Instructions for Candidate to fill up DFFT Application

USER MANUAL

(Sample Record for demo)

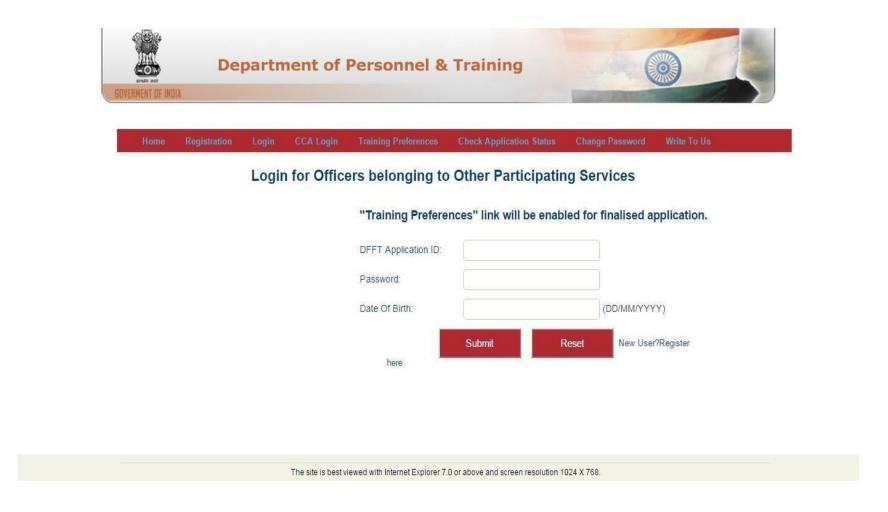


2. Registration (Other Services)



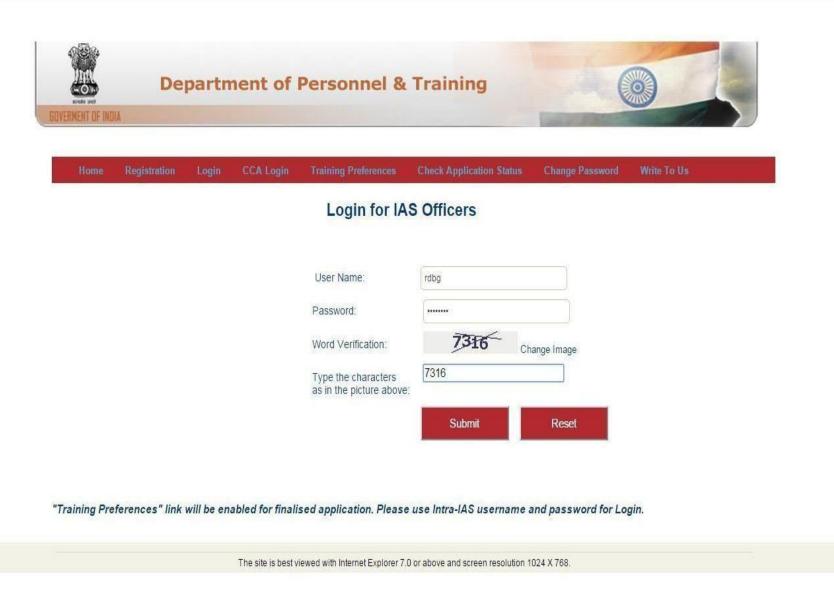
All other participating services except IAS have to register on the DFFT portal first. Use registration link.

- ☐ On Registration page User has to select his/her Service.
- ☐ Then has to select his/her Cadre if applicable.
- □ Valid Email ID, preferably NIC Email ID.
- □ Date of Birth.
- $\hfill \Box$ After this user will receive an email with the DFFT Application ID and Password.
- □ Date of birth should be filled in the format of DD/MM/YYYY.
- One time registration is compulsory (if any officer registers one time then he can use their old credential to login for the DFFT application).



At the time of Login user has to provide DFFT Application ID, password mailed to him/her and Date of birth provided by him at the time of registration. Date of birth should be filled in the format of DD/MM/YYYY.

4. Login/Registration (IAS)



IAS officers should login from the DFFT portal using their intraIAS username and password. After submitting the DFFT application form system allots them Registration ID.



Logout | Training Preferences Discrepency Report

"Training Preferences" link will be enabled for finalised application.

Level: Joint Secy ▼

PayBand +
Grade Pay:

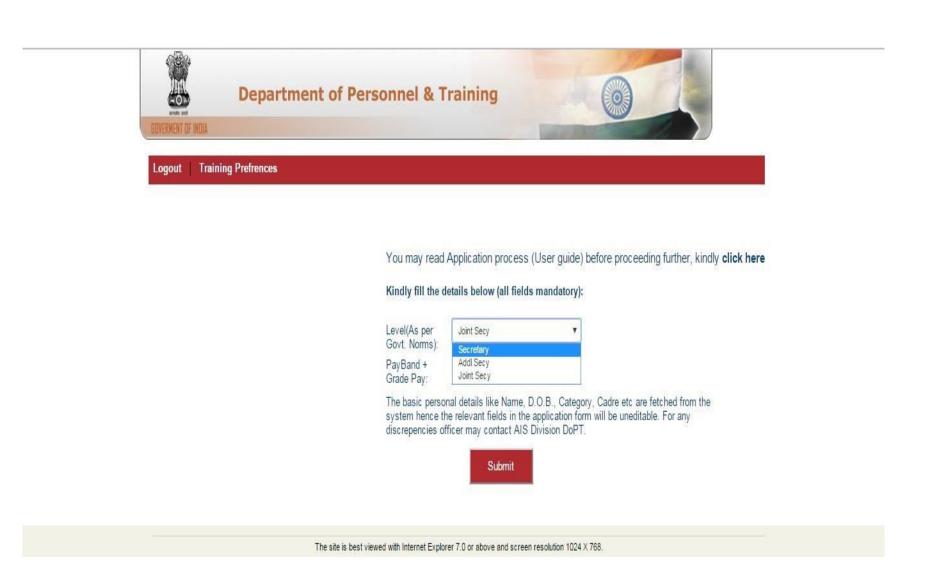
V

Joint Secy ▼

14300 - 400 - 18300+PB4 - Rs.37; ▼

Submit

6. Level and Pay Band



After login user will be prompted to choose the officer Level. However DFFT system computes the level of the officer based on the empanelment list of various services to elaborate if an IAS officer is of allotment year/batch 1993 or before then his/her Level will be Joint Secretary or onward Additional Secretary/Secretary. "Grade Pay + Pay Scale" and "Pay band" as per the Government of India norms. Level and Pay band are mandatory fields.

7. Personal Details

| VERMENT OF INDIA | | | | | 100000 | | - Louis | - //i- |
|------------------|------------------------------|---|--------|------|-------------|---|---------|-----------|
| | Power and Patrilla | | | | | | Welc | ome Testg |
| | Personal Details Service | I | ndian | Fore | est Service | | | |
| | Cadre | (| Gujara | | | | | |
| | DFFT Application ID | C | 31000 | 18 | | | | |
| | *First Name | 1 | Гestg | | | | | |
| | Middle Name | | | | | | | |
| | Surname | 1 | Nigam1 | 1 | | | | |
| | *Gender | | Male | ٠ | | | | |
| | *Date of Birth | | 14 | ٧ | April | • | 1969 | • |
| | *Date of Joining the Service | | 1 | • | January | Ţ | 1989 | y |
| | *Category | | GENER | RAL | | • | | |

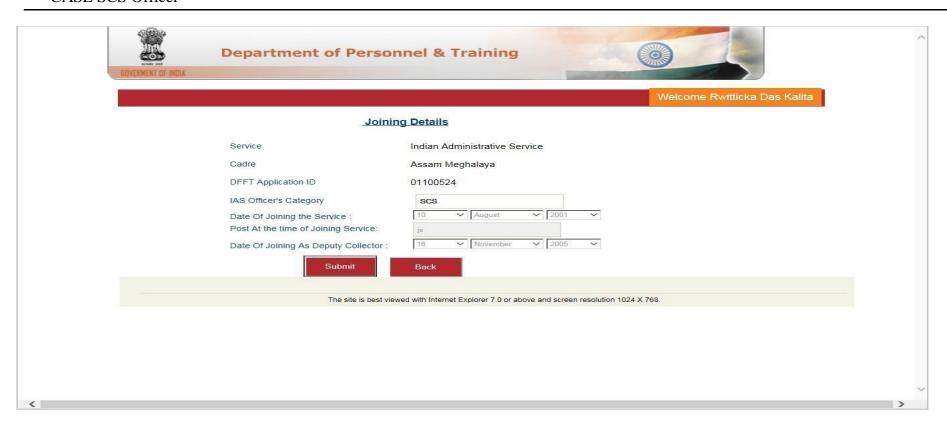
On "Personal Details" page, applicant belonging to other participating services has to enter "Name", "Gender", "Date of birth", "Date of joining" and "Category". While in case of IAS officers (RR) all basic data Name, Gender, Date of Birth, Date of Joining, and Category are fetched from Master Data and are uneditable.

8. Joining Details

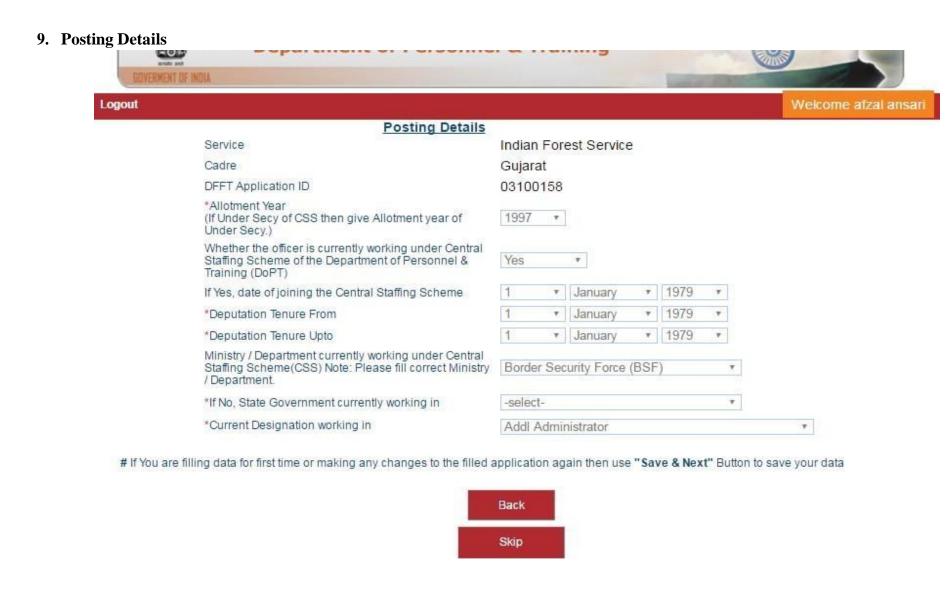
CASE CSS Officer



CSS officer has to give Date Of Joining Service, Post at the of Joining of service Date Of Joining as Under Secretary while in case of opting for JS Level Programmes Officer has to provide whether the Officer is in Selection Grade if so the year of the Selection Grade.



If Officer belongs to SCS (State Civil Services) Date Of Joining Service, Post at the time of Joining the Service, Date Of Joining as Deputy Collector.



On "Posting Details" user have to select "Allotment Year" etc.

- IF the officer is currently working under Central Staffing Scheme of the DoP&T then provide 'date of joining the Central Staffing Scheme' and 'Ministry / Department currently working under Central Staffing Scheme (CSS)'.
- Otherwise the officer **is not** currently working under Central Staffing Scheme of (DoP&T)' then provide 'State Government currently working'.

| GOVERNENT OF INDIA | Department of Pe | ersonnel 8 | Training | |
|--------------------|---------------------------------|---------------|------------------------|-----------------------|
| Logout | | | | Welcome Testg Nigam11 |
| | Cor | ntact Details | | |
| | Service | | Indian Forest Service | |
| | Cadre | | Gujarat | |
| | DFFT Application ID | | 03100018 | |
| | *Email-Id | | sudiip.nigam@gmail.com | |
| | Office Telephone | | | |
| | Residential Telephone | | | |
| | *Mobile Number | | 99999999 | |
| | Fax | | | |
| | Complete Postal Address(Office) | | | |
| | | Save & Next | Back | |
| | | Ski | р | |

In "Contact Details" candidate has to fill details like "Email", "Phone" and "Address". 'Email' and 'Mobile' are mandatory.

11. Training Details

DETAILS OF TRAININGS ATTENDED IN PAST

(Please give details of Training you have attended so far.) (Disclaimer: In case of a false information / incomplete or suppression of information, the officer will be liable for disciplinary proceedings apart from the debarment from foreign training for the rest of his / her career.)

AS/Seceretry should give only Short Term Training Details Done in past.

Fill Training attended in past

| Service | Central Secretariat Service | | |
|--|---|--|--|
| Cadre | | | |
| DFFT Application ID | 24100189 | | |
| *Type of Training (Domestic,Foreign,Study Leave,Partial Funding) | -Select Training TypeSelect Training Type- | | |
| *Training Name | Foreign-Long Term(more than 6 months) | | |
| Institute Name | Foreign-Short Term(upto 6 months) | | |
| *Country | Partial Funding Job Specific / Project related Training | | |
| *Training related to Specialization in Subjects | Domestic-Long Term(more than 6 months) | | |
| *Sponsored by (Dopt / Ministry or Department / State Govt) | Select ▼ | | |
| From and To Date Of Training Period | № То | | |
| *Whether Training Details given above are under DFFT Scheme? | ● Yes ● No | | |
| Length of Foreign Component (if any) (Applicable only for Domestic Training) (dd/mm/yyyy format) | ■ То | | |
| Foreign country | -SELECT- v | | |
| Use Skip Button when Officer's trainings: Use Add More button if more then one tra Use Submit button after filling all training | | | |
| Add More | Submitt Back | | |

All Officer have to provide the details of the training attended by them in past. Choose training type it should be one of the type Foreign-Long Term(more than 6 month), Foreign-Long Term(upto 6 month), Partial Funding, Job Specific/Project related Training, Domestic-Long Term(more than 6 month). thereafter Training Name, Institute Name, Training related to specialization in Subjects, and sponsored by(state/ministry/DoP&T) and provide the Training period. It is mandatory to provide whether training attended was under DFFT scheme or not choose either YES or NO this process shall be repeated for every training detail if officer has attended more than one training by choosing add more button.

If the officer has previously applied to DFFT Program or has attended any DFFT program, past training details of the officer shall be reflected as shown in the next screen shot. He has to add the specific training may edit, delete for current year. If officer does not agree with any training record, may skip adding that record and make new entry.

Then click **ADD BUTTON** the specific selected training details are moved to **Fill Training Attend In Past form** Press SUBMIT button the detail of the training program is shown in the caption Attend Training Details DFFT 2016.Officer may repeat this process for all the training. He has the privilege to delete, edit, add the training details. For the reference the IAS Officer may see their **ER Sheet Training Detail.**

DFFT System cross check the Past Training Details under DFFT. Please provide accurate foreign training details.



(Please give details of Training you have attended so far.) (Disclaimer. In case of a false information / incomplete or suppression of information, the officer will be liable for disciplinary proceedings apart from the debarment from foreign training for the rest of his / her career.)

AS/Seceretry should give only Short Term Training Details Done in past.

Attended Training details in your previous years DFFT applications.

To add your last years' Dfft trainings in the current year Dfft Application, Click ADD button for the corresponding training.



Fill Training attended in past

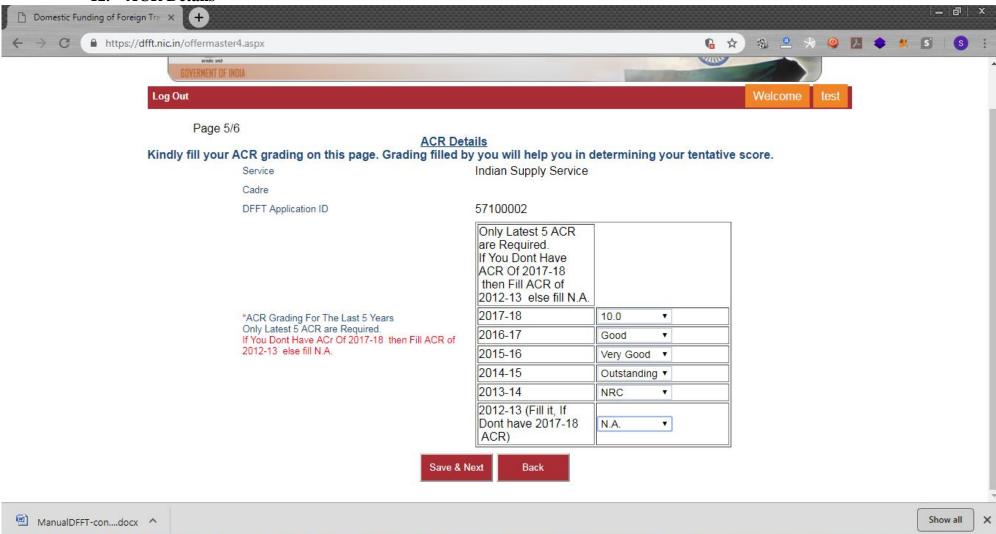
| Service | State Civil Service | |
|--|--------------------------|--|
| Cadre | | |
| DFFT Application ID | 88100135 | |
| *Type of Training (Domestic,Foreign,Study Leave,Partial Funding) | -Select Training Type- ▼ | |
| *Training Name | | |
| Institute Name | | |
| *Country | -select- ▼ | |
| *Training related to Specialization in Subjects | | |
| *Sponsored by (Dopt / Ministry or Department / State Govt) | Select ▼ | |
| From and To Date Of Training Period | То | |
| *Whether Training Details given above are under DFFT Scheme? | ● Yes ○ No | |
| Length of Foreign Component (if any) (Applicable only for Domestic Training) (dd/mm/yyyy format) | To I | |
| Foreign country | -SELECT- ▼ | |

Use **Skip Button** when Officer's trainings attended are NIL or when Officer has filled all training details. Use **Add More button** if more then one training details are to be provided.

Use **Submit button** after filling all training details to **save & move to next page**.

| Add More | Submitt | Back |
|----------|---------|------|
| | Skip | |

12. ACR Details



In 'ACR Details' user has to provide ACR Details of last five years i.e.

- '2017-18', '2016-17', '2015-16', '2014-15' and '2013-14'.
- ☐ In case if ACR of any five (5) is not available then fill ACR of 2012-2013. User
- ☐ has to select the ACR Grading also.

13. Achievements

| Domestic Funding of Foreign Tra X | _ a x |
|---|---|
| ← → C | BMTzlhqn5G 😘 🖒 🗞 🚨 😾 👂 🎮 💽 │ 🔇 🚦 |
| Page 6/6 Miscella | neous Details |
| Service Cadre DFFT Application Id "Applying for Long Term / Short Term / Both "Whether MOOC's Attended "MOOC's Program "MOOC's Score (Range between 1-200) "Whether Physically Handicapped. "Applying No. of official foreign visits made during last 3 years till date (Applicable for JS or above level officers who want to apply for shorterm training programmes at Harvard University and the customized programmes at Cambridge University, University of California Berkeley and ANZSOG). Please fill zero in case of No Foreign visit. Whether you have attended any of the same program (short term programmes offered under the DFFT Scheme for 2018-19. Refer DFFT circular Annexure-A). If yes ensure to mention it in past training details Page. "Debarred from Training If Yes then give Debarred Period(yyyy/mm/dd format) Are You Working In Naxalite Area? Were You Comfortable While Filling up DFFT Form? | Indian Supply Service 57100002 Short ▼ Yes ▼ mooc test 150 No ▼ 2016 2017 2018 |
| | test |

For those Officers who are on Deputation to CSS of DoPT, Central Deputation Tenure should be 2 years for Long Term DFFT Programmes
If You are filling data for first time or making any changes to the filled application again then use "Save & Next" Button to save your data
If there are no modification or changes, then press "Skip Button"

I hereby declare that I have left more than 2 years of service before superannuation from the start date of the programme.

Save & Next

Back

- Select if user is applying for 'Short Term', 'Long Term' or 'Both'.
- If the 'Central Deputation Tenure From' and 'Central Deputation Tenure Up to' is less than 2 years then the user cannot apply for 'Long Term'.
- ☐ Chose whether Debarred from the Training. If **yes** then fill period from Debarred Period.
- ☐ If You are Comfortable while filling up the form then choose Yes otherwsise No.
- ☐ Give your feedback or suggestion to improve DFFT System.
 - ➤ If the candidate has attended any MOOC program then please specify the Program name and the score.

14. View/ Finalize Application



<--Back To Last Form

Now User can View the application he/she has filled. The User can verify his details and if the user finds the details correct can 'Finalize' the application from 'Finalize Application' button or if there is any changes that user wants to make can go back to previous pages by 'Back' button provided at the end of each page.

- 'View Application' button will open the application in a new tab and user can check the filled details by himself.
- 'Finalize Application' will open the application form in new tab user can re-verify the details provided by the him/her at the bottom of this page there will be a button to finalize the application. When the user press 'Finalize' button on this page the application will get finalized and the user will not be able to make the changes the details provided by him/her.
- User can finalize the application if the details are correct furnished by the user. The application must be finalized. Now further editing will not be allowed.
- ☐ The finalized application (only) will be forwarded to concern CCA automatically.
- User can fill his/her preferences in the Preference section, can check tentative eligibility, tentative marks and tentative rank. These criteria are based on the detail furnished by the user; however CCA finalization is must to complete the whole DFFT registration process.

15. Finalize Application/View Application Report



Finalising Application

Preview your Application before finalise. Press Finalise button at the end of application is mandatory for the final submittion of the Application

DRAFT APPLICATION

| 0 | | PERSONAL DATA |
|------|---|--|
| 1 | Service | Central Secretariat Service(CSS) |
| 2 | Cadre(Only For IAS) | OTHERS |
| 3 | DFFT Application ID No / Officer ID | 24100189 / 24XX800191 |
| 4 | Allotment Year (Year of Allotment of service and not year of Examination) | 1984 |
| 5 | First Name | Yashwant |
| 6 | Middle Name | • |
| 7 | Surname | Kumar |
| 8 | Gender | MALE |
| 9 | Date of Birth | 16/02/1954 |
| 10.a | Date Of Joining Service | 01/06/1984 |
| 10.b | Post Joined As | js |
| 10.c | Date Of Joining AS Under Secretary | 15/02/2011 |
| 10.d | whether given selection grade | No No |
| 10.e | Selection grade year | 2009 |
| 11 | Category(General/OBC/SC/ST) | GENERAL |
| 12 | Pay Band + Grade Pay | PB3 - Rs.15,600-39,100 + GP Rs. 6,600 |
| 13 | Level of Officer As per GOL norms Whether the officer is currently working under Central Staffing Scheme(CSS) of the Department of Personnel & Training(DOPT) | Yes: |
| a. | If Yes,date of joining the Central | |
| a. | Staffing Scheme | ** |
| b. | Central Deputation Tenure From | • |
| ¢. | Central Deputation Tenure To | in the second se |
| d, | Ministry / Department currently working under Central Staffing Scheme(CSS) | Border Security Force (BSF) |
| e. | If No, State Government currently working in. | ± |
| 15 | Current Designation working in. | Business Manager |
| 16 | Contact details i. E-mail Id. ii. Office Telephone iii. Residential Telephone iv. Mobile Number v. Fax | kanetkar123@gmail.com 0114758 0115478 9550147853 02147 |
| à | Complete Postal Address(Office) | Ber sarai Old Jnu Campus New Delhi |
| 17 | Debarment Details L Debarred Status Li Debarred From Date III. Debarred To Date | No |

18.DRAFT TRAINING DETAILS

18. Nil (No Training Undergone.)

| 19. | Applying For | Short | - 100 |
|-------------------|---|---------|---------|
| 20. ACR grading f | or the past 5 years | Year | Grading |
| (Please provid | de ACR grading after obtaining | 2014-15 | 3.15 |
| them from the | parent Cadre of the officers on | 2013-14 | 3.12 |
| | ng Scheme or from CS division, | 2012-13 | 3.08 |
| | ect of officers of Central | 2011-12 | 3.06 |
| | rvice & Central Secretariat Stenographer Services) | 2010-11 | 3.05 |
| | CR are Required. -15 is not available(N.A.) then ACR of 2009-10 is applicable. | 2009-10 | 3.02 |

| 21./ | 21. Achievements | | |
|------|---|---|--|
| 1 | Prime Minsiter Awardee | No | |
| 2 | Director's Top Ten List | No | |
| 3 | Were You Comfortable While Filling up DFFT Form ? | No | |
| 4 | Your Feedback For Improving Dfft System | This Form is useful for the Officer For the applying the dfft | |

Declaration:

It is certified that the information/details as furnished by me in the application are true and complete. I undertake that in case of any false information furnished by me, the full expenditure incurred on me with penal interest would be recovered from me and action under CCS(CCA) Rules/other relevant rules will be initiated against me.

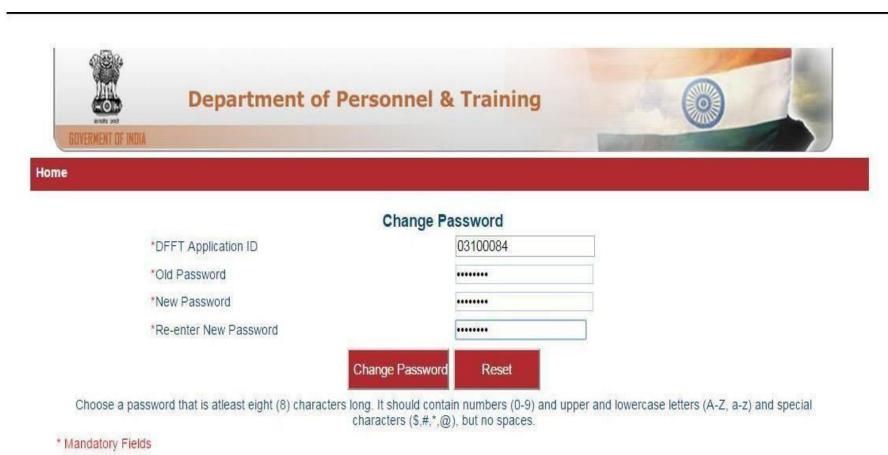
(Signature of the applicant)

26-02-2016 10:08:37

Finalise

*Press Finalise Button For complete submission Of the application, failing to this registration is incomplete.

16. Change Password(Other services/Non IAS)



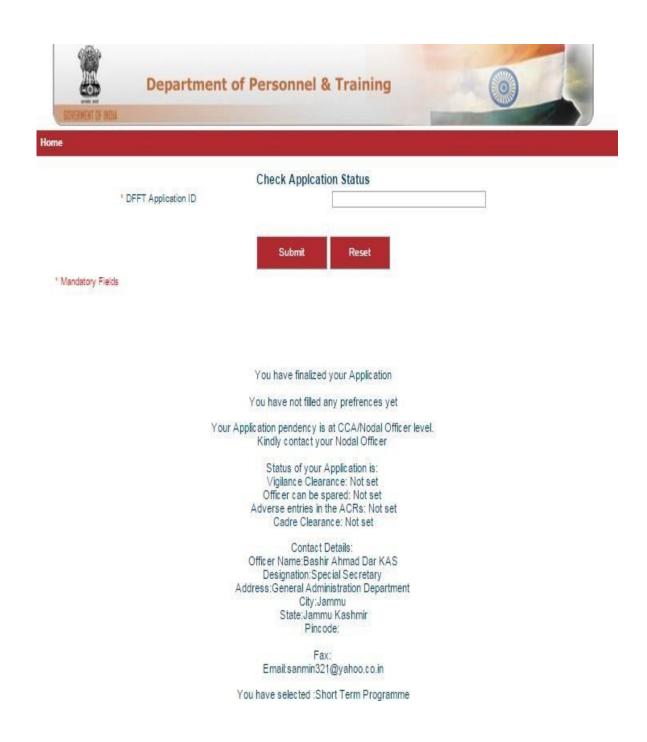
User(Non IAS) can change the password from the "Change Password" link available on DFFT Portal.

- □ ser has to provide his/her DFFT Application ID.
- 'Old Password' received through email or if previously changed.
- 'New password' should contain at least eight (8) characters long. It should contain numbers (0-9) and
- \Box Upper and lowercase letters (A-Z, a-z) and special characters (\$, #,*), but no spaces.
- 'Re-Enter New Password' should be same as 'New Password'.
- 'Old Password' and 'New Password' should not be same.
- ☐ Submit the page and your password will be changed.



User can check the application status through "Check Application Status" link is available on DFFT Portal.

- ☐ User has to provide his/her DFFT Application ID.
- ☐ User can get on which level the application has been processed.
- ☐ Sample is given as below.

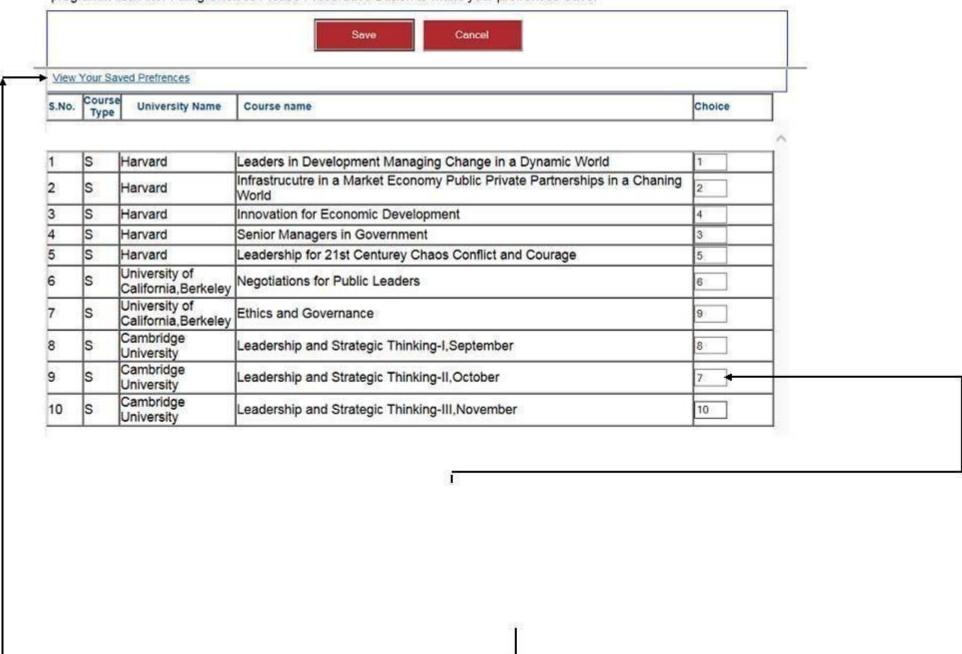


18. Training Preferences



PLEASE FILL YOUR CHOICES FOR DFFT TRAINING IN THE BLANK BOXES GIVEN UNDER THE CHOICE COLUMN. e.g - 1/2/3.. and so on.

First fill all the Choice for long term or short term or For both(Long and Short), Please scroll the ScrollBar to view all the programm list. After Filling Choices Please Press Save Button to make your prefrences Save.



For training preferences click on 'Training Preferences' a new page will be open in which you can provide your Training preferences or choices.

• In 'Training Preference 'page you will find 'textboxes in which you can set your preferences. If you have selected Short Term/Long Term/Both at the time of filling your data on Achievements page, then according to that your Program will be displayed. For example in test demo Long Term has been selected so only Long Term Courses is being displayed.

It depends on choice that to which Program Officer want to give preference 1, 2, 3... So on. If officer wants can fill all the preferences or can fill only desired one.

- ☐ After filling the preference choices Officer has to save the choices with the Save button at the bottom of the page.
- ☐ After that the Officer will be redirected to the next page as shown below. Officer can view Saved Preferences by clicking on the link 'Click here to view your Saved Preference Data'. This link 'view your Saved Preference Data' will redirect Officer to the page on which Officer can view the raining details filled by him/her.

Back LogOut

DFFT APPLICATION 2015-16



PREFRENCE DATA

| Registration No | 03100018 | Identity No | 03GJ800016 |
|-----------------|---------------|-----------------|-------------|
| Name | Testg Nigam11 | Officer Level | Joint Secy |
| Date Of Birth | 14 Apr 1969 | Date Of Joining | 01 Jan 1989 |
| CCA Finalised | No | Finalised | Yes |

| S.No. | Programme Prefrence No. | Course Type | Course Code | Course name | Relative Position |
|-------|-------------------------------|----------------|----------------|---|----------------------|
| 1 | 1 | L | 464 | Advanced International Training Course Cycle International Relations | 5 |
| 2 | 2 | L | 455 | Master in Public Management | 5 |
| 3 | 3 | L | 456 | Master in Public Administration | 5 |
| 4 | 4 | L | 452 | MA in International Development Policy | 6 |
| 5 | 5 | L | 449 | Master in Development Management | 4 |
| 6 | 6 | L | 450 | Executive Master in Public Administration | 7 |
| 7 | 7 | L | 454 | Master in Public Policy | 5 |
| 8 | 1 | S | 542 | WTO International Trade and Development | 3 |
| 9 | 2 | S | 497 | Leaders in Development Managing Change in a Dynamic World | 4 |
| 10 | 3 | s | 498 | Infrastrucutre in a Market Economy Public Private Partnerships in a Chaning World | 4 |
| 11 | 4 | S | 499 | Innovation for Economic Development | 4 |
| 12 | 5 | S | 500 | Senior Managers in Government | 4 |
| 13 | 6 | S | 502 | Leadership for 21st Centurey Chaos Conflict and Courage | 4 |
| 14 | 7 | S | 505 | Budgeting and Financial Management in Public Sector | 3 |
| 15 | 8 | S | 507 | Project Appraisal and Risk Management | 2 |

Last updated time: 13-10-2015 16:33:37

This page will show you columns S. No., Program Preference No, Course Type, Course Code, Course Name, Relative Position'

- ☐ Program Preference No: shows the choices that officer has filled at the time of Preference choices.
- ☐ Course Type: shows that Officer has chosen which type of Program i.e. L-Long, Short-S and Both-B.
- ☐ Course Code: shows the code of the course.
- ☐ Course Name: shows Course name.
- ☐ Relative Position: shows the tentative position of the Officer in that particular program. Relative Position may vary
- $\hfill \Box$ Officer can change the Preferences number of times.

20. Your Tentative Eligibility



Your Tentative Eligibility
On basis of information provided by you in the online application

When all the parameters of Eligibility Criteria are "Yes" then only you will be considered as Eligible for the programme your are applying for (Short/long/both)

| Short Term Course Eligibility | Yes |
|-------------------------------|---|
| ServiceSTEligibleRemarks | Servicewise Eligible. |
| MinServiceRemarkST | Eligible. Rendered Service for 13 Years 10 Months. |
| AgeEligibleSTRemarks | Agewise not Eligible. Age of the Officer is 54 Years 9 Months.But may apply for NoAgeBar Programmes(Eligible for NoAgeBar Programmes) |
| DebarRemarks | Not Debarred from Foreign Training |
| ACRRemarks | Eligible.Minimum 3 ACRs Available with VG and above |
| ACRAdverseRemarks | Eligible. No Adverse Entry in ACR |
| CClearanceRemarks | Cadre Clearance Provided. |
| VigClearanceRemarks | Vigilance Clearance provided. |
| 25 | Long Term Course Eligibility |
| Long Term Course Eligibility | Yes |
| ServiceLTEligibleRemarks | Servicewise Eligible |
| MinServiceRemarkLT | Eligible. Rendered Service for 13 Years 10 Months. |
| DebarRemarks | Not Debarred from Foreign Training |
| CSSchmeRemarks | Eligible as the Officer is from Indian Administrative Service |
| ACRRemarks | Eligible.Minimum 3 ACRs Available with VG and above |
| ACRAdverseRemarks | Eligible. No Adverse Entry in ACR |
| CClearanceRemarks | Cadre Clearance Provided. |
| VigClearanceRemarks | Vigilance Clearance provided. |

☐ On this page the tentative eligibility will be displayed to the officer, this is the tentative eligibility of the officer for short or long term training program.

Your Tentative Score on basis of information provided you in the online application

| Short Term Marks | | |
|---------------------|--|--|
| Seniority | 4 | |
| Seniority Remarks | Officer with 13 years Of completed services. | |
| Special Category | 2 | |
| Category Remarks | Officer is Female. | |
| Age Condition | 0 | |
| Age Remarks | Agebar condition is not Applicable. | |
| Foreign Exposure | 1 | |
| Foreign Remark | Attended Short Term Training upto 6 months. | |
| Awarded Marks | 3 | |
| Award Remark | Director In Top Ten | |
| ACR Marks 3.5 | | |
| ACR Grading Remarks | ACR has 3 Outstanding and 1 Very Good . | |
| Total Marks | 13.5 | |
| | Long Term Marks | |
| Seniority | 5 | |
| Seniority Remarks | Officer with 13 years Of | |

☐ This page will display the tentative Marks displayed to the officer, for Short Term as well as Long Term.

22. Your Tentative Rank



Your Tentative Rank
based on your score as compared with other applicants this year

Seniority Rank (Applicable to JS,AS,Sec level Officers for Short Term Courses only) 4

☐ This page will display the tentative rank displayed to the officer, for Short Term as well as Long Term.

23. Discrepancy Report

DFFT APPLICATION YEAR - 2016

| - | DEFT APPLICATION YEAR - 2016 | | | | |
|---------------|--|---------------------------------------|------------------------|--|--|
| PERSONAL DATA | | | | | |
| 1 | Service | Central Secretariat Service(CSS) | | | |
| 2 | Cadre(Only For AIS) | OTHERS | | | |
| 3 | DFFT Application ID No / Officer ID | 24100189 / 24XX800191 | | | |
| 4 | Officer's Name | Yashwant Kumar | | | |
| | DETAILS | OFFICER DATA | CCA DATA | | |
| 5 | Allotment Year(Year of Allotment of service and not year of Examination)/ (If Under Secy of CSS then give Allotment year of Under Secy.) | 1984 | 1986 | | |
| 6 | Date of Birth | 16/02/1954 | 16/02/1988 | | |
| 7 | Pay Band + Grade Pay | PB3 - Rs.15,600-39,100 + GP Rs. 6,600 | HAG - Rs.67,000-79,000 | | |

8 Adverse Entry in ACR has been Marked : --

Print Edit Application

Discrepancy Report is generated after CCA finalization, only in the case if CCA disagrees with any input provided by the applicant. After CCA finalization, a mail is sent to the officer accordingly with or without discrepancy, as marked by CCA with concerned nodal officer details. Applicant on receiving the alert mail, can log into the system to view the changes made by CCA, edit the data using the Edit Application link and finalize it again. The discrepancy report will contain comparison of data filled by officer and CCA disagreed upon in tabular format

In the above sample discrepancy report, CCA has disagreed upon the applicant's input for Allotment Year, Date of Birth and Pay Band + Grade Pay and provided different values for respective columns.

• Not finalized application will be considered as incomplete registration. Only Finalized application will be forwarded to the concerned officer.