

NO.3/6/2011-PMU
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Training Section)

New Delhi, 27 July 2011.

OFFICE MEMORANDUM

Subject: Foreign training programmes administered by the Department of Economic Affairs

Department of Economic Affairs, DEA, has been administering Foreign Training Programmes (FTP) up to duration of four weeks in accordance with guidelines NO.1/13/03-PMU dated February 27, 2006. Based on the experiences and developments during the intervening period, and with a view to improve utilization of the programmes offered to the eligible candidates, the following revised guidelines will come in to force with immediate effect.

1. **Duration of FTP:** The FTP administered by DEA in terms of their duration can be categorized as under:
 - 1.1 Training programmes of duration up to one week i.e. five working days
 - 1.2 Training programmes of more than a week and up to two weeks i.e. six to ten working days.
 - 1.3 Training programmes of duration more than two weeks i.e. eleven working days or more.
2. **Eligibility Conditions:** The eligibility conditions for applying for trainings of the above durations are as follows:

2.1 Training Programmes Up to One Week:

- 2.1.1 **Minimum service:** Officer should have completed 5 years of service on date of commencement of the FTP. Officer on central deputation to Ministry / Department in Government of India should have completed 1 year on date of commencement of the FTP.
- 2.1.2 **Upper Age:** Officer should be less than 58 years of age as on date of FTP.

2.1.3 Cooling Off: Officer having attended a FTP of duration of up to 1-week will be required to complete a cooling off period of six months before such an officer can be considered again for any other FTP.

2.1.4 Number of Trainings: Officer can attend not more than two FTPs of duration of less than One week in a calendar year.

2.2 Training Programmes of 1 to 2 Weeks Duration:

2.2.1 Minimum service: Officer should have completed 7 years of service on date of commencement of FTP. Officer on central deputation to Ministry / Department in Government of India should have completed 1 year on date of commencement of FTP.

2.2.2 Upper Age: Officer should be less than 58 years of age as on date of FTP.

2.2.3 Cooling Off: Officers deputed for FTP of duration of up to two weeks are required to complete a cooling off period of 1 year for any FTP.

2.2.4 Number of Trainings: Officer can attend not more than one FTP of duration of 1 to 2 weeks in a calendar year.

2.3 Training Programmes of more than 2 Weeks Duration:

2.3.1 Minimum service: Officer should have completed 9 years of service on date of commencement of training course. Officer on central deputation to Ministry / Department in Government of India should have completed 2 year on date of commencement of the FTP.

2.3.2 Upper Age: Officer should be less than 55 years of age as on date of FTP.

2.3.3 Cooling Off: Officers deputed for FTP of duration of more than two weeks are required to complete a cooling off period of two years before being considered for any FTP.

2.3.4 Number of Trainings: Officer can attend only one FTP of duration more than 2 weeks in a period of two calendar years.

3. The eligibility conditions mentioned above are also subject to any specific eligibility criteria / qualifications prescribed by the Sponsoring Government / Institution in terms of work experience, age limit etc.

4. General Conditions:

- 4.1 **Debarment:** In case an officer fails for any reason to complete the necessary formalities and avail the FTP after being duly nominated, he/she may be debarred from being considered for any DEA sponsored FTP for one year. Officers, who fail to attend the said training course after being selected, may be debarred for two years.
- 4.2 **Deputation:** Project-related training/official visits abroad, are exempted from the provisions of cooling off.
- 4.3 **Nomination of SC/ST & Women Officers:** Names of suitable officers belonging to SC / ST as well as women officers for FTP may also be forwarded in sufficient numbers so that due representation can be given to them.
- 4.4 **Funding:** Many of the FTPs offered by sponsoring Countries / Institutions do not cover travelling charges or other expenses. The funding in such cases has to be borne by the concerned Ministry / Department / State Government. In case an officer is willing to arrange for his/her own financing with approval of competent authority, DEA may consider the applications of such candidates on merits, provided their application is recommended by the competent authority and duly sponsored candidates are not available.
- 4.5 **Tenure requirements for Officers serving under Central Staffing Scheme:** Officers serving in Ministry / Department of Government of India on Central Deputation from State Governments or under Central Staffing Scheme will be governed by DoPT Guidelines on the subject. Relevant extract from DoPT Guidelines No. 12037/37/2010-FTC Dated October 8, 2010 is provided hereunder:
- 4.5.1 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 FTP, or during the currency of the FTP, should be nominated by the respective Ministries / Departments of Government of India only after securing the cadre clearance of the respective State Governments / cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for FTP, the Ministries, Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for FTP, up to the end of the FTP, 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. On return from training such officers would revert to their cadre and the Central Ministries/ Department shall not grant any leave in their cases.

- 4.5.2 Officers whose tenure is due to come to an end more than two months before the commencement of the FTP and thus, are due to revert to cadre, the Ministry / Department may sponsor such officers **only with the concurrence of the cadre controlling authority concerned**. Such officers, if selected for the FTP, would be proceeding on the FTP from their cadre.

5. Selection of the Suitable Candidates:

- 5.1 For FTP up to 2 weeks duration selection of candidates will be done by a committee headed by SS / AS (EA) and JS (In-charge of Training).
- 5.2 For FTP of more than 2 weeks duration, the selection of candidates will be finalized by a committee headed by FS / Secretary (EA); SS / AS (EA) and JS (In-charge of Training).
- 5.3 The Committee may meet periodically or finalize the candidates through circulation of file.
- 5.4 The Committee is competent to relax any of the eligibility conditions provided the Committee is satisfied with the merits of individual case and after recording its reason for doing so; subject to the restriction that an officer cannot attend more than two training programmes abroad (irrespective of the duration) in a calendar year.

6. Filing of Applications:

- 6.1 Applicants are required to file Nominations in proforma prescribed for each FTP, along with DEA proforma and vigilance clearance.
- 6.2 The proforma can be downloaded from the training website at <http://finance.nic.in>. In addition Proforma for each FTP is circulated to respective Ministries / Departments / State Governments.
- 6.3 Both the DEA proforma and FTP proforma should be complete in all respect. The application forms should necessarily be ink signed and stamped by competent authority.
- 6.4 Incomplete proforma including proforma not counter signed or not accompanied with vigilance clearance and those received after due date will not be considered.

- 6.5 FTPs are essentially government programmes. Direct application to Sponsoring Agencies is strictly prohibited. Further, all correspondence to DEA, in this regard, also should necessarily be routed through competent authority in respective Ministries / State governments.
- 6.6 Hard copy of the filled in proforma should be forwarded through regular channel while advance copy can be scanned and mailed by respective Central Governments / Departments / State Governments.

7. Procedure to be followed:

7.1 Administration of Training Programmes in DEA:

All matters of administration of FTP will be handled by PMU section of the Bilateral Co-operation Division in the Department.

7.2 Nominations:

- 7.2.1 Officials working with Central Government / Department in GoI should send nominations through the concerned Central Ministries only.
- 7.2.2 State Governments may submit their nominations directly to DEA subject to the condition that the nominations should have been approved by the designated competent authority in the State Government.
- 7.2.3 In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees.

7.3 Clearances:

- 7.3.1 Vigilance clearance should be conveyed at the time of sending the nomination to DEA. Applications without vigilance clearance from respective controlling authorities at the time of nomination will not be considered.
- 7.3.2 Central Ministries / State Governments / Departments / Agencies will be responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre

controlling authority etc. are in place, after the candidate is finally selected, but before the candidate actually proceeds on FTP.

7.4 Dissemination of Schedule:

7.4.1 In order to ensure greater transparency in to the system and proper dissemination of information regarding foreign training programmes, DEA hosts training schedules and proforma required to be filled in the web page: <http://finance.nic.in>

7.4.2 Information is uploaded as soon as it is received from the sponsoring agencies.

7.4.3 The site can be utilized for down loading required forms and guidelines.

Nominating Central Ministries / State Governments / Departments should ensure that following instructions on foreign training programmes are strictly adhered to.


(Prabodh Saxena)
Joint Secretary

To

1. Secretaries of all the Central Ministries/Departments
2. Chief Secretaries of all State Governments

Copy to

1. Secretary (Department of Personnel) of all State Governments
2. Joint Secretary (Admn/IC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA

DEA PROFORMA FOR FOREIGN TRAINING

1. Name :
2. Date of Birth :
3. Educational Qualifications :
4. Phone Number (with STD Code) :
5. Fax Number (with STD Code) :
6. E-mail :
7. Service to which officer belongs. :
8. Year of appointment/allotment :
9. Present Post with date :
10. Details of Posts held during the last five years (*starting from present*):

Sl. No.	Post held	Ministry/Department	Nature of work.

11. Relevance of the course to the candidate (*Maximum 100 words*):

12. Papers etc. published by the candidate (Please attach separate sheet, if necessary).

13. List of training courses attended abroad during the last two years.

Sl. No.	Dates & Duration of training.	Subject / title of training.	Name of the training Institution.	Source of funding.

Signature of the Candidate

Shri / Ms _____ is cleared / not cleared from vigilance angle.

Countersigned by:

Signature of Competent Authority
Name, Designation (with seal)

To be filled only in case the Training Programme is not fully sponsored

UNDERTAKING

(A) This is to certify that in the event of selection, Ministry / Department / State Government of _____ undertakes to bear the cost of round trip airfare in respect of Shri /Ms. _____ Designation _____ working in this Department / Ministry / State Government for attending Training Programme sponsored by _____ from _____ to _____.

Signature of Competent Authority
Name
Designation
(SEAL)

-----OR-----

UNDERTAKING FOR SELF FINANCING

(B) This is to certify that in the event of my selection, I _____ holding the post of _____ in the Ministry / Department / State Government of _____ undertake to bear the cost of round trip airfare and other related expenses for attending Training Programme sponsored by _____ from _____ to _____.

This issues with the approval of the Competent Authority.

(Signature of the candidate)
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority
Name, Designation (SEAL)