

No. T-16016/1(i)/2021 – TFA (C. No. 3158006)

Government of India

Ministry of Personnel, P.G. and Pensions

Department of Personnel and Training

(Training Wing)

Old JNU Campus, New Delhi – 67.

Dated the 27th January, 2025.

To

The Heads of all State/UT ATIs

(As per the enclosed list)

Subject: Creation of Digital Labs under Augmentation of Capacity of Training Institutions (ACTI) component of Training for All (TFA) Scheme — Issue of Revised Modalities for ACTI-KDLL regd.

Sir/Madam,

I am directed to refer to this Department's letter dated 04.11.2024 and to say that the Department of Personnel and Training (DoPT) 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 i.e., its various components. Under this Scheme, this Department has also been extending support to State/UT Administrative Training Institutions for augmentation of their training capacity through one of its components, namely, Augmentation of Capacity of Training Institutions (ACTI).

2. Since ACTI was not in line with the existing requirements of the Training Institutions, and the list of items under ACTI along with price range was issued long back is outdated. The ACTI component of TFA was revised and revised modalities were issued on 04.11.2024.

3. As such, due to the increased importance of e-learning as mandated by Mission Karmayogi, the establishment/upgradation of Digital Learning Labs/Studios is being prioritized and ATIs are being supported for creation of Digital Labs under ACTI of TFA Scheme of DoP&T. The financial assistance to ATIs for creation of Digital Labs under ACTI **has been re-looked at**, especially in the light of template for admissible items and their cost breakup created by Karmayogi Bharat for the digital lab infrastructure. The modalities for creation of Digital Labs by ATIs for seeking financial assistance under ACTI has been **slightly modified** to make it more specific for funding for digital labs, in light of admissible items and cost breakup for each item worked out by Karmayogi Bharat.

4. ATIs are requested to go through the **modalities for ACTI-KDLL attached** and send their proposals in the prescribed template (Annexure-I) along with cost estimates of the admissible equipment/items strictly as per Annexure-II. Even when digital labs are established,

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the institutions face challenges in developing digital content due to a lack of trained manpower. DoPT recognizes the importance of the need for support for trained manpower, particularly during the initial phase. As such, this Department is extending support to ATIs for admissible items/ equipments as well as one time financial assistance for cost of manpower with regard to creation of digital labs/ digital studios. The flow chart for ACTI is also attached.

5. The proposals, complete in all respects and adhering to the revised modalities for ACTI-KDLL, shall be examined, and approvals shall be accorded, taking into consideration funds availability, admissibility of items, etc. The release of funds under ACTI shall be only on a reimbursement basis. ATIs are also requested to ensure that no Utilisation Certificate of any of the previous grants by this Ministry is pending. ATIs shall furnish an Undertaking to this effect while submitting claims for release of funds under ACTI.

6. It is further clarified that the funding shall be limited to 90% of the actual cost (after procurement) in respect of the equipment/items approved by this Department or Rs. 73,93,750/- (cost-breakup given in Annexure-II), whichever is less. The remaining 10% cost as matching contribution shall be borne by the concerned ATI.

7. All States/UT ATIs are requested to take note of these revised modalities and submit proposals for ACTI-KDLL accordingly, preferably by 20.02.2025.

8. ATIs which have already submitted their proposals in response to our letter dated 04.11.2024 are requested to modify their proposals and send as per instant guidelines.

Encl: As above.

Yours faithfully,



(Oruganti Phani)

Under Secretary to the Govt. of India

Copy to:

1. NIC, Training Wing – for updating on Ministry's website and Training wing's website for wide circulation.
2. JD (OL) – with a request to provide the hindi version of this letter and attachments {preeti.kaur@nic.in}
3. E-office portal.

Revised Modalities (ACTI-KDLL) - creation of Digital Labs/ Studios in ACTIs - under Augmentation of Capacity of Training Institutes (ACTI)

Sl.No.	Parameter	Modalities/Terms & Conditions/Guidelines/Criterion
1	Nature of Proposal	Proposals/requests of ATIs strictly as per Annexure-I & II to the modalities issued herein.
2	Objective	The broad objective of encouraging the institute for creating capacity for e-learning by setting up of Digital Learning Lab/Digital Studio for creating e-content on identified competencies.
3	Scope	While considering the proposals, due consideration to be given for up-gradation of training infrastructure pertaining to Digital learning Lab (equipment/items, as per indicative list - Annexure-II) within the main campuses of the ATIs as well as in the regional/ district training centres under the state ATIs.
4	Eligibility	Proposals of the ATIs fulfilling the following conditions shall be considered: (a) registered for accreditation under the National Standards for Civil Service Training Institutions (NSCSTI) framework developed by the Capacity Building Commission; and (b) onboarded/registered as MDO incl. role of CBP providers on iGoT Karmayogi platform.
5	Priority	Priority shall be given to the ATIs of North Eastern region, ATIs identified as Centre of Excellence(CoE) in a specific domain by CBC as per the CoE guidelines and to such ATIs which have not been covered in preceding three years of the year during which their proposal is being considered;
6	Cooling off Period	There shall be a cooling off period of 7 years between two proposals from the same ATI. The condition may, however, be waived with the approval of competent authority in DoPT in deserving cases.
7	Quantum of Assistance	Maximum assistance granted in a financial year to an ATI (including that of manpower cost for first year for setup of Digital Lab) shall not be more than Rs. 73,93,750/- (Breakup of cost as per Annexure-II) in a single case. This condition may be waived off in specific cases, with the approval of the competent authority in DoPT.
8	Matching contribution by the ATI	Based on the proposal of ATI in the prescribed template {Annexure-I} alongwith cost estimate of the equipment/ items within the maximum limit indicated in Annexure-II, DoPT shall examine and accord approvals taking into account the fund availability, admissibility of items strictly as per Annexure-II etc. The funding shall be limited to 90% of the actual cost (after procurement) in respect of the equipment/items approved by this Department or Rs. 73,93,750/-, whichever is less. The remaining 10% cost as matching contribution shall be borne by the concerned ATI. The flow chart for ACTI is attached for ready reference.

9	Restriction/ Inadmissible equipments/ items	The ATI shall adhere to the list of items and cost admissible as per the Annexure-II to these Modalities. No funding for the equipment/ items relating to furniture, building construction materials, furnishings, electrical appliances, decoration items, or any kind of recurring expenditure etc, shall be admissible.
10	Cost for HR	HR cost included in the total estimated amount i.e. Rs. 73,93,750/- (as per Annexure-II) is being provided as a one time financial assistance for hiring manpower for 12 months from the date of hiring of such manpower. Job profiles for hiring of two manpower is attached in Annexure-II for ready reference.
11	Method of Procurement	The equipment/items shall be procured through online Public Procurement Platforms i.e., GeM/CPPP/concerned State Government approved agencies by concerned ATIs, subject to the condition that such procurement platforms should be technology driven, completely paperless, cashless and system driven e-market places with minimal human interface; The procurement should be in consonance with the instant guidelines for procurement through GeM and provisions of GFR, 2017 as amended from time to time. Procurement outside GeM should be in compliance with the guidelines of DoE.
12	Warranty/ AMC	The ATIs should ensure the procurement of training infrastructure for Digital Lab as per list attached as Annexure-II with at least 1 (one) year warranty and should ensure AMC on such procured items for at least 5 (five) years.
13	Utilization Certificate	The ATIs shall ensure that no UC is pending to be submitted for past releases made by this Department before fund release under ACTI.
14	Routing of Funds	The funds shall be sanctioned by DoPT on reimbursement basis on actual cost submitted through original invoices/ bills/ vouchers by ATIs after procurement.
15	Procurement of Items/ Equipments	The ATIs shall ensure that the approved items/ equipments are procured within 6 (six) months from the date of communication of the approval by DOP&T.

**PROPOSAL FOR SEEKING FINANCIAL ASSISTANCE – CREATION OF DIGITAL LABS
UNDER AUGMENTATION OF CAPACITY OF TRAINING INSTITUTES (ACTI) OF
TRAINING FOR ALL SCHEME (TFA) OF DEPARTMENT OF PERSONNEL AND
TRAINING, GOVERNMENT OF INDIA**

(Guidelines attached)

Part-I (ATI Information)

Sl. No.	Particulars	Information
1	Name of the ATI	
2	Address of ATI	
3	State/ UT	
4	Details of Head of the ATI (Name, Designation, office phone no., e-mail)	
5	Nodal officer from the ATI for ACTI communication (Name, Designation, office phone no., e-mail)	
6	Role/ Mandate of ATI (incl. coverage)	
7	Accreditation level of the ATI as per the NSCSTI (whether registered or accredited)	
8	Whether ATI onboarded/registered onto the iGOT platform as MDO incl. role of CBP provider?	
9	Whether the ATI has prepared its Capacity Building Plan? Yes/ No (Pls attach copy if yes)	
10	Whether the ATI has onboarded all its personnel onto iGOT- Karmayogi Portal? Yes/ No If no, specify reason.	

11	Whether ATI has been identified as Centre(s) of Excellence by Capacity Building Commission (CBC)? Yes/ No If yes, provide details.	
12	Whether the ATI has any existing infrastructure for Digital Learning Lab? Yes/ No Pls provide details.	

Part-II (Proposal for ACTI)

Sl. No.	Particulars	Information
13	Proposal of ATI for ACTI-DLL in Annexure- II submitted. Yes/ No	
14	Justification for proposal, including their utility for meeting the objectives of Mission Karmayogi (Please specify)	
15	Specific recommendation of the head of ATI	
16	Whether the instant proposal is for Main Campus of ATI or Regional/ District Training Centres under ATI (Please specify)	
17	Whether ATI has been granted any funds for the purpose in the last three Financial Years? (Yes/ No) If yes, please give details alongwith quantum of assistance.	
18	Does the instant proposal of ATI contain any equipment/ item for which financial assistance has been provided in last 5 (five) FYs? Yes/ No If yes, please provide details alongwith quantum of assistance.	
19	Whether UC in r/o points No. 16 & 17 above, furnished?	
20	Details of gap identified vis-a-vis standards prescribed under NSCSTI,	

alongwith action plan of the ATIs for development?	
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(Signature and Stamp of authorized signatory on each page)

Proposal for seeking financial assistance under ACTI component of TFA Scheme of DoP&T

Estimated Cost Breakup for setup of each digital lab

Name of ATI - _____

S.No	Particulars	Admissible Quantity	Maximum Unit Price	Maximum admissible amount	Quantity proposed by ATI	Unit cost estimate proposed by ATI	Total cost estimate proposed by ATI
Cost Breakup for setup of each digital lab (Bill of Materials for each digital lab)							
1	Digital Camera & Camcorder	1	500000	500000			
2	Microphone Setup with noise cancelling	1	200000	200000			
3	Tablet	1	100000	100000			
4	Video Editing Software (3 Year License)	2	150000	300000			
5	Digital Designing Software (3 Year License)	2	100000	200000			
6	Computer	4	150000	600000			
7	Laptop	1	100000	100000			
8	Storyboarding Software (3 Year License)	1	100000	100000			
9	Display Screen	1	100000	100000			
10	Teleprompter	1	50000	50000			

11	Lightning Equipment	1	150000	150000			
12	Backdrop Setup	1	35000	35000			
13	Other Miscellaneous Items	1	200000	200000			
14	Cost of Commissioning and Delivery	1	400000	400000			
Total (A)				30,35,000			
Applicable taxes (B)				5,46,300 (@ 18%)			
AMC for 5 years				2,12,450/- (@ estimated rate of 7%)			
Grand Total (C)				37,93,750/-			
Cost Breakup for setup of each digital lab (Manpower for ONLY first year of setup of Digital Lab)							
15	Lead Instructional Designer (Curriculum Design and Instructional Design) (job profile attached)	1	175000 for one month	21,00,000			
16	Learning Designer (job profile attached)	1	125000 for one month	15,00,000			
Total (D) – including taxes				36,00,000			
Grand Total (C + D)				73,93,750			

(Signature and stamp of authorized signatory)

Suggested Qualification, Experience, Responsibilities, and Deliverables for team members

1. Lead Instructional Designer (Curriculum Design and Instructional Design)

Qualifications:

- Master's degree in Education, Instructional Design, or related field.
- Minimum 10 years of experience in curriculum design and instructional design for e-learning projects.
- Proven experience in creating competency-based learning modules of various domain, particularly in government or public sector environments.

Experience Required:

- Hands-on experience with e-learning platforms and Learning Management Systems (LMS).
- Expertise in modern instructional design frameworks like ADDIE, SAM, or similar.
- Proficient in learning theories, pedagogical strategies, and experience with adult learning principles.

Responsibilities:

- Design and develop the curriculum and instructional strategies for basic or interactive content, as required.
- Lead the instructional design process from concept through to final deployment.
- Collaborate with subject matter experts (SMEs) to ensure learning outcomes are aligned with government capacity-building goals.

Deliverables:

- Detailed instructional design frameworks for all e-learning modules.
 - Storyboards and prototype designs for all key courses.
 - Finalized curriculum designs for content that incorporates gamification, immersive technology, and microlearning.
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2. Learning Designer

Qualifications:

- Bachelor's degree in Education Technology, Instructional Design, or related field.
- Minimum 5 years of experience in designing and developing digital learning experiences.

Experience Required:

- Expertise in user experience (UX) design for e-learning platforms.
- Familiarity with tools like Articulate Storyline, Adobe Captivate, or similar.
- Knowledge of competency-based learning design.

Responsibilities:

- Design engaging and effective learning experiences that focus on interactive and immersive content.
- Work closely with instructional designers and developers to ensure a seamless user experience.

Deliverables:

- Detailed UX/UI design documentation for e-learning platforms.
 - Final designs for interactive and gamified learning content.
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