

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 28th April, 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} w.e.f. 01.04.2026 – regd.

Sir/ Madam,

The Training for All (TFA) Scheme, implemented since 1992 as a flagship Central Sector Initiative of the Department of Personnel and Training (DoP&T) supports the capacity building ecosystem of States and Union Territories (UTs) through their Administrative Training Institutes (ATIs).

2. Over the years, TFA Scheme has evolved to contribute to:

- i. Supporting States/UTs in designing training programs tailored to National/State specific policies, programs, priorities and local/regional needs.
- ii. Enhancing skills, domain knowledge, and attitudinal orientation among government servants at various levels.
- iii. Developing a pool of professional trainers and faculty for a robust training ecosystem.
- iv. Strengthening the digital infrastructure of ATIs for technology-enabled learning and governance.

3. In the context of the implementation of Mission Karmayogi across the States/UTs, accomplishment of the vision of Viksit Bharat @2047 and based on various stakeholder consultations, it has been decided to continue the TFA scheme as a standalone scheme in the XVIth Finance Commission (FC) Cycle {FY 2026-27 to 2030-31} with eight components. The vision of the TFA Scheme in the XVIth FC Cycle would be to enable ATIs to emerge as future focused institutes through sustainable, scalable and competency led training interventions to foster a collaborative, flexible and outcome-driven training ecosystem.

4. The “Restructured Training For All (TFA)” Scheme during the XVIth FC Cycle shall comprise the following eight components:

Restructured Components:

- i. State Category Training Program (SCTP): To deliver competency-based training for State/ UT employees, Panchayati Raj Institutions (PRIs), Urban Local Bodies (ULBs) and frontline functionaries on 23 (Twenty-three) thematic areas along-with relevant sub-themes reflecting domains for SCTP courses. Course fee is Rupees Three Thousand per day per participant (₹ 3000/day/ participant) for one SCTP course;
- ii. Trainer Development Program (TDP): revamped into a technology driven concise blended two-phase module: (a) **Phase I:** Mandatory e-learning via iGOT platform corresponding to three packages; (b) **Phase II:** Immersive offline training (three packages: P-1, P-2, P-3 of 12 days duration). Modules on New Age Technology (NAT) are integrated in each package. Course fee is Rupees Five Thousand per day per participant (₹ 5000/day/participant) for one TDP course. The revamped TDP involves a rigorous and structured process of Recognized Trainer (RT)/Master Trainer (MT) Development and Certification;
- iii. Faculty Development Scheme (FDS): To enable professional and skill development of faculty/ officers in ATIs and Central Training Institutes (CTIs) and TDP empaneled trainers. Course fee for FDS shall be Rupees one lakh per sponsorship (₹ 1.00 lakh/ sponsorship). The faculty/officers posted in ATIs will also be sponsored for domain based one-week Inservice Training (IST) programs of DoP&T as an additional window to upgrade their skills under FDS component.

FDS component which used to be operated in conjunction with TDP in the XVth FC Cycle is delinked and shall be operated as an independent component under the TFA Scheme in the XVIth FC Cycle.

- iv. Augmentation of Capacity of Training Institutes (ACTI): To provide financial support for setting up /upgradation of Digital Learning Lab (DLL)/studios in ATIs to create new e-content or convert existing content into e-learning content or upgrade content on identified competencies in local languages.

New Components:

- v. Jan Seva Program: To build and imbibe attitudinal orientation among frontline workers/ field functionaries in States/UTs for ethical and assured service delivery (SevaBhav);
- vi. Quality Improvement Plan (QIP): To provide financial assistance to ATIs for improvement in the quality of training delivery via improvement in National Standards for Civil Services Training Institutions (NSCSTI) accreditation scores;
- vii. Training Needs Assessment (TNA) & Training Impact Assessment (TIA): To support ATIs in conducting TNA/ TIA to make training programs relevant, effective & impactful;
- viii. Centre of Excellence (CoE): To set up thematic CoEs in six zonal ATIs as domain-specific hubs for training, policy & innovation.

5. Apart from strengthening of the existing training ecosystem to align with the changed governance landscape & technology, the course fee of SCTP, TDP and FDS components has been revised, thereby meeting a long-pending demand of ATIs. It is, however, clarified that there would be no provision for the creation of physical infrastructure in ATIs under the restructured TFA Scheme.

6. Detailed Modalities for implementation of the restructured State Category Training Program (SCTP) forming **Annexure-'I'** are enclosed herewith. Detailed Modalities for other components shall follow.

7. Pursuant to these modalities and with a view to enabling the ATIs to integrate the SCTP courses into their training calendar, proposals in sync with the themes so identified (**Annexure-'A'**) are invited from the ATIs under the restructured SCTP component of the TFA Scheme for the Current Financial Year (CFY) (2026-27). The ATIs are requested to upload the proposals on the TFA/ TDP **portal by or before 15.05.2026**.

8. DoP&T shall convey the approval to training courses uploaded on the portal for the CFY on the basis of the courses being strictly in consonance with the identified themes, targeted number of training courses proposed in the CFY and other relevant parameters including past performance of the ATI and budget availability.

9. All ATIs are requested to comply with the Modalities on restructured SCTP.

This issues with the approval of the competent authority.

Yours faithfully,


(Preeti Kaur) 28/4/2026

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

Encls: As above.

Copy to:

1. Heads of all State/ UT ATIs as per standard list.
2. NIC, DoP&T – for uploading this communication along-with its **Annexures** on the websites of DoP&T and Training Wing, DoP&T.
3. E-office Notice Board.

Modalities for Restructured State Category Training Program (SCTP) for Administrative Training Institutes (ATIs) under the *Training For All (TFA) Scheme* during the XVIth Finance Commission (FC) Cycle– regarding

The State Category Training Program (SCTP) is one of the flagship components of the Training For All (TFA) Scheme. Given the growing demand and increasing relevance of these courses across State/Union Territory (UT) Administrative Training Institutes (ATIs), the program has been comprehensively restructured to enhance its programmatic relevance, financial sustainability, and institutional robustness. The restructuring is aligned with the competency-based capacity-building framework under Mission Karmayogi and the broader vision of Viksit Bharat @2047. The restructured SCTP shall come into effect from April 2026 for the XVIth Finance Commission (FC) cycle.

1. Objective:

1.1 The restructured SCTP aims to strengthen the institutional capacities of State/Union Territories (UT) ATIs for delivering structured, thematic, and decentralized training to government functionaries and frontline field functionaries across various levels.

2. Nature and Delivery:

2.1 The SCTP shall be organized primarily as an offline (in-person) short-term training course, with a duration ranging from one (1) to five (5) days per course.

2.2 The courses shall exclusively cater to employees of State Governments/UTs, Panchayati Raj Institutions (PRIs), Urban Local Bodies (ULBs), and frontline functionaries, across all hierarchical levels, including senior and middle officers, and their staff. The ATIs shall also prioritize participants from aspirational districts (if any) of the State/UT.

3. Thematic Coverage and Participant Diversity:

3.1 The ATIs shall plan and prioritize their SCTP courses around 23 (Twenty-three) thematic areas along-with relevant sub-themes in alignment with National, State/UT-specific priorities, emerging governance areas, Karmayogi Competency Model (KCM) themes under Mission Karmayogi and vision of Viksit Bharat 2047. The ATIs shall exercise due diligence and ensure careful scrutiny while selecting topics to avoid unnecessary repetition of courses, duplication with their state-level courses for a balanced and comprehensive coverage of all diverse KCM themes, and those specific to National/State/UT contexts. This approach will prevent thematic silos, optimize resource utilization, and deliver holistic capacity building for government employees. The list of themes is enclosed at Annexure 'A'.

3.2 The ATIs shall also ensure inclusive participation of government functionaries across departments, levels and functional roles, with emphasis on cross-departmental representation.

Repetition of the same participant in the same course or in a course with similar title shall be avoided to extend coverage to participants from underserved categories of employees across diverse departments. Participant selection shall ordinarily adhere to the principle of *“right participant for the right course.”*

3.3 The ATIs may also leverage relevant courses available on the iGOT Karmayogi platform as supplementary learning resources, including pre-course or reinforcement modules, to strengthen the learning outcomes of SCTP courses.

4. Participant & Batch Composition:

4.1 The SCTP batch size shall ordinarily range between 15 to 30 participants per course. However, depending upon the number of nominations received and intake capacity, a maximum batch size of 30+10=40 would be permissible under due notification to DoP&T on TFA/TDP portal. However, no financial assistance shall be admissible for participants exceeding 40 in any SCTP course.

4.2 The ATIs shall strictly adhere to the minimum batch size of 15 participants; failure to do so will render the training course ineligible for reimbursement unless justified by the ATI with cogent reasons. In cases where nominations fall short of 15 participants, the course shall be rescheduled within the same Financial Year through the TFA/TDP portal with due intimation to participants, and their controlling authorities.

4.3 The ATIs shall seek nominations directly from the Departments and finalize the participant list. Course details including objectives, content, eligibility and schedule shall be circulated 2–3 weeks in advance.

4.4 The ATIs shall inform selected participants and their controlling authorities in advance, along with details of training course, location/ venue, accommodation (if available) etc.

4.5 Once approved by DoP&T, the course shall be conducted as per the approved schedule. In unavoidable circumstances, the course may be rescheduled within the same Financial Year through the TFA/TDP portal, but shall not be carried forward to the next Financial Year.

5. Proposal & Approval Process:

5.1 All ATIs shall upload the list of proposed training courses on the TFA/ TDP portal along with the relevant details like course title, scheduled dates, duration etc. in the month of January each year for the ensuing Financial Year on being so invited by DoP&T. However, this timeline will not apply to the Financial Year 2026-27, which would mark the beginning of the restructured SCTP component in the XVIth FC cycle.

5.2 The ATIs shall ensure uploading of training courses strictly in line with the themes so identified (**Annexure-A enclosed**). The DoP&T shall convey the approval to training courses on the basis of training courses being in consonance with the identified themes, targeted number of training courses in that Financial Year, the past performance of ATI and budget availability.

6. Eligibility and Onboarding:

6.1 The ATIs should be registered in the National Standards for Civil Services Training Institutions (NSCSTI) and onboarded onto the iGOT Karmayogi platform. The DoP&T shall provide necessary handholding support to the ATIs for NSCSTI registration, iGOT onboarding & any other digital assistance for smooth implementation of the restructured SCTP component.

7. Digital Process Flow:

7.1 The reimbursement claims, Course Director Reports (CDRs), complete in all respects and other documents shall be processed via digital mode using the TFA/TDP portal in terms of communication dated 22.07.2025 issued by DoP&T (Training Wing), enclosed at **Annexure - 'B'**.

7.2 Ink-signed original covering letter and statement of claim will be furnished by the ATIs, being a requirement for processing the sanction for reimbursement till switching over to the system of e-claims.

8. Participants' Knowledge Assessment: All ATIs shall devise and administer course specific pre- and post-training assessments, aligned with the stated learning objectives and course content, to objectively measure knowledge acquisition and learning outcomes of participants. The assessment results shall be utilized for evidence-based course refinement, pedagogical strengthening, and quality enhancement under the TFA Scheme.

9. Course Feedback:

9.1 Before the closure of each training course, participants shall be required to submit mandatory online feedback covering key aspects of the course. The Course Coordinator/Director of the Training course shall be required to upload basic details of the participants onto the TFA/ TDP portal to facilitate submission of feedback by the participants.

9.2 On submission of such details, participants will be able to get access to the online feedback form (using their e-mail id / mobile number), developed by DoP&T (<https://tdponline.dopt.gov.in/LoginParticipant.aspx>) and integrated into the TFA/TDP portal, which shall be shared with participants by the Course Coordinator/Director of the Training Course on the last day of the training course for submission.

9.3 The feedback shall be analysed centrally by the TFA team & shared with the ATI(s) for systematic improvement and quality enhancement of future courses. Submission of the online feedback form is mandatory, and issuance of the Certificate of Participation shall be contingent upon successful submission of the feedback.

10. Fund Release & Utilization:

10.1 Financial assistance to ATIs shall be released on a reimbursement basis upon actual conduct of the course and submission of complete reimbursement claims (covering letter + statement of expenditure) along-with duly complete CDRs onto TFA/ TDP portal, in accordance with financial and administrative norms. All ATIs may submit reimbursement claims on a weekly, fortnightly, monthly, or quarterly basis. The Training Wing of DoP&T shall endeavour to settle the claims within 15 days of receipt, subject to completeness of the claim in all respects.

11. Accuracy of Claims:

11.1 The ATIs shall ensure accuracy, coherence and consistency of details in the reimbursement claims vis-à-vis CDRs and data uploaded onto the TFA/TDP portal. The ATIs shall earmark and notify a suitable slot to enable taking a group photo/photograph covering all participants. Class photographs/snapshots/clips should be avoided. Further, ATIs shall capture one group photograph for one course with a clearly labelled course title, dates of the course and preferably with names of participants and other officers to determine the exact claim entitlement. Consolidated photographs taken for two or more courses, notwithstanding their similar titles, will make the claim for such courses liable for rejection.

12. Processing of Claims:

12.1 For processing of reimbursement claims, the ATIs shall submit the following documents to DoP&T:

12.2 Consolidated Claim(s) in the format (covering letter + statement of expenditure) attached duly signed by the designated officer with official seal – through TFA/ TDP portal and submission of original ink-signed copy to DoP&T.

12.3 Duly signed CDR by the designated officer with official seal – through TFA/ TDP portal, accompanied by the following:

- i. Duly filled Cover page of CDR as per template;
- ii. Course schedule/ Session Plan;
- iii. List of course materials circulated for the course;
- iv. Summary of participant feedback in the prescribed format;
- v. Abstract/summary of the course (150–200 words) from the Course Director/Course Coordinator;
- vi. Final list of participants; &
- vii. A Group photograph covering all participants.

13. Cost Structure & Financial Implications:

13.1 A course fee of ₹3,000/- (Rupees three thousand only) per participant per day shall be admissible for each SCTP courses (offline). The course fee includes boarding & lodging of participants and the faculty/ trainer/ resource person, travelling allowance of the faculty/ trainer/ resource person, the resource person's honorarium, training materials, and other miscellaneous expenses.

13.2 The faculty/ trainer/ resource person(s) for conducting SCTP courses shall be arranged by the ATIs themselves. Likewise, the Course Director/ Coordinator shall not be included in the list of participants.

13.3 The faculty/ trainer/ resource person deployed for SCTP courses will not be included in the list of participants for the computation of the course fee admissible in the reimbursement claim.

13.4 Course completion would mean a trainee attending all days of the course. If any participant abstains from training on any particular day or days during the course, he/she should not be issued Certificate of participation & he/she should not be included in the list of participants and the claim.

14. Monitoring & Review:

14.1 The progress of SCTP courses shall be periodically reviewed by DoP&T, through various measures which, inter-alia, would include monthly reviews, workshops, outreach and leveraging real-time dashboards.

The above modalities issue with the approval of the competent authority.

Sl. No.	Themes	Sub-themes
1	Agriculture and Rural Economy	Climate-Resilient Agriculture & Risk Management Practices
		Crop Planning & Sustainable Practices (incl. Seed storage and Management)
		Soil Health & Irrigation
		Allied sectors (Livestock, Fisheries, Horticulture, Forestry)
		Farmer Services & Institutions {Farmer Producer Organisation (FPOs), Self Help Groups (SHGs), Cooperatives}
		Agri-Markets & Value chains
		Agri-Finance & Insurance
		Food Processing & Agri based Industries/ Agri Entrepreneurship
		Land Management and Land Governance in Agriculture
		The AI Ecosystem (Agent AI, Gen AI, AGI, Super AI)
2	Artificial Intelligence (AI) in Governance	The Indian Perspective (India's AI Stack, Govt's Guidelines on AI, National AI Strategy)
		Digital Sovereignty (Digital Public Infrastructure, Sovereign Platforms)
		AI for Policy Intelligence and Change Management
		Role of AI in Capacity Building of employees
		Responsible and Ethical Use of AI (Human-In-The-Loop, Fact Checks, Data Protection and Privacy, IPR, Safe AI Practices)
		Prompt Engineering (Protocols for Prompt Engineering)
		Integrating AI in the Workflow – Data Analysis, Data Management, AI Driven Monitoring, Minutes, Summaries, Transcripts and Communication
		Using Gen AI for Content Creation (Videos, Images, Podcasts, Presentations)
		Accessibility for India's Diverse Population (Voice First, Translation, Assistive Tech)
		AI for Citizen Centric Governance
3	Communication, Media & Public Engagement	Information, Education & Communication (IEC) strategies
		Digital Communication & Social Media Management
		Crisis Communication and Misinformation Management
		Media Relations & Public Interface
		Interpersonal Communication
4	Digital Governance, Data & Emerging Technologies	Citizen Centricity and Last Mile Delivery
		Digital Public Infrastructure (DPI), e-Governance Platforms & Government applications
		Digital Service Delivery, Citizen Interfaces & Process Automation
		Data Governance & Management Information System (MIS)
		Cybersecurity, Data Privacy & Digital Safety
		Emerging Technologies (GIS, Drones, IoT, Blockchain etc.)
5	Education, Skills & Human Capital Development	Foundational literacy
		School & Institutional Governance and Management
		Higher Education
		Digital learning Ecosystem & Ed-Tech Platforms
		Skill Development, Employability & Industry Linkages incl. GIG Economy
		Education Management Information System (MIS)

6	Employee Well-being & HR Development	Stress Management
		Employee Health - Physical, Mental Well-being and Emotional Intelligence
		Workplace Safety incl. POSH
		Service Rules, Conduct Rules
		Employee Duties and Rights
		Performance Management and Career Progression
		Employee Welfare Schemes
		Retirement Benefits/ Preparation
		Grievance Redressal and Employee support system
		Capacity Building including Karmayogi
7	Energy, Environment & Climate Resilience	Renewable Energy
		Energy Efficiency (incl. Power Sector Reforms)
		Forest & Biodiversity Conservation
		Climate Adaptation, Mitigation & Climate-Resilient Practices
		Natural Resource Management
		Pollution Control
		Water Resource Management
		Pathways for Net Zero
		Lifestyle for Environment (Mission LiFE)
		Strategies towards e-Mobility
		Waste Segregation & Recycling
		Blue Economy
		Community Participation in Sustainable Environment
8	Governance, Public Service Delivery & Citizen Interface	Policies & Schemes Formulation & Implementation
		Monitoring & Evaluation of Schemes
		Governance Reforms
		Community Mobilisation - Jan Bhagidari
		e-Jagruti (grievance complaint against companies)
		Inter Departmental Coordination*
		Corporate Social Responsibility (CSR) for Public Welfare
		Citizen-centric Service Delivery (RTI Act) & Grievance Redressal (including CPGRAMS)
		Service Delivery, Direct Benefit Transfer (DBT), Citizen Interface, Data-driven Governance
		Administrative Processes, Office Procedures (incl. e-Office)
Aspirational Districts & Blocks		
9	Health & Nutrition	Primary Healthcare, Public Health Systems, Community Health
		Maternal, Child & Reproductive Health
		Behavioural Change in Nutrition, Health and Water Sanitation & Hygiene (WASH)
		Disease Prevention, Control & Surveillance
		Health Infrastructure & Health Financing
		Frontline workforce Capacity Building & Emergency Response
10	Infrastructure, Transport and Connectivity	Mental Health
		Infrastructure Planning (incl. Smart Cities)
		Gatishakti
		Cities as engines of Growth
		Roads, Transport, Logistics & Connectivity
		Urban & Rural Infrastructure
		Housing
		Sanitation
		Asset Monetisation
		Asset Management
PPP models		

11	Internal Security & Disaster Management	Disaster Risk Reduction, Preparedness & Emergency Response
		Post Disaster Rehabilitation
		Emergency coordination systems
		Internal Security and Inter-agency Coordination
		Border Area Development
12	Labour, Employment & Skill Development	Civil-Military Convergence
		Labour Laws, Compliance and Reforms
		Key schemes for Skill Development & Employment
		Employment Exchange Services
		Skill Development and Vocational Training
		Apprenticeship and Industry Linkages
13	Land and Revenue	Informal Sector and Migrant Workers
		Workplace Safety and Welfare
		Land Records & Geographic Information System (GIS)
		Property Registration, Land Management & Dispute Resolution
		Revenue Administration
14	Law, Justice & Public Safety	Land Acquisition, Compensation & Rehabilitation
		Social Audit
		Land Issues concerning Infrastructure Projects
		Legal Reforms
		Legal Awareness and Law enforcement
		Competition Law
		Women & Child Protection
Cyberlaws and Cybersafety		
15	Leadership, Ethics & Organisational Effectiveness	Public Safety (e-Jagriti), Policing & Community Interface
		Arbitration and Alternative Dispute Resolution
		Anti-Corruption, Vigilance, Ethics & Integrity
		Leadership & Decision Making
		Team Management & Motivation
		Conflict Resolution
		Ethics, Integrity & Accountability
		Communication & Interpersonal Skills
16	Livelihoods, MSMEs, Industry & Local Economy	Change Management
		Time & Performance Management
		Inter Personal Communication
		MSME promotion
		Start-ups & Innovation
		SHGs & Livelihoods
		Financial Inclusion
		Market access, Trade Facilitation & Exports incl. One District One Product (ODOP)
17	Panchayati Raj, Local Governance & Community Systems	Local Economic development
		Industrial Development
		Skill Livelihood Convergence, Entrepreneurship & Self Employment
		Decentralised Governance : PRIs/ ULBs
		Local Planning (GPDP) & Participatory Development : Local Program Implementation & Convergence
18	Public Finance, Economy & Resource Management	Community Engagement (SHGs, CBOs)
		Social Audits and Local Financial Management
		Capacity Building of PRIs
		Budgeting & Public Financial Management
		DBT & PFMS
		Procurement and Public Investment Management
		Revenue Administration (Taxation, Resource Mobilisation, Subsidy Management)
		Municipal Financing
Audit & Compliance		
Financial Crimes		
Financial Inclusion and Market Governance		

19	Social Welfare	Flagship Social Welfare Schemes for Marginalized Sections
		Social Protection, Welfare Schemes & Inclusion
		Elderly Care and Social Pensions
		Gender Mainstreaming in Governance
		Gender Responsive Budgeting & Planning
20	Tourism	Women's Economic Empowerment
		Eco-tourism and Heritage Tourism
		Digital & Smart Tourism, Branding & Promotion
		Community based Tourism Models
		Hospitality & Service Management
21	Urban & Rural Development	Safety, Security and Crisis Management
		Urban Governance & Institutional Systems
		Municipal Governance & Finance
22	Fiscal Policy & Macro Economic Management	Urban Environment & Sustainability
		Global and India Macro Economic Scenario
		Viksit Bharat @2047 including plans for Viksit Rajya for Viksit Bharat
		Atmanirbhar Bharat Strategies & Perspectives
		Social Security measures
		Sustainable Development Goals (SDGs)
		Market Regulation : Financial Markets and Commodities Market
Preparation of National & State Budgets, Fiscal Health of States, GST etc.		
23	Project Management	Project life cycle, Project Appraisal
		Project Scheduling - PERT CPM
		Monitoring and Evaluation

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.

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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/CCRs in 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 Department may be approached. User Guide is also available on the home page of the portal for reference of the users.

Yours faithfully,

Preeti Kaur
(Preeti Kaur) 22/7/25

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

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 Contact Number		
6.	No. of the Participants (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 a. Whether the Institute got in touch with the Participants in advance for the course; b. If so, when; and c. How many participants responded.		
9.	Whether the course expectations of the participants were ascertained: a. Before the commencement of the course; b. On the day of commencement of the course.		
10.	Average Feedback Score (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 planned in 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; a. Title of the course 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: a. Course objectives b. Content c. Training methodology d. Structure and Distribution of Sessions & Topics e. Faculty f. Reading Material g. Sessions h. Facilities	
17.	General remarks of the Course Director on a. How the Course was organized 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)