

MOST IMMEDIATE

No. T-16017/21/2022-TFA
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)

Old JNU Campus, New Delhi

Dated the 26th April, 2022

OFFICE MEMORANDUM

Sub: Percentage of Salary Budget allocated for training and capacity building.

The undersigned is directed to say that the National Training Policy 2012 (*para 9*) has recommended that each Ministry / Department / Organization set aside at least 2.5% of its Salary Budget for training and capacity building.

2. In the meeting held between this Department and NITI Aayog recently, it was decided to analyze the percentage of the overall budget of Ministries / Departments allocated and utilized for training and capacity building.

3. In view of the foregoing, it is requested to kindly share the information, in the enclosed proforma, as regards the percentage of the Salary Budget allocated and utilized for training and capacity building in respect of the Ministry / Department, including various organizations functioning under their administrative control, during the last five years.

4. This may kindly be accorded priority and a softy copy of the requisite information may please be shared at: dramesh.babu@nic.in / rizwano.bano14@nic.in.

Encl: As above.

(D. Ramesh Babu)
Under Secretary to the Govt. of India

Under Secretaries (Budget / Adm.) of all Ministries / Departments
(As per the standard list enclosed)

Copy to

- (i) Shri Kulwant Rana, Dy. Secretary (G&R), NITI Aayog, Sansad Marg, New Delhi.
- (ii) NIC, Training Division, DoPT – *for uploading the OM on this Department's website.*

Name of Ministry / Department / Organization: _____

Sl. No.	FY	Total No. of employees	Whether a separate Budget Head exists for Trg. / Capacity Building	Total Salary Budget of M/D/O	Amount allocated for training / capacity building	Percentage of amount allocated	Amount utilized	Reasons for shortfall, if any, in utilization	No. of employees trained	Type of training imparted (domain specific / generic)
1.	2017-18									
2.	2018-19									
3.	2019-20									
4.	2020-21									
5.	2021-22									

1	Department of Agriculture & Farmers Welfare [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
2	Department of Agricultural Research & Education, [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
3	Ministry of AYUSH [Under Secretary (Adm. / Budget)] GPO Complex, B Block INA Colony, New Delhi-110001.
4	Department of Animal Husbandry & Dairying [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
5	Department of Fisheries [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
6	Department of Atomic Energy [Under Secretary (Adm. / Budget)] Anushakti Bhawan Chhatrapati Shivaji Maharaj Marg Mumbai.
7	Department of Chemicals & Petro Chemicals, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
8	Department of Fertilizers, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
9	Department of Pharmaceuticals [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
10	Ministry of Civil Aviation, [Under Secretary (Adm. / Budget)] Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi-110003.
11	Ministry of Coal, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
12	Department of Commerce, [Under Secretary (Adm. / Budget)] Udyog Bhavan, New Delhi-110108.
13	Department of Promotion of Industry & Internal Trade [Under Secretary (Adm. / Budget)] Udyog Bhavan, New Delhi-110108.
14	Department of Telecommunications,

	[Under Secretary (Adm. / Budget)] Sanchar Bhavan, New Delhi-110001.
15	Department of Posts, [Under Secretary (Adm. / Budget)] Dak Bhavan, Sansad Marg, New Delhi-110001.
16	Ministry of Electronics & Information Technology, [Under Secretary (Adm. / Budget)] Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-110003.
17	Ministry of Corporate Affairs, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
18	Department of Food & Public Distribution, [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
19	Department of Consumer Affairs, [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
20	Ministry of Cooperation, [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
21	Ministry of Culture, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
22	Department of Defence, [Under Secretary (Adm. / Budget)] South Block, New Delhi-110011.
23	Department of Defence Production [Under Secretary (Adm. / Budget)] South Block, New Delhi-110011.
24	Department of Defence Research & Development, [Under Secretary (Adm. / Budget)] South Block, New Delhi-110011.
25	Department of Military Affairs [Under Secretary (Adm. / Budget)] South Block, New Delhi-110011.
26	Department of Ex-Servicemen Welfare, [Under Secretary (Adm. / Budget)] South Block, New Delhi-110011.
27	Ministry of Development of North Eastern Region, [Under Secretary (Adm. / Budget)]

	Vigyan Bhavan Annex, Maulana Azad Road, New Delhi-110108.
28	Department of Drinking Water & Sanitation, [Under Secretary (Adm. / Budget)] Paryavaran Bhavan, C.G.O. Complex, Lodhi Road, New Delhi-110003.
29	Ministry of Earth Sciences, [Under Secretary (Adm. / Budget)] Prithvi Bhavan, Lodhi Road, New Delhi-110003
30	Ministry of Environment, Forests & Climate Change, [Under Secretary (Adm. / Budget)] Indira Paryavaran Bhavan, Jor Bagh Road, New Delhi-110003.
31	Ministry of External Affairs, [Under Secretary (Adm. / Budget)] South Block, New Delhi-110011.
32	Department of Economic Affairs, [Under Secretary (Adm. / Budget)] North Block, New Delhi-110001.
33	Department of Financial Services, [Under Secretary (Adm. / Budget)] Jeevandeep Building, Parliament Street, New Delhi-110001.
34	Department of Expenditure, [Under Secretary (Adm. / Budget)] North Block, New Delhi-110001.
35	Department of Revenue, [Under Secretary (Adm. / Budget)] North Block, New Delhi-110001.
36	Department of Public Enterprises [Under Secretary (Adm. / Budget)] Lodhi Estate, CGO Complex New Delhi-110003.
37	Department of Investment & Public Asset Management [Under Secretary (Adm. / Budget)] Block No.11, CGO Complex New Delhi-110003.
38	Ministry of Food Processing Industries, [Under Secretary (Adm. / Budget)] Panchsheel Bhawan, August Kranti Marg, New Delhi-110049.
39	Department of Health & Family Welfare, [Under Secretary (Adm. / Budget)] Nirman Bhawan, New Delhi-110108.
40	Department of Health Research,

	[Under Secretary (Adm. / Budget)] Indian Council of Medical Research Ansari Nagar, New Delhi-110029.
41	Ministry of Heavy Industries, [Under Secretary (Adm. / Budget)] Udyog Bhavan, New Delhi
42	Department of Home Ministry of Home Affairs, [Under Secretary (Adm. / Budget)] North Block, New Delhi-110001.
43	Department of Official Language, [Under Secretary (Adm. / Budget)] B-Wing, Lok Nayak Bhawan, New Delhi-110003.
44	Department of Border Management, [Under Secretary (Adm. / Budget)] North Block, New Delhi-110001.
45	Inter State Council Secretariat, [Under Secretary (Adm. / Budget)] Vigyan Bhavan Annexe, New Delhi-110001.
46	Department of School Education & Literacy, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
47	Department of Higher Education, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
48	Ministry of Information & Broadcasting, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
49	Ministry of Labour & Employment, [Under Secretary (Adm. / Budget)] Shram Shakti Bhavan, Rafi Marg New Delhi-110001.
50	Department of Legal Affairs, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
51	Legislative Department, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
52	Department of Justice M/o Law & Justice [Under Secretary (Adm. / Budget)] Jaisalmer House, Mansingh Road, New Delhi 110011
53	Ministry of Mines,

	[Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
54	Ministry of Minority Affairs, [Under Secretary (Adm. / Budget)] Paryavaran Bhavan, CGO Complex, New Delhi-110003.
55	Ministry of Micro, Small & Medium Enterprises, [Under Secretary (Adm. / Budget)] Udyog Bhavan, New Delhi.
56	Ministry of New & Renewable Energy, [Under Secretary (Adm. / Budget)] Block No.14, C.G.O. Complex, Lodhi Road, New Delhi-110003.
57	Ministry of Railways [Under Secretary (Adm. / Budget)] Rail Bhawan New Delhi-110001.
58	Ministry of Parliamentary Affairs, [Under Secretary (Adm. / Budget)] Parliament House, New Delhi-110001.
59	Ministry of Panchayati Raj, [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
60	Department of Personnel & Training, [Under Secretary (Adm. / Budget)] North Block, New Delhi-110001.
61	Department of Administrative Reforms & Public Grievances, [Under Secretary (Adm. / Budget)] Sardar Patel Bhavan, Sansad Marg, New Delhi-110001.
62	Department of Pension & Pensioners' Welfare, [Under Secretary (Adm. / Budget)] Lok Nayak Bhawan, Khan Market, New Delhi-110003.
63	Ministry of Petroleum & Natural Gas, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
64	NITI Aayog [Under Secretary (Adm. / Budget)] NITI Bhavan, Sansad Marg, New Delhi-110001.
65	Ministry of PORTS, Shipping & Waterways [Under Secretary (Adm. / Budget)] Transport Bhavan, New Delhi-110001.
66	Ministry of Power, [Under Secretary (Adm. / Budget)] Shram Shakti Bhavan,

	New Delhi-110001.
67	Ministry of Road Transport & Highways, [Under Secretary (Adm. / Budget)] Transport Bhavan, Sansad Marg, New Delhi-110001.
68	Department of Rural Development, [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
69	Department of Land Resources, [Under Secretary (Adm. / Budget)] Krishi Bhavan, New Delhi-110001.
70	Department of Science & Technology, [Under Secretary (Adm. / Budget)] Technology Bhavan, New Mehrauli Road, New Delhi-110016.
71	Department of Scientific & Industrial Research, [Under Secretary (Adm. / Budget)] Technology Bhavan, New Mehrauli Road, New Mehrauli Road, New Delhi-110016.
72	Department of Bio Technology, [Under Secretary (Adm. / Budget)] Block No.2, CGO Complex, Lodhi Road New Delhi
73	Department of Social Justice & Empowerment, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
74	Department of Empowerment of Persons with Disabilities [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
75	Department of Space, [Under Secretary (Adm. / Budget)] Antariksh Bhavan, New BEL Road, Bangalore-560 231
76	Ministry of Statistics & Programme Implementation, [Under Secretary (Adm. / Budget)] Sardar Patel Bhavan, Sansad Marg, New Delhi-110001.
77	Ministry of Steel, [Under Secretary (Adm. / Budget)] Udyog Bhavan, New Delhi-110108.
78	Ministry of Textiles, [Under Secretary (Adm. / Budget)] Udyog Bhavan, New Delhi-110108.
79	Ministry of Tourism, [Under Secretary (Adm. / Budget)] Transport Bhavan, Sandad Marg,

	New Delhi-110001.
80	Ministry of Tribal Affairs, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
81	Ministry of Housing & Urban Affairs, [Under Secretary (Adm. / Budget)] Nirman Bhavan, New Delhi-110108.
82	Ministry of Water Resources, River Development & Ganga Rejuvenation, [Under Secretary (Adm. / Budget)] Shram Shakti Bhavan, Rafi Marg, New Delhi-110001.
83	Ministry of Women & Child Development, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
84	Department of Sports, [Under Secretary (Adm. / Budget)] JN Stadium Complex, Lodhi Road, New Delhi - 110003
85	Department of Youth Affairs, [Under Secretary (Adm. / Budget)] Shastri Bhavan, New Delhi-110001.
86	Ministry of Skill Development & Entrepreneurship, [Under Secretary (Adm. / Budget)] Shram Shakti Bhawan New Delhi-110001.