

No: 12038/01/2016- FTC
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

Block-IV, JNU (Old) Campus,
New Delhi, dt.23.01.2017

To

- 1.The Secretaries of all the Ministries/Departments of Government of India
- 2.The Cadre Controlling Authorities of all Group 'A' Central Services
- 3.The Chief Secretaries of all the State Governments/Union Territories

Subject: 'Partial Funding of Foreign Study' under the Plan Scheme of DFFT.

Reference: Circular No. 12038/01/2008-FTC(Trg.) dated 6th May 2011

Sir/Madam,

The Training Division, Department of Personnel and Training , Government of India has been sponsoring the Scheme of 'Partial Funding of Foreign Study', as a component of the Plan Scheme of 'Domestic Funding of Foreign Training' (DFFT), and the same was being governed through the Circular referred above. The Competent Authority, in supersession of the earlier circular(s) governing the scheme, has approved amendments to the scheme, and, accordingly, this circular has been drawn up incorporating such amendments.

2. The salient features of the Scheme for "Partial Funding of Foreign Study" shall henceforth be as under:

I. Conditions of eligibility:

- (i) All Group 'A' Officers of the Government of India, who have completed at least 9 years of service in the grade and having at least 8 years of service left for superannuation, are eligible to apply under the Scheme. However, for lady officers, the maximum age conditions shall be relaxed by 2 years for the purpose of calculating residual service period. For this purpose, 1st October of the year of application shall be the cut-off date.
- (ii) The minimum service requirement for eligibility under partial funding shall be with reference to the actual date of commencement of the courses.
- (iii) An officer can avail of the Scheme only once in his/her entire career;
- (iv) An officer who has availed of 'study leave' in the past will also be eligible;



- (v) An officer who has been on long term foreign training may become eligible under the scheme only after a cooling off of 5 years;
- (vi) The officer should not have any departmental proceedings pending or contemplated against him/her, and there should be no standing adverse entry in the ACRs of the officer.

II. Type of foreign study programmes covered under the Scheme:

The foreign study programme should be in an area that is directly related to his/her career in the government. This, however, needn't be linked only to his/her present assignment but also be linked to possible future assignments. Funding for the programme may be considered for Post Graduation, Ph.D. and all regular MBA courses being undertaken by the officers of Group 'A' Services.

III. Institutes for which the eligible applicants would be supported:

- (i) Financial support may be extended to officers who secure admission for a study programme in the foreign universities/institutions, which figure in the list of top 100 universities/institutions as per the THE (Times Higher Education World University) Ranking or QS Ranking, published each year.
- (ii) For each year, the approved list of top 100 foreign universities/institutions as per the THE Ranking / QS Ranking along with the approximate number of officers who can be funded each year, will be circulated to all the cadre controlling authorities and also placed on the websites of the DoP&T and of the cadre controlling authorities, during the previous year.

IV. Mode of Admission:

- (i) Admission may be sought and procured by the officers themselves.
- (ii) The courses for which admission has been secured will be approved on a case- by-case basis by the Central Establishment Board (CEB), based on the recommendations of the concerned cadre controlling authorities on the ground of public interest and relevance to the Government, the concerned service and to the officer.

V. Extent of financial support:

- (i) The competent authority has approved the grant of two tier partial funding assistance as per the following rates:

Institutes	For a 1 year course	For a 2 year course
Universities/institutes in top 25rankings as per THE/QS ranking	US \$ 45,000	US \$ 55,000
Universities/institutes in 26-100 rankings as per THE/QS ranking	\$ 30,000	\$ 40,000



- (ii) The maximum amount of accommodation & living allowance permissible is US\$ 20,000/year.
- (iii) The first charge on the funding would be towards 'tuition fee', the second charge on 'living expenses' and balance, if any, would be used towards meeting the 'to and fro air fare'.
- (iv) The ceiling of financial support as stated in the table in para V(i) above would include funds provided under this scheme and any other scheme or grant of Government of India/State Government or any other agency, substantially funded by the Government of India or a State Government.
- (v) In case the officer receives financial support in any form, including tuition fee waivers, from any other institutions like the World Bank, the Ford Foundation, the University etc., the extent of GoI support will be limited to the total funds required for the study programme less funds provided by the World Bank, the Ford Foundation, the University etc., or US \$ 55,000/ US \$45,000/US \$40,000 / US 30,000, as the case may be, whichever is less.
- (vi) The officers availing the partial funding assistance would be required to submit semester-wise undertaking to the effect that he/she has not received any other assistance from the university or any other organization, in addition to a similar undertaking/certificate to be submitted at the beginning of the programme stating that as and when he/she receives any official assistance, DOPT, Government of India would be informed of the same.
- (vii) The financial support could be availed of by the officer at any point of the study programme and not necessarily in the first year, if the period of study programme exceeds one year.

VI. Other Conditions:

- (i) The first year of the study programme, for which funding has been made available, shall be treated as 'on duty', and the rest of the period of the programme may be adjusted against study leave or any other type of leave, admissible and due to the officer concerned. However, the officer will not be entitled to any TA/DA during the period.
- (ii) Officers receiving partial funding for the foreign study programme shall be required to execute a bond for undertaking to continue to serve the Government for a period of five years after completion of the course.
- (iii) In the event of the officer failing to complete the foreign study programme and to obtain the diploma/degree/doctorate etc., for which financial assistance under the Scheme was provided, he/she shall refund to the government, the total amount of financial support provided to the officer under the scheme.
- (iv) The officers shall fully comply with all the requirements that may be insisted upon by the Government as a monitoring mechanism to ensure that they successfully complete the study programmes.

VII. Documents to be submitted along with the applications for partial funding:

- (i) The applications should invariably be accompanied by the following:-
 - attested copy of ACR grading for last five years,



- certificate to the effect that no adverse entry stands in the ACRs,
 - Vigilance clearance certificate.
- (ii) A 'statement of purpose' from the officer indicating as to how the study programme would be useful to him/her in the present/future career in the government.
- (iii) A copy of the letter of admission for the study programme from the university/institute.
- (iv) A copy of the I-20/TAP-66 etc., if received by the officer.
- (v) A statement of total estimated expenditure for completing the study programme indicating the break-up of the items such as tuition fees, living expenses etc. The statement should be supported with relevant extracts from the prospectus/communication from the university.
- (vi) Details of other source (s) of funds, over and above the amount of partial funding applied for, like tuition waivers, scholarships, bank loans etc., which may have been secured/arranged by the officer to cover the shortfall, if any, are to be indicated.

VIII. General guidelines for cadre controlling authorities and applicants:

- (i) All the prospective participants, seeking financial assistance under the Scheme, should apply 'online' by filling the application placed in the Ministry's website (www.persmin.gov.in). It may, however, be noted that the applications will be placed before the Central Establishment Board (CEB) for consideration only after the candidature is duly recommended and forwarded by the respective cadre controlling authority.
- (ii) The cadre controlling authorities shall recommend and forward to Training Division, DoP&T only such applications which have satisfied all the eligibility conditions as per this circular.
- (iii) For the purpose of processing the applications for partial funding, there shall be two cut-off dates, i.e 1st April for Universities/Institutes in countries in Asia, Australia and North/South America and 1st July for universities/institutes in countries in Europe. CEB would decide their eligibility within one month.
- (iv) The prioritisation of applications for partial funding shall be on the basis of weighted average of the university's scoring in THE and QS ranking, where both get equal weightage.
- (v) The carry forward cases of the previous year shall be given priority in funding in the current year provided the officers are still eligible under the scheme.

Yours faithfully


(A N Narayanan)
Dy. Secretary to Govt. of India.