No. T-16017/2/2024-TFA (C. No. 3189513)
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: 22nd July, 2025

To

1. The Heads of all State/UT Administrative Training Institutes (ATI)
2. All Recognized Trainers (RTs)/Master Trainers (MTs) developed under TDP
3. Selected Central Training Institutes participating in TDP component of TFA Scheme

Subject: Instructions for use of upgraded TFA Portal for implementation of various components of the Training For All (TFA) Scheme–reg.

Sir/Madam,

The Department of Personnel and Training (DoP&T) is implementing the Central Sector Scheme "Training for All (TFA)" to support the capacity-building efforts/initiatives of Training Institutes across States and Union Territories. Currently under the Scheme, four components viz State Category Training Program (SCTP), Trainer Development Program (TDP), Augmentation of Capacity of Training Institutes (ACTI) & Faculty Development Scheme (FDS) are under implementation.

2. The TDP Portal (https://tdponline.nic.in/) is a central digital platform for implementation of the TFA Scheme, particularly its two key components: SCTP and TDP. The portal serves as a unified data entry interface, for monitoring and coordinating conduct of SCTP and TDP courses across the Training Institutes.

3. Recognizing the need for digital transformation in sync with the evolving training ecosystem, obviate the difficulties faced by the Training Institutes (TIs) in physical submission of Course Director Reports (CDRs)/Course Completion Reports (CCRs), reimbursement claims and other attendant technical issues, the DoP&T has been actively working on up-gradation of the portal in close coordination with NIC. The initiative aims to modernize the training ecosystem, enable an accessible, speedy, efficient, transparent, and user-friendly digital platform besides doing away with outdated workflows and meeting the rising demands/expectations of Training Institutes.

4. The upgraded portal rechristened as "*TFA Portal*"provides for new features such as User Guide at the home page, dynamic dashboards, digital notice boards, improved data input modules, seamless workflow, secure user authentication, hassle-free course and claim submission and elimination of physical submission of CDRs/CCRs. For trainers [Master Trainers (MTs)/Recognized Trainers (RTs)], mandatory profile updates prescribed would ensure deployment of bona-fide and active Trainers only under TDP, to enhance deployment efficiency, training quality/delivery and data integrity. Apart from focus on data management, improved accessibility to services, speedy data submission and data accuracy, the portal would further transparency, accountability, service excellence with a greater synergy and coordination between the Training Institutes and DoP&T.

Geeti Kaur
22/7/25

2. The upgraded TFA Portal will, inter-alia, have the following features:

i. **A User Guide** at the home page of the portal;

ii. **A Comprehensive Dashboard** depicting various components of TFA Scheme viz SCTP, TDP, ACTI & FDS;

iii. **Integrated Information Management** for all components of the TFA Scheme;

iv. **Digital Notice Board** for alerts and updates;

v. **Paperless workflow** to eliminate the need for physical documentation with economy of time & costs;

vi. **Uploading of pdf** of the reimbursement claim on the portal (As per format at Annexure-'I') and CDRs/CCRs (As per format at Annexure-'II') with a cover letter as per the prescribed format to secure uniformity in submission of claims across ATIs/TIs;

vii. **Enhanced user experience** for faculty members, trainers and training;

viii. **Improved monitoring and reporting** for training courses across stakeholders;

ix. Enhanced synergy between Training Institutes and DoP&T.

**3. Instructions for Training Institutes:**

**3.1 Course Data Management:**

a. A mandatory field for "Course Coordinator Name" for enhanced coordination during deployment of Trainers for National Level TDP courses.

b. Institutes are required to update course status, participant count, and average feedback scores promptly after each course.

**3.2 Course Schedule Flexibility:**

Institutes may now independently modify course dates (for both SCTP & TDP) as per their administrative convenience.

**3.3 Institution and Faculty Details:**

Institutes would be required to regularly update institutional and faculty profiles via the portal's dedicated menu sections.

Preeti Kaur
22/7/25

**3.4 Digital Submission Mandate:**

a. No physical submission of reimbursement claims and CCRs/CDRs would henceforth be required.

b. Institutes are required to upload CDRs/CCRsin PDF form (≤ 3 MB), using the prescribed format (Annexure-'II') from the login page.

c. Only a consolidated one-page feedback/evaluation report of participants would be required—Individual participant reports would henceforth not be required for submission to DoP&T.

d. The Training Institute must ensure that the number of participants, date and duration of the course along-with title of the course are consistent with the CDR, the portal, and the reimbursement claim.

**4. Instructions for Master Trainers (MTs)/Recognized Trainers (RTs):**

The MTs and RTs will be required to update their Profile with details like- Mobile No., E-mail, Service status and Date of Birth as mandatory fields. Upon up-dation of the profile, they will be able to fill preferences for deployment in various TDP Courses.

5. All the Training Institutes (CTIs/ATIs) including Faculty Members, Trainers, MTs/RTs are requested to take note of the above instructions for compliance.

6. For any technical issue, NIC may be contacted at Telephone: 011-26706338, Email: tdp-trg@nic.in. For any further clarification/assistance, TFA Team of this Departmentmay be approached. User Guide is also available on the home page of the portal for reference of the users.

Yours faithfully,

Preeti Kaur 22/7/25

(Preeti Kaur)
Under Secretary to the Government of India

Copy to:
1. NIC, Training Wing – for uploading on the DoP&T and Training Wing websites.
2. JD (OL) – for providing the Hindi version of this communication.

Government of _____ (Name of State/UT)

(Name of Institute)

Dated:

To

The Under Secretary (TFA)
Department of Personnel & Training
Block-4, Old JNU Campus,
New Delhi-110067
[Email: preeti.kaur@nic.in]

F. No. Date:

Subject: Reimbursement claim for SCTP/TDP Courses conducted during the month of _____ (insert month) in the Financial Year 2025-26-reg.

Madam,

Kindly refer to DoP&T's letter no. _____ dated _____ (insert number and date) vide which approval for conducting _____ (insert the number) SCTP & _____ (insert the number) TDP courses during the Current Financial Year (CFY) has been conveyed to this Institute.

2. The reimbursement claim(s) amounting to Rs. _____ (insert amount) (in words) as per prescribed format at Annexure-'I' and abstract of Course Director Report(s) (CDR) as per Annexure-'II' in respect of _____ SCTP courses and _____ TDP courses has been uploaded on the portal for reimbursement.

3. It is hereby certified that the details provided in the reimbursement claim are consistent with the CDR and portal records in all relevant parameters, including the number of participants, dates and duration of the course.

4. It is requested that the reimbursement claim(s) amounting to Rs. _____ (in words Rs. _____only) may kindly be sanctioned and credited in the institute's bank account mentioned in **Annexure-'I'.**

Yours faithfully,

-Signature-
(Name of Signing Authority with Designation & Stamp)

Encl: **(i) Reimbursement claim as Annexure-I**
**(ii) Course Director Report as Annexure-II**

Annexure-'I'

# Format for seeking reimbursement claims for SCTP/ TDP Courses

| Sl. No. | Parameter | Particulars | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 1. | Name of Training Institute | | | | | | | | |
| 2. | Status of Course(s) conducted and claim reimbursement | Quarter of FY (specify) | No. of course(s) conducted | | Reimbursement Claim Status | | | | |
| | | | | | Pending | | Submitted | | Reimbursed | |
| | | | SCTP | TDP | SCTP | TDP | SCTP | TDP | SCTP | TDP |
| | | Q-1 | | | | | | | | |
| | | Q-2 | | | | | | | | |
| | | Q-3 | | | | | | | | |
| | | Q-4 | | | | | | | | |
| | | **Total** | | | | | | | | |

| 3. | Details of last Sanction issued | Sanction Order No. | Date | Amount |
|---|---|---|---|---|
| | | | | |

| 4. | Whether any UC of previous releases pending | (Yes/No)<br>If answer in affirmative, reasons thereof |
|---|---|---|

| 5. | *Proposed Claim: | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Sl. No. | Title of the Course | Category (SCTP/ TDP) | **Date (From -To) | **Duration of the Course (Days) | Mode (Offline/ Online) | CDR uploaded( as per Annexure -'II') | **No. of Participants | Amount claimed |
| i | | | | | | | | |
| ii | | | | | | | | |
| Total Amount | | | | | | | | |
| 6. | Bank account details for crediting the amount | | A/c No.= | | Bank Name= | | IFSC= | |

* All fields under Sl. No. 5 are mandatory

** No. of participants, Date & duration of the course should match with CDR and portaldata.

(Name, Designation and signature of authorized signatory)

Course Director's Report (Abstract)

_____ (Name of Course) held at_____ (Name of Institute) during _____ (Dates)

| | | | |
|---|---|---|---|
| 1. | Name of the Institute | | |
| 2. | Title of the Course | | |
| 3. | Duration of the Course | | |
| 4. | Dates on which Course conducted | From | To |
| 5. | Name of the Course Director<br>Contact Number | | |
| 6. | No. of the Participants<br>(Pls enclose a copy of the final list of participants) | | |
| 7. | Photograph of the Participants | (To be enclosed) | |
| 8. | Number of Participants who submitted feedback proforma<br>a. Whether the Institute got in touch with the Participants in advance for the course;<br>b. If so, when; and<br>c. How many participants responded. | | |
| 9. | Whether the course expectations of the participants were ascertained:<br>a. Before the commencement of the course;<br>b. On the day of commencement of the course. | | |
| 10. | Average Feedback Score<br>(Pls enclose a one-page consolidated evaluation/ feedback Report) | | |
| 11. | Whether the Course was conducted at the Institute's Main Campus or Regional Campus or any other venue? | Please specify | |
| 12. | Whether the course was Residential or Non-Residential? | | |
| 13. | Total No. of sessions plannedin the course | (Pls enclose the Session plan/Time-Table with | |

| | | |
|---|---|---|
| | | Name of Faculty) |
| 14. | No. of sessions which could not be conducted as planned | |
| 15. | If a similar course had been conducted earlier under the sponsorship of DOP&T, GOI, if so please indicate;<br>a. Title of the course<br>b. Duration of the course/From to | |
| 16. | Whether any changes were effected in the current course on the basis of earlier feedback/ suggestions or feedback received from prospective participants and to which extent:<br>a. Course objectives<br>b. Content<br>c. Training methodology<br>d. Structure and Distribution of Sessions & Topics<br>e. Faculty<br>f. Reading Material<br>g. Sessions<br>h. Facilities | |
| 17. | General remarks of the Course Director on<br>a. How the Course was organized<br>b. Nature and extent of participants involvement in course including attendance, punctuality and interest evinced | |
| 18. | Brief comments of Course Director on feedback received from participants (Not more than 100 words) | |
| 19. | Comments on how the feedback would be factored in for improving the quality and delivery of the future courses | |
| 20. | Any other comments/suggestions which the Course Director and/or the Institute may wish to make in respect of the course. | |

(Name, Designation and Signature of Course Director with Date)