

No.48-6/2013-Ad.III  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
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Room No.412, Sanchar Bhavan,  
New Delhi, Dated 22, the October, 2013

OFFICE MEMORANDUM

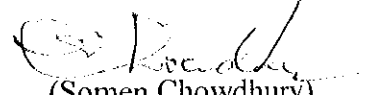
Sub:- Long/Short term training abroad in various selected universities/institutes for the Financial Year 2014-15 (April 2014 to March 2015)

The undersigned is directed to forward herewith a copy of Training Division, DOPT's letter No.12037/40/2013-FTC dated 25<sup>th</sup> September, 2013 on the above mentioned subject. **The officers are advised to go through this circular in detail.** The list of long-term programmes and short term programmes proposed to be conducted during the FY 2014-15 are indicated in Annexure-A.

2. The applications for both long-term and short-term training programmes must be accompanied by the ACR/PAR 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. Applications should be complete in all respects. Applicant should be clear from Vigilance angle.
3. 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 DOPT's website at <http://persmin.nic.in/dffit>. 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. The necessary steps that the Nodal Officers are required to take for forwarding the application forms through 'online' mode are detailed at Annexure-B. The last date for receipt of applications, as per procedure to Training Division, DOPT is 31<sup>st</sup> December, 2013.
4. However, the applications of officers interested in the short-term training programme 'Managing Global Governance' to be conducted by GIZ, Germany, must be forwarded to Training Division, DOPT latest by 30<sup>th</sup> November, 2013, as the nominations for this specific programme are required to be forwarded by DOPT to the concerned institute by 31<sup>st</sup> December, 2013.

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5. DOPT vide this circular has requested all the eligible officers to read the circular and the application form carefully before proceeding to apply for training programmes.



(Somen Chowdhury)

Under Secretary to the Government of India  
Tel.No.23036757

**Encl: As above**

Copy to:

1. PPS to Chairman, Department of Telecom
2. PPS to AS(T), Department of Telecom.
3. Sr. PPS to Administrator, USOF, Department of Telecom.
4. PPS to CVO, Department of Telecom.
5. PPS to JS(T), Department of Telecom.
6. PS to MOC & IT, Department of Telecom.
7. PS to MOC & IT (D), Department of Telecom.
8. PS to MOS&IT(K), Department of Telecom.
9. All Group 'A' Officer of CSS Cadre (Under Secretaries, Deputy Secretaries, Director, Joint Secretary) and CSSS Cadre (PPS, Sr.PPS, PSO), Department of Telecom.
10. Notice Board.

15  
JS (Admin.)  
3108/31CR/2013  
08/10

F-48-6/2013 A+III

No. 12037/40/2013-FTC  
Government of India  
Department of Personnel and Training  
Training Division

Dated the 25<sup>th</sup> September, 2013

To  
The Secretary  
Ministry of Communication & Information  
Technology,  
Department of Telecommunications,  
Sanchar Bhavan, 20 Ashoka Road,  
New Delhi

ernments/ UTs.  
rtments 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 2014-15 under the Domestic Funding of Foreign Training (DFFT) Scheme.

- Through this circular, applications/nominations are invited for the long-term and short-term programmes to be conducted during Financial Year 2014-15 (April 2014 to March 2015) which are listed at **Annexure A.** (These programmes are tentative and may be subject to change).
- The Terms and Conditions along with the eligibility criteria for applying/nominating officers for these programmes are indicated below:

(a) **Eligible Services:**

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:**

Eligible AIS and Group A Officers who have completed **9 years** of service as on **1.7.2014** (i.e. **upto 2005 batch**), SCS officers who have completed 9 years of service as Deputy Collectors and CSS officers who have completed 5 years service as Under Secretaries would be eligible for foreign training under the DFFT Scheme. However, for long-term programmes, IAS officers who have completed 7 years of service as on **1.7.2014** (i.e. **upto 2007 batch**) will also be eligible.

शासन-III अनुभाग  
Adm. III Section  
आदेश/डि. नं. 1035  
दिनांक/Date 10/09/13

57008/JSR/D/2013  
9/10/13

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(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 **30.9.2014**. However, there is no age limit for the short-term programmes at Harvard University, Cambridge University and ANZSOG for officers of Joint Secretary/Additional Secretary/Secretary level. However, the officers applying for these programmes should have minimum 1 (one) year of service left for superannuation.

(d) **Selection criteria:**

The eligible officers will be short-listed by applying weightage criteria which includes parameters such as foreign training deficit, seniority, SC/ST/Women/NE/I&K, priority for being close to age bar and ACR grading (for short-term training programmes) and seniority, SC/ST/Women/NE/I&K and ACR grading (for long-term training programmes). The final selection list of officers will be arrived at on the basis of weightage criteria and preference of programmes indicated by the officers.

(e) **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 **one year** 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 2013-14, would be eligible for another short-term programme under the DFFT Scheme only in 2015-16.
- (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.

**(f) 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).

**(g) Undertaking:**

An officer has to give an Undertaking that in case of any false information furnished by them 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.

**(h) 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.

**(i) 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.
- (v) If at the time of applying, an officer is on deputation under the Central Staffing Scheme and subsequently gets reverted to his/her cadre at the time of commencement of the

training programme, the officer will still be eligible to participate in the programme provided he/she gets the cadre clearance.

(j) **Other conditions:**

- (i) The applications for both long-term and short-term training programmes must be accompanied by the ACR/PAR 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.
- (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 2014-15 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 2014-15 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. The officers who have already attended the customized training programmes at Cambridge University and ANZSOG, Australia organized in the years 2012 and 2013 may not apply for these programmes again in response to this circular.

6. 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.

7. 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.

8. 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.

9. 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

LIST OF LONG-TERM PROGRAMMES (2014-15)

S. No.	Institute/University	Course/Program	No. of Slots
1	Asian Institute of Management, Manila.	Masters in Development Management	4
2	Maxwell School, Syracuse University, USA	Executive Master in Public Administration	6
3	ISS, Hague, Netherlands	MA in Public Policy and Management	6
4	University of Duke, USA.	MA in International Development Policy	6
5	Hubert H. Humphrey Institute, University of Minnesota, USA	Masters in Public Administration	6
6	Australian National University	Master in Public Policy	6
7	Lee Kuan Yew School of Public Policy, National University of Singapore	Master in Public Management	4
		Master in Public Administration	4
8	London School of Economics	M.sc. in Public Management and Governance	10
		M.Sc. in Public Policy & Administration	5
		M.Sc. in Diplomacy & International Strategy	5
9	Harvard University	MPA Mason Programme	6
10	University of Manchester, UK	M.Sc. in Global Urban Development & Planning	6
11	King's College, London	M.A. in South Asia and Global Security	6
		M.Sc. in Public Services Policy & Management	6
12	John Hopkins University	Masters in Public Health	5
13	Cambridge University	Masters in Public Policy	5
14	Blavatnik School, Oxford University	Masters in Public Policy	5
15	New York University	Executive Master in Public Administration	5
16	University of Edinburgh	Global Health & Public Policy	5

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 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 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.



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

S.No.	Programme	Duration	Level	No. of Slots
1	Governance, Democratization and Public Policy (9 April – 16 May 2014)	39 days	DS/Dir	6
2	Universalizing socio-economic security for the poor (8 Jan – 14 Feb 2015)	37 days	DS/Dir	6

9. Asian Institute of Management, Manila ([www.aim.edu](http://www.aim.edu))

S.No.	Programme	Duration	Level	No. of Slots
1	Basic Management Programme (5-23 August 2013) & (4-22 November 2013)	3 weeks	US/DS	6 in each session
2	Management Development Programme (16 Sep – 25 Oct 2013)	6 weeks	US/DS	6

10. IP3, Washington, USA ([www.ip3.org](http://www.ip3.org))

S.No.	Programme	Duration	Level	No. of Slots
1	Public Sector Management & Governance (2-13 Dec 2013)	2 weeks	DS/Dir	6
2	Structuring and Negotiating Legal Agreements for Public-Private Partnership Concessions and Contracts (9-20 September 2013)	2 weeks	Dir/JS	6
3	PPP Contract Procurement, Implementation, Performance Monitoring and Conflict Resolution (11-22 November 2013)	2 weeks	DS/Dir	6
4	PPP Strategies, Methods and Project Structuring Techniques (28 October – 8 November 2013)	2 weeks	Dir/JS	6

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

S.No.	Programme	Duration	Level	No. of Slots
1	Developing Strategic Skills for Organization Improvement (30 September-13 October 2014)	2 weeks	DS/ Dir	6
2	Improving Public Service Delivery (3 -14 Nov 2014)	2 weeks	US/DS	6
3	Gender Mainstreaming: (17-28 November 2014)	2 weeks	US/DS	6
4	Leading Change: Strategy through to implementation (9-27 June 2014)	2 weeks	US/DS	6
5	Project and Programme Management (25 August – 5 September 2014)	2 weeks	DS/ Dir	6

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

S.No.	Programme	Duration	Level	No. of Slots
1	Finance (7-25 July 2014)	3 weeks	Dir/JS	5
2	Managerial Accounting and Financial Control (7-25 July 2014)	3 weeks	Dir/JS	5
3	Development Economics (7-25 July 2014)	3 weeks	Dir/JS	5
4	Politics of Crisis: The Great Recession and Contemporary Issues in Money & Finance (28 July – 15 August 2014)	3 weeks	Dir/JS	5
5	Analysis & Management of Financial Risk (28 July – 15 August 2014)	3 weeks	Dir/JS	5

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

S.No.	Programme	Duration	Level	No. of Slots
1	<i>WTO, International Trade and Development (1-12 July, 2013)</i>	2 Weeks	Dir/JS	6

14. ENA, Paris ([www.ena.fr](http://www.ena.fr))

S.No.	Programme	Duration	Level	No. of Slots
1	<i>Management in the Public Sector : (22 April - 3 May 2013)</i>	2 weeks	DS/Dir	5
2	<i>Fighting corruption (12-22 November 2013)</i>	2 weeks	DS/Dir	5

15. University of California, Berkeley ([www.berkeley.edu](http://www.berkeley.edu))

S.No.	Programme	Duration	Level	No. of Slots
1	Certificate Programme in Public Policy (Aug – Dec 2014) and (Jan – May 2015)	4 Months	DS/Dir	6 in each session

16. GIZ (InWent), Germany

S.No.	Programme	Duration	Level	No. of Slots
1	Managing Global Governance (July – Dec 2014)	6 Months	DS/Dir	2-3

Note:

- (i) The training programmes shown in *Italics* carry dates on which these programmes have been/are being held in 2013-14. Actual dates in respect of these programmes may vary in the year 2014-15).
- (ii) Number of slots mentioned against each training programme are tentative and subject to financial approvals.

## ANNEXURE A

## LIST OF SHORT-TERM FOREIGN TRAINING PROGRAMMES UNDER THE DOMESTIC FUNDING OF FOREIGN TRAINING SCHEME 2014-15

1. Harvard University ([www.hks.harvard.edu](http://www.hks.harvard.edu))

S.N o.	Programme	Duration	Level	No. of Slots
1	Leaders in Development: Managing Change in a Dynamic World (2-13 June 2014)	2 weeks	JS/AS/Secretary	6
2	Infrastructure in a Market Economy: Public – Private Partnerships in a changing World (6-18 July 2014)	2 weeks	JS/AS/Secretary	6
3	Innovation for Economic Development (15-20 June 2014)	1 week	JS/AS/Secretary	6
4	Senior Managers in Government (20 July – 8 Aug 2014)	3 weeks	JS/AS/Secretary	6
5	Driving Government Performance: Leadership Strategies that Produce Results (24-29 August 2014)	1 week	JS/AS/Secretary	6
6	Leadership for 21 <sup>st</sup> Century: Chaos, Conflict and Courage (7-12 September 2014)	1 week	JS/AS/Secretary	6
7	<i>Creating Collaborative Solutions: Innovations in Governance (20-25 October 2013)</i>	1 week	JS/AS/Secretary	6
8	<i>Leadership Decision Making: Optimizing Organizational Performance (17-22 November 2013)</i>	1 week	JS/AS/Secretary	6

2. Cambridge University, UK ([www.jbs.cam.ac.uk](http://www.jbs.cam.ac.uk))

S.No.	Programme	Duration	Level	No. of Slots
1	<i>Leadership &amp; Strategic Thinking (30.6.2013-5.7.2013), (14-19 July 2013) and (20-25 October 2013)</i>	1 weeks	JS/AS/Secretary	25 for each session

3. ANZSOG, Australia ([www.anzsog.edu.au](http://www.anzsog.edu.au))

S.No.	Programme	Duration	Level	No. of Slots
1	<i>Advanced Leadership Programme (2-7 February 2014) and (16-21 February 2014)</i>	1 weeks	JS/AS/Secretary	21 for each session

4. DCID, DUKE University, USA ([www.dcid.sanford.duke.edu](http://www.dcid.sanford.duke.edu))

S.No.	Programme	Duration	Level	No. of Slots
1	Budgeting & Financial Management in Public Sector (July 20 - August 8, 2014)	3 Weeks	Dir/JS	6
2	Fiscal decentralization and Local Governance Training Management (July 6 - 25, 2014)	3 Weeks	DS/Dir	6
3	Project Appraisal and Risk Management (May 11 - June 6, 2014)	3 Weeks	Dir/JS	6
4	Tax Analysis and Revenue Forecasting (June 22 - July 18, 2014)	4 Weeks	Dir/JS	6

5. Syracuse University ([www.syr.edu](http://www.syr.edu))

S.No.	Programme	Duration	Level	No. of Slots
1	Certificate Programme in Public Administration (Aug - Dec 2014) and (Jan - May 2015)	4 Months	DS/Dir	6 in each session

6. EMDC/WMDC, USA ([www.opm.gov](http://www.opm.gov))

S.No.	Programme	Duration	Level	No. of Slots
1	Executive Development: Leading Change at WMDC, USA (7-17 July 2014)	2 weeks	Dir/JS	8
2	Executive Development: Leading Change at EMDC, USA (8-18 September 2014)	2 weeks	Dir/JS	8
3	Collaborative Leadership EMDC, USA (14-24 July 2014)	2 weeks	Dir/JS	8
4	Collaborative Leadership WMDC, USA (8-18 September 2014)	2 weeks	Dir/JS	8

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

S.No.	Programme	Duration	Level	No. of Slots
1	Urban Environmental Management (5-16 August 2013)	2 weeks	US/DS	6
2	Management & Implementation of Development Projects (19.8.2013-6.9.2013)	3 Weeks	US/DS	6
3	Governance and Anti-Corruption: the Methods and tools Behind an Effective Corruption-Eradication Strategy (20.5.2013 - 31.5.2013)	2 Weeks	US/DS	6
4	Leadership Development Program for Public Utility Managers in Asia (24.6.2013 - 5.7.2013)	2 Weeks	US/DS	6

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.

10. The necessary steps that the Nodal Officers are required to take for forwarding the applications forms through 'online' mode are detailed at Annexure B.

11. The last date for receipt of applications, as per procedure mentioned above, in this Division is 31st December 2013. However, the applications of officers interested in the short-term training programme 'Managing Global Governance' to be conducted by GIZ, Germany, must be forwarded to this Division latest by 30<sup>th</sup> November 2013, 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 2013.

12. Further a separate application/sponsorship system has been devised in respect of long-term training programmes, namely, MPA Mason Programme (Harvard University), Masters in Public Policy (Cambridge University), Masters in Public Policy (Blavatnik School, Oxford University), Masters in Public Health (John Hopkins University), M.Sc. in Diplomacy & International Strategy (London School of Economics) and Global Health & Public Policy (University of Edinburgh) under which the interested officers will apply directly to the university, and undertake admission/selection process as stipulated by the university as a private individual. This Department will earmark six slots in Mason MPA programme of Harvard University and 5 slots each in the other five programmes. Once an officer is selected by these Universities, he/she may apply for sponsorship under the DFFT Scheme through their respective controlling authorities along with requisite clearances, e.g., vigilance clearance, ACR Grading, etc. Applications of such officers will be considered by a Committee to be constituted in DOPT. Since the deadline for applying for these specific training programmes closes in the months of January and February each year, the officers interested in these programmes may keep this factor in view and apply according to the timelines indicated in the universities' respective websites. Simultaneously, interested officers may apply in response to this circular for other short term and long-term programmes also.

13. In addition to the above, another long-term training program 'Executive Master in Public Administration' at New York University is being offered during 2014-15 for which the application/selection procedure would be similar to the training programmes of the universities mentioned in para 12 above. Training Division is in the process of tying up the accommodation arrangements with the university for Gol officers in this programme. The officers interested in this programme may visit the University's website before applying.

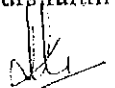
14. The officers who apply on their own in the programmes mentioned in para 12 & 13 above but do not get DFFT Sponsorship for some reason even after admission is confirmed by the concerned University, can get their admission deferred for the next year in which case they will be given priority for sponsorship in that year, subject to their fulfilling the eligibility criteria at that stage.

15. 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.

16. 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.

17. Lastly, this training circular carries a lot of changes from the circulars issued in previous years on this subject. Similarly, the 'online' application form has also undergone a few changes. The officers are, therefore, requested to read the circular and the application form carefully before proceeding to apply for training programmes.

Yours faithfully,



(Deepika Lohia Aran)  
Deputy Secretary (FTC)