose' from the officer indicating as to how the study programme would be useful to him/her in the present/future career in the government.

(iii) A copy of the letter of confirmed admission for the study programme from the university/institute.

(iv) A copy of the I-20/TAP-66 (a type of scholarship/waiver) etc., if received by the officer.

(v) A statement of total estimated expenditure for completing the study programme indicating the break-up of the items such as tuition fees, living expenses etc. The

statement should be supported with relevant extracts from the prospectus/communication from the university. [Also refer to Para V(vi) above]

(vi) Details of other source (s) of funds, over and above the amount of partial funding applied for, like tuition fee waivers, scholarships, bank loans etc., which may have been secured/arranged by the officer to cover the shortfall, if any, are to be indicated.

VIII. General guidelines for cadre controlling authorities and applicants:

(i) All the prospective participants, seeking financial assistance under the Scheme, should submit online application through the website (<https://partialfunding.nic.in>). They should select the option for partial funding after registering with the website while applying for the specific course. It may, however, be noted that the applications will be considered only after the candidature is duly recommended and forwarded by the respective cadre controlling authority and EO's clearance in respect of the officers working under Central Staffing Scheme of DoPT.

(ii) The cadre controlling authorities shall recommend and forward only such applications to Training Division, DoPT which have satisfied all the eligibility conditions as per this circular.

(iii) Applications for Partial Funding, complete in all respect, should be submitted well before the start of the course.

(iv) The cut-off date for making online registration and application by officers intending to avail partial funding is kept as 30th April of the year of application. The officers intending to avail partial funding may register and apply before the cut-off date even if they do not have confirmed admission. The application of those officers who register their intention by the cut-off date will be given priority for the funding subject to complete application/confirmed admission /necessary clearances.

(v) The officer should apply for the partial funding well in advance before commencement of the course. The carry forward cases of the previous year shall be given priority in funding in the current year provided the officers are still eligible under the scheme.

(vi) The number of applications for granting financial assistance under Partial Funding Scheme will be considered as per the availability of Budget.

Yours faithfully,



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