

No. T-16016/1/2021 – 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 November, 2024.

To

The Heads of all State/UT ATIs
(As per the enclosed list)

Subject: Alignment of Augmentation of Capacity of Training Institutions (ACTI) component of Training for All (TFA) Scheme with Mission Karmayogi – Issue of Revised Modalities regd.

Sir/Madam,

I am directed to say that the Department of Personnel and Training (DoP&T) 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 been extending support to State/ UT Administrative Training Institutions for augmentation of its training capacity through one of its component namely, Augmentation of Capacity of Training Institutions (ACTI).

2. It was seen that ACTI was not in line with the current requirements of the Training Institutions and the list of items under ACTI alongwith price range were issued long back. After detailed deliberations and consultations regarding capacity building needs, the ACTI component of TFA has been revised. The modalities have been modified to align it with Mission Karmayogi. The details of revised modalities may be seen in **Annexure-I**.

3. ATIs are requested to go through the details given in **Annexure-I** and send the proposals in the prescribed template (**Annexure-II**) alongwith cost estimate of the admissible equipment/ items. In this regard, two indicative lists - for items/ equipments and for developmental activities are also attached as **Annexure-III and Annexure-IV**, respectively for ready reference. The flow chart for ACTI is also attached (**Annexure-V**).

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

5. All States/UT ATIs are requested to take note of these revised modalities and submit proposals accordingly preferably by 15.11.2024 for current financial year.

Yours faithfully,

Encls: As above.

Signed by Oruganti Phani
Date: 04-11-2024 15:20:41
(Oruganti Phani)
Under Secretary to the Govt. of India

Copy to:

1. NIC, Training wing – for uploading 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.

Annexure-I

Modalities of Augmentation of Capacity of Training Institutes (ACTI)

Sl.No.	Parameter	Modalities/Terms & Conditions/Guidelines/Criterion
1	Nature of Proposal	Proposals/requests must contain justification, including their utility for meeting the objectives of Mission Karmayogi and specific recommendation of the head of the ATI;
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; creating infrastructure sharable with other Training Institutions; alignment with eight pillars of NSCSTI.
3	Scope	While considering the proposals, due consideration given for up-gradation of training infrastructure (equipment/items, as per indicative list – Annexure-III) 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 of the Capacity Building Commission; and (b) onboarded 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 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 2 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. Further, for proposals for procurement of the same equipment/items for which financial assistance was obtained by a particular ATI, the cooling off period shall be five years.
7	Quantum of Assistance	Maximum assistance granted in a financial year to an ATI shall not be generally more than Rs. 1 Crore 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-II } alongwith cost estimate of the equipment/ items, DoP&T shall examine and accord approvals taking into account the fund availability, admissibility of items etc. 90% of the actual cost (after procurement) in respect of the equipment/items approved by this Department shall be sanctioned and 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	There shall be restriction on the kind of equipment/ items relating to furniture, building construction materials, furnishings, electrical appliances, decoration items, outsourcing/ hiring of workforce/ professionals or any kind of recurring expenditure etc, shall be inadmissible. The indicative list of equipment/items admissible and developmental activities is at Annexure-III and IV respectively.
10	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.
11	Warranty/ AMC	The ATIs should ensure the procurement of training infrastructure as per indicative list (Annexure-III) with at least 1 (one) year warranty and should ensure AMC on such procured items for at least 5 (five) years.
12	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.
13	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.
14	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 AUGMENTATION OF CAPACITY OF TRAINING INSTITUTES (ACTI)
UNDER TRAINING FOR ALL SCHEME (TFA) OF DEPARTMENT OF PERSONNEL AND
TRAINING, GOVERNMENT OF INDIA

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	Role/ Mandate of ATI (incl. coverage)	
6	Accreditation level of the ATI as per the NSCSTI	
7	Whether ATI onboarded onto iGOT platform as MDO incl. role of CBP provider?	
8	Whether the ATI has prepared its Capacity Building Plan? Yes/ No (Pls attach copy)	
9	Whether the ATI has onboarded all its personnel onto iGOT- Karmayogi Portal? Yes/ No If no, specify reason.	
10	Whether ATI has been identified as Centre(s) of Excellence by Capacity Building Commission (CBC)? Yes/ No If yes, provide details.	
11	Whether the ATI has any existing infrastructure for Digital Learning Lab? Yes/ No Pls provide details.	

Contd...

Part-II (Proposal for ACTI)

Sl. No.	Particulars	Information
12	Proposal of ATI for ACTI {Specify under admissible category(ies) attached (Annexure-III) } alongwith provisional cost estimate.	
13	Justification for proposal, including their utility for meeting the objectives of Mission Karmayogi (Please specify in light of development activities as per Annexure-IV)	
14	Specific recommendation of the head of ATI	
15	Whether the instant proposal is for Main Campus of ATI or Regional/ District Training Centres under ATI (Please specify)	
16	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.	
17	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.	
18	Whether UC in r/o points No. 16 & 17 above, furnished?	
19	Details of gap identified vis-a-vis standards prescribed under NSCSTI, alongwith action plan of the ATIs for development?	

(Signature and Stamp of authorized signatory on each page)

**Proposal under indicative List of Proposed Items/ Categories admissible under ACTI
component of TFA**

Sl. No.	Categories	Proposal by ATI		Cost Estimate (in Rs.)
		Details of proposed items	No. of Units	
1	Desktop Computers/Laptops/iPads with requisite Operating Software			
2	(i) Printers,			
	(ii) Scanners			
	(iii) Barcode Reader/Scanner			
3	Routers/ Bridges/ Hubs/ Repeater/ Gateways/ Switches			
4	UPS			
5	Projectors			
6	Digital Audio Recorder / Video Recorders / Video Camera / Webcams			
7	LCD / LED Video Wall/Display Units			
8	Microphones & Speakers / Collar Mikes			
9	Interactive Smart/Digital Boards			
10	Server Rack			
11	Servers			
12	Software System which forms part of training infrastructure			
13	Books, Journals, Periodicals relevant for training in any format (i.e. Physical, digital etc.)			
14	e book readers			

15	External Hard Disk			
16	USBs/ Flash Drives			
17	Chroma Screen			
18	Teleprompter			
19	Studio Acoustics/Wall Paneling for Sound proofing			
20	Amplifier/Audio Mixer/Audio Delay Box			
21	AMC (for atleast 5 years)			
22	Any other items (on case-to-case basis with the concurrence of IFD)			
Total				

Note : ATIs to submit proposals under ACTI mentioning the details of items under the categories elaborated above alongwith justification.

(Signature and Stamp of the authorized signatory)

Annexure-IV

An indicative list of development activities is as follows:

S No.	Activity head	Description	Activities that can be taken up
1	Establishment of Digital Learning Lab for Curriculum/Content upgradation/development	<ul style="list-style-type: none"> • Development of digital learning labs facilitates e-content development essential for democratization of learning under Mission Karmayogi. • To support establishment of DLL in their Institutes to facilitate development of e-content to strengthen the Urban Local Bodies, PRIs in State/ UTs. • Support could in the form of hardware, software and courseware, networking of training institutions and consolidating the training ware which would help the institutions in onboarding quality content on iGoT portal. • Development of curriculum/content in line with national priorities, and based on the competency requirements of the Urban Local Bodies and PRIs in States/ UTs 	<p>The support can be extended for undertaking the following activities for development of curriculum/ content/ digitalization of content based on the needs assessment reflected in Capacity Building Plans:</p> <ul style="list-style-type: none"> • Development of an in-house Digital Learning Lab • Modernisation of existing Digital lab • Establishment of Immersion Lab • Upgradation of courseware to modern teaching tools, software, and equipment • Green initiatives • Upgradation of classroom • Making the classroom and other facilities accessible to specially-abled persons.

Flow chart for ACTI

