

No.5/11/2010-1Trg  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated, Chandigarh the 14<sup>th</sup> October, 2011.

To

All the IAS Officers of Haryana State,  
All the HCS Officers of Haryana State.

**Subject      Circulation of Long/Short term foreign training programme under Domestic Funding Scheme for the year 2012-2013.**

Sir/Madam,

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

2.            The officers who have completed a minimum of 9 years service as on 1.1.2012 are eligible for the said training programme. I am therefore to request you to exercise your option on the prescribed format through proper channel on or before 02/12/2011 as per terms and conditions set by the Govt. of India. However, the applications of officers interested in the short-term training programme 'Managing Global Governance' to be conducted by InWent, Germany must be forwarded to Govt. of India, DOP&T by 30<sup>th</sup> November, 2011, as the nomination for this specific programme are required to be forwarded by GOI, DOP&T to the concerned institute by 31<sup>st</sup> December, 2011. The application form (Annexure-I) for long term and short term must be sent 'online' (<http://persmin.nic.in/dfft>). Details of the training programme are available on the web site <http://csharyana.gov.in> (under the heading of Training Branch/Training Announcements) or on <http://haryana.gov.in>.

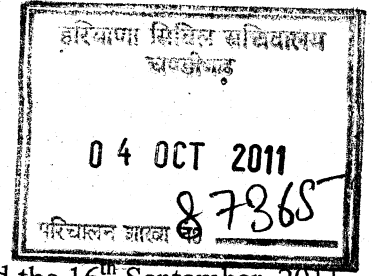
Yours faithfully,



Under Secretary Training,  
for Chief Secretary to Govt., Haryana.

14/10/2011

No. 12037/37/2011-FTC  
Government of India  
Department of Personnel and Training  
Training Division  
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Dated the 16<sup>th</sup> September, 2011

To

The Chief Secretary  
Govt. of Haryana  
Chandigarh

Is.

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 2012-13 under the Domestic Funding of Foreign Training (DFFT) Scheme.

2. Through this circular, applications/nominations are invited for the long-term and short-term programmes to be conducted during Financial Year 2012-13 (April 2012 to March 2013) which are listed at Annexure A. (These programmes are tentative and may be subject to change).

3. The Terms and Conditions along with the eligibility criteria for applying/nominating officers for these programmes are indicated below:

(a) **Service consideration:**

The officers belonging to the Indian Administrative Service, Central Secretariat Service, State Civil Services, Central Secretariat Stenographers Service (Gazetted) (CSSS) and such officers of the other two All India Services, viz., Indian Police Service and Indian Forest Service and other organized Group 'A' Central Civil Services, who are holding posts on deputation under the Central Staffing Scheme, are eligible to apply in response to this circular for training programmes abroad.

(b) **Minimum Service:**

Officers should have completed a minimum of **9 years** of service as on **1.1.2012**. Dy. Collectors with 9 years service as Deputy Collectors and CSS officers with 5 years service as Under Secretaries would be eligible for foreign training under the DFFT Scheme.

**(c) Upper age limit:**

The upper age limit for long term and short-term training programmes will be **45 years** and **52 years** respectively **as on 1.4.2012**. However, there is no age limit for the short-term programmes meant only for officers of Additional Secretary/Secretary level.

**(d) Cooling-off condition:**

- (i) After attending a foreign training programme of **upto one month**, officers will be required to complete a cooling-off period of **two years** before they can be considered again for another training programme. To illustrate, an officer who completes a short-term programme of upto one month in 2011-12, would be eligible for another short-term programme under the DFFT Scheme only in 2014-15.
- (ii) After attending a foreign training programme of **more than one month and upto six months**, officers will be required to complete a cooling-off period of **three years** before they can be considered again for another training programme.
- (iii) After attending a foreign training programme of **more than six months**, officers would be required to complete a cooling-off period of **five years** before they can be considered again for another training programme.
- (iv) Job Specific / Project related training/official visits abroad, irrespective of duration, are exempted from the provisions of cooling off.
- (v) The foreign component of any compulsory mid-career training programme undergone by the officer will not be counted for the purpose of 'cooling off'.
- (vi) The condition of cooling-off after a short-term programme (upto six months) will be applicable only for short-term programmes.
- (vii) An officer is eligible for only one long-term programme in his/her career.
- (viii) Officers who have undergone a long-term training programme (more than 6 months' duration) or a long-term domestic programme, viz., IIMA, IIMB, MDI, TERI, NDC, APPPA, etc. shall not be eligible for any long term programme.
- (ix) In case of officers who have undergone a long-term domestic programme at IIMB, IIMA, TERI, MDI, NDC, etc. which includes foreign training component, cooling-off period will depend on the length of the foreign training component of such domestic programmes.

**(e) Debarment:**

Officers who have been debarred from nomination for foreign training on their failure to attend the training programmes, to which they might have been nominated earlier, will not be considered until the debarment period is over. The debarment will be for **two years** for not attending a short-term foreign training programme (upto six months) and for **three years** for not attending a long-term foreign training programme (more than six months).

**(f) Preference to SC/ST and Women officers and officer working in NE States and J&K Cadre:**

Preference will be given to suitable officers belonging to the SC and ST Category, women officers and officers working in the NE States and J&K Cadre for training abroad.

**(g) Officers serving under Central Staffing Scheme:**

- (i) Officers on deputation with the Central Government under the Central Staffing Scheme should have completed **one and a half years** of service on Central Staffing before the date of commencement of the long-term programmes.
- (ii) 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 training, or during the course of the training, should be nominated by the respective Ministries/ Departments of Govt. of India **only after securing the cadre clearance of the respective State Govts./cadre controlling authorities on whose strength the officers are borne.**
- (iii) In the event of nomination and final selection of such officers for foreign training programmes, 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.
- (iv) On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases.

**(h) Other conditions:**

- (i) The applications for long-term training programmes must be accompanied by the ACR/PAR grading pertaining to the last five years, while for short-term programmes, a Certificate to the effect that no adverse entry stands in the ACRs/PARs would suffice. 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.
- (ii) Applications should be complete in all respects.
- (iii) Applicant should be clear from Vigilance angle.

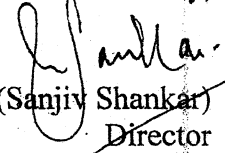
**Duration of Long Term and Short Term Programmes:**

- Training programmes abroad of duration of **six months or more** are treated as **Long Term**.
- Training programmes abroad of duration of **upto six months** are treated as **Short Term**.

4. The list of long-term programmes and short-term programmes proposed to be conducted during FY 2012-13 are indicated in Annexure A. However, the list of courses is tentative and some changes in the courses may occur. The nominations received in response to this circular can also be considered for any other courses that may become available during 2012-13 under the DFFT Scheme but are not indicated in the present lists. **Applicant/nominated officers are advised to check their respective e-mails for any alerts that may be indicated during the pendency of their applications for revising choices for the programmes as per the final availability list of courses.**

5. If an officer does not attend the course or withdraws his request at any stage or is not relieved for attending the training programme by the Administrative Ministry/State Government/cadre authority, he/she will be debarred as per provisions.
6. 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.
7. 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.
8. 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 <http://persmin.nic.in/dfft>. It must be ensured that the application form for both categories of programmes (long-term and short-term) must be filled in 'online' by the officers after which 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'. **It may be noted that there is no requirement of sending these documents by post.**
9. The necessary steps that the Nodal Officers are required to take for forwarding the applications forms through 'online' mode are detailed at **Annexure B**. A User Manual for this purpose will be forwarded at the e-mail addresses of the Nodal Officers separately.
10. The last date for receipt of applications, as per procedure mentioned above, in this Division is 20<sup>th</sup> December 2011. However, the applications of officers interested in the short-term training programme 'Managing Global Governance' to be conducted by InWent, Germany, must be forwarded to this Division latest by 30<sup>th</sup> November 2011, as the nominations for this specific programme are required to be forwarded by this Division to the concerned institute by 31<sup>st</sup> December 2011.
10. 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.

Yours faithfully,

  
(Sanjiv Shankar)  
Director

**Annexure A*****TENTATIVE LIST OF THE LONG-TERM FOREIGN TRAINING PROGRAMMES UNDER THE DOMESTIC FUNDING OF FOREIGN TRAINING SCHEME***

<b>S. No.</b>	<b>Institute/University</b>	<b>Course/Program</b>	<b>Sector</b>	<b>Likely month of commencement</b>
1	Asian Institute of Management, Manila.	MDM	Management	January 2013
2	University of Birmingham, U.K.	MPA	Public Administration	October 2012
3	Maxwell School, Syracuse University, USA	Executive Master in Public Administration	Public Administration	August 2012
4	ISS, Hague, Netherlands	MA in Public Policy and Management	Public Policy	September 2012
5	IDS, Sussex, U.K.	MA in Governance & Development	Governance	October 2012
6	University of Duke, USA.	MA in International Development Policy	Development Policy	August 2012
7	Hubert H. Humphrey Institute, University of Minnesota, USA	MPA	Public Administration	August 2012
8	Australian National University	Master in Public Policy	Public Policy	June 2012
9	Carnegie Mellon University, Australia	Master in Public Policy & Management	Public Policy	August 2012
10	Lee Kuan Yew School of Public Policy, National University of Singapore, Singapore	1. Master in Public Management	Public Management	January 2013
		2. Master in Public Administration	Public Administration	July 2012
11	London School of Economics	M.sc. in Public Management and Governance	Public Management	September 2012

**LIST OF TENTATIVE SHORT-TERM FOREIGN TRAINING PROGRAMMES UNDER THE DOMESTIC FUNDING OF FOREIGN TRAINING SCHEME**

**1. Harvard University ([ksgexecprogram.harvard.edu/Programs/lid/overview.aspx](http://ksgexecprogram.harvard.edu/Programs/lid/overview.aspx))**

S.No.	Programme	Duration	Level
1	Leaders in Development: Managing Political and Economic Change (6-17 June 2011)	2 weeks	AS/Secretary
2	Infrastructure in a Market Economy: Public – Private Partnerships in a changing (10-22 July 2011)	2 weeks	AS/Secretary
3	Innovation in Economic Development (30 May-4 June 2011)	3 weeks	JS/AS
4	Senior Managers in Government (24 July – 12 Aug 2011)	3 weeks	JS/AS

**2. DCID, DUKE University, USA**  
([sanford.duke.edu/centers/dcid/executive/open/tarf.php](http://sanford.duke.edu/centers/dcid/executive/open/tarf.php))

S.No.	Programme	Duration	Level
1	Budgeting & Financial Management in Public Sector (24 July – 12 Aug 2011)	3 Weeks	DS/Dir/JS
2	Fiscal decentralization and Local Governance Training Management (10-29 July 2011)	3 Weeks	DS/Dir/JS
3	Project Appraisal and Risk Management (15 May – 10 June 2011)	3 Weeks	DS/Dir/JS
4	Tax Analysis and Revenue (26 June – 22 July 2011)	4 Weeks	DS/Dir/JS

**3. Syracuse University (<http://www.maxwell.syr.edu>)**

S.No.	Programme	Duration	Level
1	Certificate Programme in Public Administration (Aug – Dec 2011) (Jan – May 2012)	4 Months	DS/Dir/JS

**4. Programmes at EMDC/WMDC, USA ([www.opm.gov](http://www.opm.gov))**

S.No.	Programme	Duration	Level
1.	Environmental Policy Issues at EMDC/WMDC, USA (8-19 August 2011)	2 weeks	DS/Dir/JS
2.	Executive Development Seminar : Leading Change at EMDC/WMDC, USA (20-30 June 2011) (1-11 Aug 11)	2 weeks	Dir/JS
3.	Leadership Potential Seminar at EMDC/WMDC, USA (16-27 May 2011) (11-22 July 2011)	2 weeks	DS/Dir/JS

**5. Asian Institute of Technology (AIT), Thailand ([www.ait.ac.th](http://www.ait.ac.th))**

S.No.	Programme	Duration	Level
1	Urban Environmental Management	2 weeks	US/DS/Dir
2	Management and Implementation of Development Projects	3 Weeks	US/DS/Dir
3	Governance and Anti-Corruption: the Methods and tools Behind an Effective Corruption-Eradication Strategy	2 Weeks	US/DS/Dir
4	Leadership Development Program for Public Utility Managers in Asia	2 Weeks	US/DS/Dir

**6. ISS, Hague ([www.iss.nl](http://www.iss.nl))**

S.No.	Programme	Duration	Level
1	Governance, Democratisation and Public Policy (13 April – 24 June 2011)	74 days	DS/Dir/JS
2	Universalizing socio-economic security for the poor (11 Jan – 17 Feb 2011)	37 days	DS/Dir/JS

**7. Asian Institute of Management, Manila (<http://www.execed.aim.edu/index.asp>)**

S.No.	Programme	Duration	Level
1	Basic Management Programme (8-26 August 2011) (7-25 November 2011)	3 weeks	US/DS
2	Management Development Programme (19 Sep – 28 Oct 2011)	6 weeks	US/DS/Dir

**8. IP3, Washington, USA ([www.ip3.org/t2010/t\\_workshops\\_1038.htm](http://www.ip3.org/t2010/t_workshops_1038.htm))**

S.No.	Programme	Duration	Level
1	Public Sector Management & Governance (5-16 Dec 2011)	2 weeks	DS/Dir/JS
2.	Corporate Governance and strategies for Public and Private enterprises (6-17 June 2011)	2 weeks	DS/Dir/JS
3	Financial Market Regulations :Understanding the new Global Architecture (7-18 March 2012)	2 weeks	DS/Dir/JS

**9. RIPA, London ([www.ripainternational.co.uk](http://www.ripainternational.co.uk))**

S.No.	Programme	Duration	Level
1.	Developing Strategic Skills for Organization Improvement (25 July-05 Aug.2011)	2 weeks	DS/ Dir/JS
2.	Improving Public Service Delivery: (7 -18 Nov 2011)	2 weeks	US/DS/ Dir
3.	Training and Development :Strategies and Practices: (13 June- 8 July 2011)	4 weeks	US/DS/ Dir
4.	Gender Mainstreaming: (25 July-05 Aug.2011)	2 weeks	DS/ Dir/JS

**10 LSE Summer School, London ([www.lse.ac.uk/summerschool](http://www.lse.ac.uk/summerschool))**

S.No.	Programme	Duration	Level
1	Public Finance (4-22 July 2011)	3 weeks	US/DS/Dir
2	Analysis & Management of Financial Risk (25 July – 12 August 2011)	3 weeks	US/DS/Dir

**11. Graduate Institute, Geneva ([www.graduateinstitute.ch](http://www.graduateinstitute.ch))**

S.No.	Programme	Duration	Level
1	WTO, International Trade and Development (27 June - 8 July,2011)	2 Weeks	Dir/JS



12. ENA, Paris ([www.mazarine.com](http://www.mazarine.com))

S.No.	Programme	Duration	Level
1	Management in the Public Sector : (26 April - 6 May 2011)	2 weeks	Dir/JS
2	Local Governments :Trends and challenges (19-30 Sept. 2011)	2 weeks	Dir/JS
3	Fighting corruption (7-18 November 2011)	2 weeks	Dir/JS

(Note: The dates mentioned against each training programme above are those on which these programmes were conducted in the year 2011-12. While the duration of these courses may remain the same in FY 2012-13 also, the actual dates may vary.)

**Instructions for Validating and Forwarding DFFT Online Applications by Nodal Officers**

1. The Login Id and Password details will be provided by Training Division, DoPT in the respective e-mail addresses of the Nodal Officers.
2. 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.
3. Website address for logging in to the Online CCA Module is  
<http://persmin.gov.in/dfft/cca/loginoffer.asp>
4. Login into the system with the user id and password provided.
5. The List of Online Applications submitted by the officers of respective Ministry/Department/State Government will be displayed after login.
6. The Nodal Officer can select an application and perform the following tasks
  - a) View the Application Submitted by the Officer (Annexure I)
  - b) Update the Annexure II Details
  - c) Finalise the Annexure II
  - d) Printout of complete application along with Annexure II
7. 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.