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No.7/02/2017-1Trg
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 27th December, 2017

To

- (i) All the IAS Officers of Haryana State,
- (ii) All the HCS Officers of Haryana State.

Subject Circulation of Long/Short term foreign training programme under Domestic Funding Scheme for the year 2018-2019.

Sir/Madam,

I am directed to refer to the subject cited above and to state that the Govt. of India, Ministry of Personnel, Public Grievances and Pension, Department of Personnel and Training, Training Division, New Delhi has circulated various foreign training courses for the IAS/HCS officers.

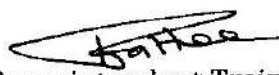
2. The SCS (HCS) officers who have completed a minimum of 9 years service as Deputy Collectors as on 1.7.2018 are eligible for the said training programmes. However, for long-term programmes, IAS officers who have completed 7 years service as on 1.7.2018 are eligible.

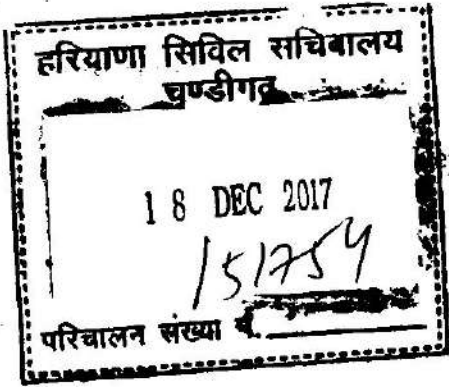
3. I am directed to request you to exercise your option on the prescribed format through proper channel as per terms and conditions set by the Govt. of India letter's dated 01.12.2017.

4. The application form (Annexure-I) for long term and short term must be sent 'online' at (dfft2018-dopt@nic.in)

5. Details of the training programmes are available on the web site <http://csharyana.gov.in> (under the heading of Training Branch/Training Announcements).

Yours faithfully,


Superintendent Training
for Chief Secretary to Govt., Haryana. *Vij*



F.No.12037/41/2017-FTC
Government of India
Department of Personnel and Training
Training Division

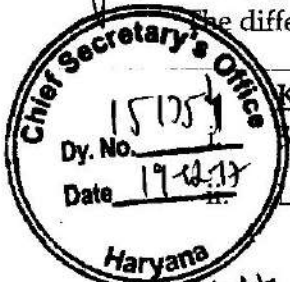
Old JNU Campus, New Delhi-67
Dated: 01.12.2017

To

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

Sir/Madam,

The Training Division, Department of Personnel and Training, Government of India shall be sponsoring the names of suitable officers for undergoing long/short-term training abroad in various selected universities/institutes for the Financial Year 2018-19 under the full funding component of Domestic Funding of Foreign Training (DFFT) Scheme (up to one year). The different training programs are broadly of the following kinds on the basis of their duration:



Kind of Program

- Short Term Program
- Long Term Programs

Duration

- The programs whose duration is upto six (6) months
- The programs whose duration is more than six (6) months but upto one (1) year.

2. Through this circular, applications/nominations are invited for the following three categories of programmes to be conducted during Financial Year 2018-19 (April 2018 to March 2019):

Category-I	:	Courses where nominations are made by DoPT
Category-II	:	Courses under direct admission
Category-III	:	MACS programme at IACA

3. Category-I: Courses where nominations are made by DoPT

- 3.1 The list of courses/universities under this category are given at Annexure A. (Programmes/dates listed are subject to change).

Training Branch
Diary No. 153295
Date 21-12-2017

3.2 Officers Eligible:

- (i) All Indian Administrative Service (IAS) Officers / Group 'A' officers belonging to Central Secretariat Service (CSS), Central Secretariat Stenographer Service (CSSS) and State Civil Service (SCS);
- (ii) Indian Police Service (IPS), Indian Forest Service (IFoS) and Group 'A' Central Civil Service Officers during the tenure of deputation under Central Staffing Scheme of DoPT.

3.3 Eligibility in terms of the Length of Service:

- (i) For IAS officers the qualifying length of service for long term programs is seven (7) completed years of service as on 1.7.2018.
- (ii) For IAS officers the qualifying length of service for short term programs is nine (9) completed years of completed service as on 1.7.2018.
- (iii) For IPS, IFoS and Group 'A' Central Civil Service Officers the qualifying length of service for all programmes under DFFT is nine (9) completed years of service as on 1.7.2018.
- (iv) For SCS officers the qualifying service is nine (9) completed years of service as Deputy Collectors as on 1.7.2018.
- (v) For CSS officers the qualifying length of service for all programmes under DFFT is five (5) completed years of service as Under Secretaries as on 1.7.2018.
- (vi) For CSSS officers the qualifying length of service for all programmes under DFFT is five (5) completed years of service as Group A officer as on 1.7.2018.
- (vii) In addition to the above, the Officers on deputation with the Central Government under the Central Staffing Scheme of DOPT and applying for long-term programmes should have completed two (2) years of service on Central Staffing before the date of commencement of the programme.

3.4 Age limits:

- (i) The upper age limit for long term programmes is 47 years as on 1.07.2018.
- (ii) The upper age limit for short-term programmes is 52 years as on 1.07.2018.
- (iii) There is no age limit for the short-term programmes at Harvard University, University of Chicago, Cambridge University, University of California Berkeley and ANZSOG for officers of Joint Secretary/Additional Secretary/Secretary level (equivalent to postings in GOI). However, the officers applying for these programmes should have minimum 2 (two) years of service left for superannuation at the time of attending the programme.

3.5 Selection criteria:

- (i) The eligible officers applying under the Scheme will be short-listed by applying weightage criteria which includes parameters such as

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For Short term Programmes

Foreign training deficit, Seniority, SC/ST/Women, posted in NE/J&K/Naxal affected areas, priority for being close to age bar and ACR grading.

For Long term Programmes

Seniority, SC/ST/Women, posted in NE/J&K/Naxal affected areas and ACR grading.

- (ii) The final selection and nomination of officers will be made on the basis of weightage criteria and preference of programmes indicated by the officers. The level of officers indicated for each programme will be as per their equivalence in the GOI. The selections for short-term training programmes at Harvard University and 5-day courses at University of Chicago, and the customized programmes at Cambridge University, University of California Berkeley and ANZSOG will be based on seniority.

3.6 Cooling-off condition:

- (i) After attending a foreign training programme of upto one month, there will be a cooling-off period of two years before an officer can be considered again for another training programme. To illustrate, an officer who completes a short-term programme of upto one month in 2017-18, would be eligible for another programme under the DFFT Scheme only in 2020-21.
- (ii) After attending a foreign training programme of more than one month and upto six months, there will be a cooling-off period of three years before an officer can be considered again for another training programme.
- (iii) After attending long term training programme (more than six months), an officer would not be eligible for another long-term foreign training programme. However, an officer would become eligible for a short-term programme after a cooling-off of five years.
- (iv) Officers who have undergone a long-term domestic programme, viz., IIMB, MDI, TERI, NDC, APPPA, etc. shall not be eligible for any long term foreign programme but would be eligible for short-term training programme after a cooling-off of three years.
- (v) In case where an officer has already attended a Job Specific / Project related training abroad from their respective Ministries/State Governments, he/she shall be required to complete a cooling off period as mandated in clauses (i), (ii) and (iii) above, depending on the duration of such training, before he can be considered for training programme under this Scheme.
- (vi) The foreign component of any compulsory mid-career training programme undergone by the officer will not be counted for the purpose of 'cooling off'.
- (vii) All cooling-off period shall be counted from the end of the financial year in which training is completed.

3.7 Debarment:

- (i) If an officer does not attend the course or withdraws his request at any stage after getting nominated for a course, he/she will be debarred as per provisions. The debarment will be for two years for not attending a short-term training programme and for three years for not attending a long-term training programme.
- (ii) Officer who drop out due to official exigencies at the insistence of their ministry/state government/organisation of present employment or otherwise shall not be put in the reserve list on their withdrawal from program.
- (iii) The officers who drop out with less than three weeks remaining for the commencement of the programme on the ground of official exigencies (as mentioned in Para 3.6(ii) above) shall be automatically debarred from any training under DFFT for a period of one year.

3.8 Undertaking:

An officer has to give an Undertaking that in case of any false information furnished by him/her in the application form, the full expenditure incurred on their training would be recovered from them with penal interest and action under CCS (CCA) Rules/other relevant rules will be initiated against them.

3.9 Feedback

- (i) It shall be mandatory for the officers attending long term and short term programmes to give their feedback about the programme attended. The requisite feedback form will be mailed to them separately.
- (ii) The officers nominated for long term courses shall submit a case study, a theme paper and shall be available as guest faculty for two years for providing training on the related subject at the Central Training Institutes, the Administrative Training Institutes and in-service training programs. The payment of arrival allowance for officers attending long term courses shall be released only on submission of the filled up feedback forms, a case study and a theme paper and an undertaking to be available as guest faculty as mentioned above.
- (iii) Officers attending a short term program should submit the feedback and an undertaking to be available as guest faculty for two years for providing training on the related subject at the Central Training Institutes, the Administrative Training Institutes and in-service training programs on return.

3.10 Officers serving under Central Staffing Scheme:

- (i) The applications for long-term programmes by the officers working under the Central Staffing Scheme will be entertained only if they bear the NOC from EO Division, DOPT. A suitable column to this effect has been inserted in the application form (Annexure II).

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- (ii) Officers on central deputation (other than IAS/CSS/CSSS/SCS) shall apply only for such short term programs which are fully covered under their tenure of CSS. However, in case their application includes choice for short term courses which conclude beyond their tenure under the Central Staffing Scheme, such will be entertained only if such applications bear the NOC from EO Division, DOPT for the extended period of their tenure. It will be the responsibility of the Nodal Officer to obtain the necessary NOC in this regard before forwarding the application.
 - (iii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the long-term training programme, or during the course of the long-term training programme, should be nominated by the respective Ministries/ Departments of Govt. of India only after securing the cadre clearance of the respective State Governments/cadre controlling authorities on whose strength the officers are borne.
 - (iv) In the event of nomination and final selection of such officers for foreign training programmes (referred to in Para 3.8(iii) above), the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training.
 - (v) On return from training, such officers (referred to in Para 3.8(iii) above) would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases.
 - (vi) In respect of long-term training programmes, if an officer, at the time of application, is on deputation under the Central Staffing Scheme and subsequently gets reverted to his/her cadre before commencement of the training programme, the officer will still be eligible to participate in the programme provided he/she gets the cadre clearance.
 - (vii) Similarly, officers subsequently laterally shifted to other organizations by orders of DoPT shall be eligible to retain their nomination under DFFT, provided they furnish no objection from their new organization.

3.11 Other conditions:

- (i) Officers serving in the Central Government at the level of Additional Secretary/Secretary may apply for programmes of one week duration only.
- (ii) The applications for both long-term and short-term training programmes must be accompanied by the ACR/APAR grading pertaining to the last five years. To be eligible for consideration for a long-term programme, the officer should have at least 'Very Good' grading in his/her ACRs pertaining to the past 5 years.
- (iii) Applications should be complete in all respects.
- (iv) Applicant should be clear from Vigilance angle.

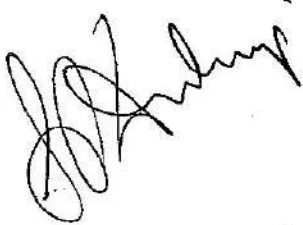
- (v) The APAR grading/Vigilance clearance in respect of the applicant officers has to be necessarily filled in before finalizing application even if APAR grading/vigilance clearance in respect of officers are available with DOPT. The APAR grading in respect of self can be filled by the applicant officer and must be vetted by Nodal Officer before finalizing the same. The vigilance clearance has to be filled by the Nodal Officer.
- (vi) The nodal Officer has to take approval of the competent authority, as per extant guidelines before forwarding the applications.
- (vii) Officers applying for short-term training programmes at Harvard University and 5-day courses at University of Chicago, and the customized programmes at Cambridge University, University of California Berkeley and ANZSOG have to furnish details of official foreign visits undertaken during the last three years in the application form.
- (viii) Officers applying for long term programs at Australian National University and University College London have to undergo IELTS/TOEFL as specifically required by the universities.
- (ix) The officers are advised to see the particular websites of the universities/institutes for any specific pre-conditions related to admission process.
- (x) For long term programmes at LKY Singapore and London School of Economics, application of those officers shall be considered who have already applied for these courses in response to this Department's letter of even number dated 20.10.2017.
- (xi) An officer shall not apply for a short term training program which he has already attended earlier.

3.12 The list of long-term programmes and short-term programmes proposed to be conducted during FY 2018-19 are indicated in Annexure A. The nominations received in response to this circular can also be considered for any other courses that may become available during 2018-19 under the DFFT Scheme but are not indicated in the present list. Applicants/nominated officers are advised to check their respective e-mails for any alerts that may be indicated before the last date of application, for revising choices for the programmes as per the final availability list of courses. The status of application can be seen by clicking 'Check Application Status' on the online application portal.

3.13 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.

3.14 The State Governments/Central Ministries/Cadre Controlling Authorities are expected to utilize the skills acquired by the officers in the relevant field, on their return from foreign training.

3.15 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 <https://dffft.nic.in>. It must be ensured that the application form for both categories of programmes (long-term and short-term) must be filled 'online' by the officers. Thereafter 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' after taking approval from the competent authority. For the officers of the level of Joint Secretary and above, the applications can only be forwarded after taking approval of the concerned Minister. It may be noted that there is no requirement of sending these documents by post.

- 3.16 Details of steps required to be taken by Nodal Officers for forwarding the application forms through 'online' mode are given at **Annexure B**.
- 3.17 The officers are advised to go through the programme details available in the respective websites of institutes/universities and make themselves conversant with eligibility and selection criteria and apply in accordance with the pre-requisites, if any, for a specific course.
- 3.18 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.
- 3.19 A User Guide for facilitating to apply for training programmes is prepared and available at online application portal. At the time of registration on online application procedure, officers will also get an e-mail from the NIC system explaining about the application process. It is requested to read it carefully before applying. Sh. Sanjay Singh, Scientist 'D' Tel: 011-26161355, email address: dffft.2018@nic.in, may be contacted for all queries relating to online application system. The last date for application for officers is 03/01/2018 and the last date for finalisation of applications by nodal officers is 18/01/2018. The online application form will be available from 04/12/2017.

4. **Category-II: Courses under direct admission**

- 4.1. A separate application/sponsorship system has been devised in respect of long-term training programmes (*other than the programs mentioned in Annexure-A*) in the top 20 universities/institutions as per THE or QS world university ranking applicable for 2018 (enclosed herewith as **Annexure 'B'**). The interested officers will apply directly to the university and undertake admission/selection process as stipulated by the university as a private individual, in the following thematic subject areas:

- (i) Public Policy, public administration/management
- (ii) Public finance
- (iii) Public health and Nutrition
- (iv) Population and demographic studies

- (v) Global security
- (vi) International development
- (vii) Urban planning/development, City Planning
- (viii) Social Development
- (ix) Social Protection
- (x) Social innovation
- (xi) Social welfare
- (xii) Economics and Applied Economics
- (xiii) Public Education
- (xiv) Leadership
- (xv) Transportation
- (xvi) Technology Management
- (xvii) Climate change and environment
- (xviii) Tax administration & revenue forecasting

- 4.2. The conditions of eligibility for these courses shall be same as are applicable to Category-I long term courses. Maximum of two applications for a particular course and three applications for a particular university/institution shall be considered for funding under this category. In case applications in excess of the above limits are received, funding will be done as per the criteria applicable for Category-I long term courses.
- 4.3. The maximum amount of tuition fee payable will be the lower of the average of the fee notified by the university/institution for the last three years for the course or the actual fees payable.
- 4.4. The officers applying for these courses must give intimation to the Training Division at the time of application. Once an officer is selected by these Universities, he/she may apply for sponsorship under the DFFT Scheme through his controlling authority along with requisite clearances as applicable for Category I, e.g., EO clearance, vigilance clearance, ACR grading, etc. The officers may, simultaneously, apply in response to this circular for other short term / long-term programmes also. In case an officer is selected under both the processes, his selection under direct admission process alone will be retained.
- 4.5. The officers who apply for these programmes but do not get DFFT sponsorship for some reason even after admission is confirmed by the concerned University, can get their admission deferred for the next year only with the prior approval of DOPT. In such cases they will be given priority for sponsorship in that year, subject to their fulfilling all the eligibility criteria at that stage, except the age criterion.

5. **Category-III: MACS programme at IACA**

5.1. **Eligibility**

- (i) All Indian Administrative Service (IAS) Officers / Group 'A' officers belonging to Central Secretariat Service (CSS), Central Secretariat Stenographer Service (CSSS) and State Civil Service (SCS);
- (ii) Indian Police Service (IPS), Indian Forest Service (IFoS) and Group 'A' Central Civil Service Officers during the tenure of deputation under Central Staffing Scheme of DoPT.
- (iii) All Group 'A' officers posted in CBI under the Central Staffing Scheme of MHA;
- (iv) All Group 'A' officers posted in anti corruption wings of state governments;
- (v) All Group 'A' officers dealing with anti-corruption or vigilance from the participating services.

5.2. The other conditions of application shall be same as are applicable to Category-I long term courses. The officers applying for this course must given intimation to the Training Division at the time of application. Maximum of two applications shall be considered for funding under this category. In case applications in excess of this limit are received, short-listing will be done as per the criteria applicable for Category-I long term courses.

5.3. Once an officer is selected by IACA for the course, he/she may apply for sponsorship under the DFFT Scheme through his controlling authority along with requisite clearances, e.g., vigilance clearance, ACR grading, etc. The officers may, simultaneously, apply in response to this circular for other short term / long-term programmes. In case an officer is selected under both the processes, his selection for MACS course will be retained.

Yours faithfully,



(Shri Prakash Dubey)

Director (Training)

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Annexure-A

List of short term programmes offered under the DFFT Scheme for 2018-19

Harvard University, USA

SNo	Programme	Schedule	Level
1	Leaders in Development: Managing Change in a Dynamic World	11-22 June 2018	JS/ AS/Secy
2	Infrastructure in a Market Economy: Public - Private Partnerships in a Changing	9-21 July 2018*	JS/ AS/Secy
3	Senior Managers in Government	22 July to 10 August 2018	JS/ AS/Secy
4	Leading Successful programs: Using Evidence to Assess Effectiveness	29 April to 4 May 2018	JS/ AS/Secy
5	Leadership for 21st Century: Chaos, Conflict and Courage	24-29 June 2018	JS/ AS/Secy
6	Rethinking Financial inclusion	8-13 Oct. 2018*	JS/ AS/Secy
7	Creating Collaborative Solutions Innovations in Governance	20 - 26 Oct. 2018	JS/ AS/Secy
8	Leadership Decision Making	15-20 Oct 2108*	JS/ AS/Secy
9	Leadership Decision Making	4-9 Feb 2019*	JS/ AS/Secy
10	Leadership for 21st Century: Chaos, Conflict and Courage	4-9 Feb 2019*	JS/ AS/Secy
11	Emerging Leaders	24-29 June 2018	JS/ AS/Secy
12	Applying behavioural Insights to the design of Public Policy	28 Oct. to 2 Nov. 2018	JS/ AS/Secy

University of Chicago

SNo	Programme	Schedule	Level
1	Financial analysis for non financial managers	6 - 10 Aug, 2018	JS/ AS/Secy
2	The advanced strategy program: building and implementing growth strategies	1 - 5 October, 2018	JS/ AS/Secy
3	Attending global investment	To be decided	JS/ AS/Secy
4	Machine learning and public policy	To be decided	JS/ AS/Secy
5	Policy analysis and impact evaluation	To be decided	JS/ AS/Secy
6	Leading evidence based decisions (Washington campus)	12 - 14 April, 2018	Dir/DS
7	Big Data and marketing analytics	12 - 14 September, 2018	Dir/DS

University of California Berkeley, USA

SNo	Programme	Schedule*	Level
1	Negotiations for Public Leaders	16-29 July 2018	JS/ AS/Secy
2	Ethics and Governance	30 April to 13 May 2018	JS/ AS/Secy

ANZSOG, Australia

SNo	Programme	Schedule*	Level
1	Advance Leadership Program	28 Aug. to 2 Sept 2018	JS/ AS/Secy

University of Cambridge, U.K.

SNo	Programme	Schedule*	Level
1	Leadership & Strategic Thinking	3-8 July 2018	JS/AS/Secy
2	Leadership & Strategic Thinking	18-23 Sep 2018	JS/AS/Secy
3	Leadership & Strategic Thinking	2-7 Oct 2018	JS/AS/Secy

Duke University, USA

SNo	Programme	Schedule	Level
1	Budgeting and Financial Management in Public Sector	22 July to 10 Aug 2018	DIR/DS
2	Fiscal Decentralisation and Local Governance	8 - 27 July 2018	DIR/DS
3	Project Appraisal and Risk Management	13 May to 8 June 2018	JS/DIR
4	Tax Analysis and Revenue Forecasting	24 June to 20 July 2018	DIR/DS

University of California Berkeley, USA

SNo	Programme	Schedule	Level
1	Certificate Program in Public Policy-Aug'18	4 months (Aug to Dec. 2018)	DIR/DS
2	Certificate Program in Public Policy-Jan'19	4 months (Jan to May 2019)	DIR/DS

Maxwell School, Syracuse University, USA

SNo	Programme	Schedule	Level
1	Certificate Program in Public Administration	4 months (Aug to Dec. 2018)	DIR/DS
2	Certificate Program in Public Administration	4 months (Jan to May 2019)	DIR/DS

London School of Economics, U.K.

SNo	Programme	Schedule	Level
1	Finance	18 June to 6 July 2018	JS/DIR
2	Managerial Accounting & Financial Control	9-27 July 2018	DS/US
3	Bargaining and Negotiation: Interests, Information, Strategy and Power	18 June to 6 July 2018	DIR/DS
4	The Political economy public policy	9-27 July 2018	DIR/DS
5	the International organisation: the Institutions Global governance	9-27 July 2018	DIR/DS

ENA, Paris, France

SNo	Programme	Schedule	Level
1	Fighting Corruption	5-16 Nov. 2018	DIR/DS
2	Management in Public Sector	14-25 May 2018	DS/US
3	Local Government	1-12 Oct. 2018	DIR/DS

OPM, USA

SNo	Programme	Schedule*	Level
1	Collaborative Leadership	21 - 31 Augg2018	DIR/DS
2	Executive Development: Leading Change	11 - 21 Sept. 2018	JS/DIR

LKY Singapore

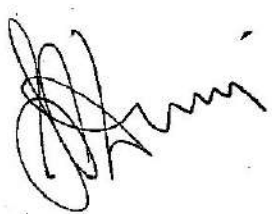
SNo	Programme	Schedule*	Level
1	Essentials of Policy Development	13 - 17 Aug 2018	DIR/DS

* Schedule is tentative.

List of long term programmes offered under the DFFT Scheme for 2018-19

SNo	University/institute	Programme
1	University of California, Berkeley, USA	EMPA
2	Duke University, USA	MA in International Development
3	King's College, London, U.K	M.A. in South Asia and Global Security M.Sc. in Public Policy & Management
4	University college London	MPA in Public Administration & Management
5	Australian National University	Master in Public Policy
6	LKY School of Public Policy, NUS	Master in Public Management Master in Public Administration
7	London School of Economics, U.K.	MSc Public Policy and Administration
8	Maxwell School, Syracuse University, USA	EMPA
9	IDS, University of Sussex, U.K.	MA Development Studies

Note: The list of short term and long term programs is tentative and is subject to final approval.



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Annexure-B

List of Top 20 Universities as per THE and QS World University Rankings 2018

Sl No	Name of the University/Institution	Country	THE World University Ranking 2018	QS World University Ranking 2018
1	University of Oxford	United Kingdom	1	6
2	University of Cambridge	United Kingdom	2	5
3	California Institute of Technology	United States	3	4
4	Stanford University	United States	3	2
5	Massachusetts Institute of Technology	United States	5	1
6	Harvard University	United States	6	3
7	Princeton University	United States	7	13
8	Imperial College London	United Kingdom	8	8
9	University of Chicago	United States	9	9
10	ETH Zurich - Swiss Federal Institute of Technology Zurich	Switzerland	10	10
11	University of Pennsylvania	United States	10	19
12	Yale University	United States	12	16
13	Johns Hopkins University	United States	13	17
14	Columbia University	United States	14	18
15	University of California, Los Angeles	United States	15	-
16	University College London	United Kingdom	16	7
17	Duke University	United States	17	-
18	University of California, Berkeley	United States	18	-
19	Cornell University	United States	19	14
20	Northwestern University	United States	20	-
21	The Australian National University	Australia	-	20
22	Nanyang Technological University	Singapore	-	11
23	Ecole Polytechnique Federale de Lausanne	Switzerland	-	12
24	National University of Singapore	Singapore	-	15

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F.No.12037/41/2017-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-67
Dated: 18.12.2017

To

- (i) Secretaries of all the Ministries/Departments of the Govt. of India
- (ii) Chief Secretaries of all State Governments/UTs

Sub: Long term/short term training programs abroad under DFFT scheme 2018-19.

Sir/Madam,

I am directed to refer to this Departments circular of even number dated 01.12.2017 on the subject cited above and to inform that the queries relating to online application system may be sent to this department at email address dfft2018-dopt@nic.in instead of dfft.2018@nic.in.

2. In case of any change in the Nodal Officer of your Ministry/Department/Organization/State Government/UT regarding DFFT program, it is requested to kindly update this department urgently so that the necessary changes can be made at our end and the necessary longing ID and password may be provided to the concerned officer.

3. A list of instructions for validating and forwarding DFFT online application by Nodal officers is enclosed which must be kept in view while processing/forwarding the applications of the officers.

Encl: As above.

Training Branch

Diary No. 152682

Date 20-12-2017


(Shri Prakash Dubey)
Director (Training)
Tele: 26168197

NIC, Training Division, DoPT with request to upload the circular in the website of this Department.

Instructions for Validating and Forwarding DFFT Online Applications by Nodal Officers

1. Nodal officers must take approval of the competent authority before forwarding the application to DOPT. For officers of JS and above level approval of Minister is mandatory.
2. Nodal officers must check all the entries filled by the officer in the Annexure-I, especially related to batch year, date of joining etc.
3. Officers on central deputation (other than IAS/CSS/CSSS/SCS) shall apply only for such short term programs which are fully covered under their tenure of Central Staffing Scheme. The nodal officers must obtain the necessary NOC from EO Division, DoPT for the extended period of tenure if the application of such officers includes choice for short term courses which conclude beyond their tenure under the Central Staffing Scheme.
4. The Login Id and Password details will be provided by Training Division, DoPT in the respective e-mail addresses of the Nodal Officers.
5. The User Manual will be emailed to the nodal officers and also the same will be made available in the online Cadre Controlling Authority (CCA) module also.
6. Website address for logging in to the Online CCA Module is:

<https://dfft.nic.in/ccs/loginoffer.aspx>

7. Login into the system with the user id and password provided.
8. The List of Online Applications submitted by the officers of respective Ministry/Department/State Government will be displayed after login.
9. The Nodal Officer can select an application and perform the following tasks:
 - a) View the Application Submitted by the Officers (Annexure-I)
 - b) Update the Annexure-II Details
 - c) Finalize the Annexure-II
 - d) Printout of complete application along with Annexure-II
10. Once finalized, the entire application form (Annexure-I & II) will be available 'online' to DOPT and thereafter no amendments in the applications can be made.

Click Here to proceed for DFFT online application 2018-19.