

No. T-16013/01/2025-TFA (C. No. 3198801)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Wing)

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Block-4, Old JNU Campus,  
New Mehrauli Road, New Delhi - 110067  
Dated the 1<sup>st</sup> May, 2025.

To

1. Heads of all State'/ UT ATIs/ CTIs (Through Website)
2. All MTs/ RTs (Through Website)

Subject: Revised Faculty Development Scheme (FDS) under Training for All (TFA) Scheme of DoP&T - Terms and Conditions regarding.

Sir/ Madam,

The Department of Personnel and Training (DoP&T) has been implementing the Central Sector Scheme, namely "Training For All (TFA)", aimed at capacity building of all Government officials at National and State levels through appropriately designed training interventions. One of the important components of the TFA Scheme is the Faculty Development Scheme (FDS) aimed to broaden and hone the knowledge and skill base of the Faculty members working in the Training Institutes and Recognized/Master Trainers (RTs/MTs). However, it has been observed that the existing modalities of the Scheme are too stringent for the Faculty members and Trainers to avail the benefit of the Scheme.

2. The matter has been reviewed with the stakeholders and based upon the feedback/suggestions and consideration of all relevant aspects, it has been felt expedient to revise the conditions of eligibility and other terms & conditions for FDS for the benefit of the Faculty members and Trainers.
3. Accordingly, the revised conditions of eligibility and other terms and the Application form for Faculty Development Scheme forming Annexure-'A' & 'B' respectively to this communication are hereby issued for adherence by the Faculty members and Trainers of the Training Institutes.
4. You are requested to give wide publicity to the modalities so that maximum Faculty Members and Trainers may avail the benefit of the Scheme.

Yours faithfully,

  
(Oruganti Phani)

Under Secretary to the Govt. of India  
Telephone: 011-26706306

Faculty Development Scheme - Modalities

1. **Objective:**

The Department of Personnel & Training (DoP&T) has been implementing the Faculty Development Scheme (FDS) to broaden and hone the knowledge and skill base of the trainers/faculty members working in the training institutes.

2. **Eligibility:**

2.1 The following shall be eligible for the Faculty Development Scheme (FDS) -

- (i) Faculty members who are government employees and appointed either on a regular or on a deputation basis in any Central or State/UT Administrative Training Institutes or any other Training Institute fully funded by Central/ State/ UT Governments.

**OR**

- (ii) Master Trainers/Recognized Trainers (MTs/RTs) developed by this Department under the Trainer Development Programme (TDP), who are serving Government employees.

2.2 A Faculty Member/Trainer should have at least three years' service left on the date when nominations for the course are sought by the concerned Institute.

3 **Coverage:** Under the scheme, DoP&T shall sponsor the eligible Faculty members/Trainers for the training Courses conducted by various institutes within the country as under:

- i. Short duration (up to one week) Courses conducted by the Indian Institute of Management (IIM), Xavier School of Management, earlier known as XLRI and any other Government Institute of Eminence (IoE).
- ii. Short duration Courses (up to two weeks) in premier Central or State Administrative Training Institutes or any other Training Institute fully funded by Central/ State/ UT Governments.

4. **Expenditure:** The Department shall pay the course fee both in case of eligible Faculty Members working in any Central or State Administrative Training Institute or any other Training Institute fully funded by Central/ State/ UT Governments and eligible Trainers (RTs/MTs) developed by this Department under Trainer Development Program (TDP) to the concerned Institute.

5. **Criteria:** The Benefit of the scheme may be availed once in a block of two years.

6. **Expenditure Ceiling:** The upper ceiling of expenditure in respect of sponsorship for one Faculty/ Trainer would be Rs. 75,000/- (inclusive of Course fee and Lodging/Boarding Charges but excluding applicable taxes).

**7. Procedure:**

7.1 The eligible Faculty Member/Trainer may apply in the prescribed proforma (Application Form attached as Annexure-‘B’). The application form duly endorsed by the Sponsoring Authority (Head of the Institute/Department/Organization) should be sent to Training Wing, DoP&T, along with supporting documents, brochure for the Course for sponsoring their candidature for the above-said Courses/Training.

7.2 Training Wing, after due examination, shall endorse the application form of the eligible Faculty/ Trainer to the concerned Institute for sponsorship under FDS.

7.3 The Faculty member/Trainer shall have to submit a brief report on the training to the Head of the Institute/Department/Organization with a copy to the Training wing, DoP&T on successful completion of the Course.

**8. Funding:**

The actual course fee, subject to the ceiling mentioned above, shall be paid by this Department to the Institute on receipt of the relevant documents (bills/ vouchers etc.), in original, along with a successful completion certificate in respect of the nominee.

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## APPLICATION FORM

## Short Term Domestic Training Courses under Faculty Development Scheme

Nominees Information: Part-I

1.	Name (Shri/Smt./Ms./Mrs.)	
2.	Qualification	
3.	Date of Birth	
4.	Date of Retirement	
5.	Gender	
6.	Address for correspondence (with Pin Code) Telephone Number/ Mobile No. E-mail	
7.	Cadre/ Service	
8.	Designation/Post held	w.e.f
9.	Pay Level	
10.	Whether holding a Regular appointment or on a Deputation or Contract basis?	
11.	Institute/organization where currently posted	
12.	Whether RT/MT in any ToT package of DoP&T? If yes, details thereof	
13.	Whether Faculty in any Training Institute? Pls specify	
14.	Whether you have been sponsored under FDS in last two years? If yes, pls attach a copy of the sponsorship letter and certificate issued by the institute concerned.	
15.	Provide details of the course you wish to attend Title of the Course Name of Institute	

	Venue Dates Course fee E-mail Id (Attach a copy of the brochure)	
16.	Signature of the applicant with Date	

**Sponsoring Authority's Confirmation – Part – II**

17.	Name & Designation of Sponsoring Authority	
18.	Address for correspondence (with Pin Code) Telephone/Mobile Number Email ID	
19.	How would the course benefit the applicant and the Institute/Organization?	
20.	Is he/she clear from vigilance angle?	
21.	Signature and Seal of Sponsoring Authority with Date	