

SCH-15/1/2026-O/o DIR(CFIs) (E-File 77889)
Government of India
Ministry of Skill Development & Entrepreneurship
Directorate General of Training

2th Floor Kaushal Bhawan,
New Moti Bagh, Chanakyapuri
New Delhi – 110023
Dated: 08.06.2026

09

OFFICE MEMORANDUM

Subject: Implementation of Framework for Training of Trainers (ToT) through National Skill Training Institutes (NSTIs) under PM-SETU Scheme – reg– reg.

The undersigned is directed to convey the approval of the competent authority for implementation of the **Framework for Training of Trainers (ToT) through National Skill Training Institutes (NSTIs)** under the PM-SETU Scheme.

2. The Training of Trainers (ToT) programme is envisaged as a structured capacity-building initiative for upskilling instructors of Industrial Training Institutes (ITIs) and National Skill Training Institutes (NSTIs) in line with emerging technologies, industry requirements, modern pedagogy, and digital learning practices.

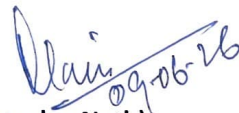
3. The approved framework provides for conduct of ToT programmes through NSTIs and other DGT institutions, including CSTARI and NIMI, covering domain-specific technical training, pedagogical development, administrative training, and leadership development. The programmes shall be conducted in one-week and two-week formats as per training requirements.

4. The approved framework, including the costing structure and roles and responsibilities of various stakeholders, is enclosed herewith for information and necessary action.

5. The ToT programmes shall be implemented strictly in accordance with the approved framework and the financial norms prescribed therein. All expenditure shall be incurred in compliance with the provisions of the General Financial Rules (GFR) and other instructions issued by the Government of India from time to time.

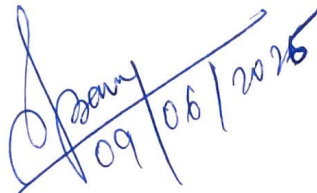
7. All concerned RDSDEs, NSTIs, CSTARI, NIMI and State Directorates are requested to take necessary action for effective implementation of the framework.

Encl.: As above.


(Nirmalya Nath)
Joint Director (CFI)

Copy to:

1. Sr. PPS, DG(T), DGT
2. Principal Secretaries/Secretaries in charge of Skill Development/Vocational Training of all States/UTs.
3. DDG (SKG), DDG(SSN), DDG (NRA)
4. All the RDs, RDSDEs
5. Director(Scheme), DGT
6. Director, CSTARI, Kolkata.
7. Director, NIMI, Chennai.
8. All the Principals/HoOs, NSTIs


Nizam Uddin Barbhuiya
Deputy Director(CFI)

Framework for Training of Trainers (ToT) through NSTIs under DGT, MSDE

1. Background and Objective

The Training of Trainers (ToT) programme under the PM-SETU Scheme is conceived as a structured capacity-building initiative aimed at strengthening the competencies of instructors in Industrial Training Institutes (ITIs) and National Skill Training Institutes (NSTIs). In view of rapid technological advancements and evolving industry requirements, continuous upskilling of instructors is essential to ensure that training delivery remains relevant, practical, and aligned with industry standards.

NSTIs and CSTARI, functioning under the Directorate General of Training (DGT), possess adequate infrastructure, domain expertise, and institutional capacity. These institutions may therefore be effectively leveraged as nodal centres for implementation of ToT programmes at the national level, ensuring standardized, scalable, and high-quality training, along with optimal utilization of existing resources.

The programme aims to develop a pool of competent and certified trainers by enhancing their technical knowledge, pedagogical skills, and exposure to industry practices. It also seeks to strengthen institutional capacity across ITIs and NSTIs, thereby improving overall training outcomes.

2. Scope of Programme

The ToT programme will cover domain-specific technical upskilling, modern pedagogy, use of digital tools, and industry exposure through practical training and visits. The scope shall remain dynamic to incorporate emerging technologies and sectoral requirements.

Training will be conducted in batches with an average size of 25 participants, and a minimum of 15 participants, ensuring effective engagement and hands-on learning.

3. Implementation Strategy

NSTIs, along with other DGT institutions such as CSTARI and NIMI, will serve as implementing agencies. Programmes will be delivered in one-week and two-week formats depending on training requirements.

Training delivery will adopt a blended approach comprising classroom sessions, practical exercises, and industry exposure. The programme may be structured under four broad categories, namely domain-specific skilling, pedagogical training, administrative training, and leadership development.

4. Costing Framework

The ToT programmes will be conducted as per the cost structure placed at Annexure-I. The indicative cost for a one-week programme is ₹7,62,250 per batch (₹30,490 per trainee), and for a two-week programme is ₹15,42,625 per batch (₹61,705 per trainee).

The cost includes accommodation, food, transportation (including industry visits), guest faculty remuneration, and training kits.

Further, provision for design and development of training modules, specialized printing, production, distribution, monitoring, supervision, and programme coordination shall be included. Expenditure under these components shall be incurred in accordance with the provisions of GFR.

Administrative expenses for organizing the programmes may be allowed up to 4% of the total approved cost for programmes to be provided to NIMI

5. Role of NSTIs

NSTIs shall be responsible for planning and conducting the programmes, arranging faculty and industry experts, ensuring availability of infrastructure and equipment, and maintaining comprehensive records of all training activities.

They shall coordinate with State Directorates and relevant authorities for nomination of participants and ensure timely conduct of assessments and certification.

Proper accounts shall be maintained, and Utilization Certificates shall be submitted as per prescribed norms.

6. NIMI as Fund Flow Agency

NIMI, Chennai shall act as the nodal fund management agency. It will be responsible for release of funds to NSTIs, monitoring utilization, maintaining financial records, and ensuring audit compliance.

Funds may be released in advance, up to 50% of the annual plan submitted by NIMI, in accordance with this approved cost framework.

7. Monitoring and Evaluation

Programme monitoring shall be undertaken by DGT and Regional Directorates of Skill Development and Entrepreneurship (RDSDEs). NSTIs shall submit batch-wise details including attendance, completion status, and outcomes.

Evaluation shall include pre- and post-training assessments, participant feedback, and industry inputs, wherever applicable.

A centralized digital platform shall be utilized for tracking programme implementation and ensuring transparency. Quarterly progress reports shall be submitted, and further fund releases shall be subject to submission of Utilization Certificates.

8. General Guidelines

Selection of trainees shall be carried out in a transparent manner, ensuring that the same individual is not nominated repeatedly for the same kind of training. Adequate representation across regions and sectors shall be ensured.

Training calendars shall be prepared in advance. Feedback shall be collected at the end of each programme. Digital records, including photographs and training documentation, shall be maintained.

All implementing agencies shall maintain detailed records of trainees, training programmes, trainers, and expenditure.

9. Certification

Participants successfully completing the programme shall be awarded certification as approved by the competent authority. The certification shall recognize enhanced competencies and support career progression.

10. Governance

The overall governance of the programme shall rest with DGT, which will provide policy direction and oversight. NSTIs shall implement the programme, NIMI shall manage fund flow, and industry partners shall provide technical support and exposure.

Annexure-I: Cost Structure (Batch Size: 25)

S. No.	Description	Cost (Rs.)	One Week	Two Weeks
1A	Accommodation (Outside Campus - Single Sharing)	2800	$2800 \times 6 \times 25 = 4,20,000$	$2800 \times 13 \times 25 = 9,10,000$
1B	Accommodation (Inside Campus)	1000	$1000 \times 6 \times 25 = 1,50,000$	$1000 \times 13 \times 25 = 3,25,000$
2	Food & Hospitality	1125	$1125 \times 6 \times 25 = 1,68,750$	$1125 \times 13 \times 25 = 3,65,625$
3	Transport & Industry Visits	420	$420 \times 5 \times 25 = 52,500$	$420 \times 12 \times 25 = 1,26,000$
4	Guest Faculty/ Domain Expert (per session)	2000	20,000	40,000
5	In-house Faculty remuneration (per batch)	1000	1,000	1,000
6	Training Kit (Bag, Water bottle, Diary/Notepad, Stationery, ID card)	3000	$3000 \times 25 = 75,000$	$3000 \times 25 = 75,000$
7	Contingency (per trainee)	1000	$1000 \times 25 = 25,000$	$1000 \times 25 = 25,000$
	Total		₹7,62,250	₹15,42,625

Description	One Week Programme (Per Batch)	Per Trainee (Upper Limit) (One week)	Two Week Programme (Per Batch)	Per Trainee (Upper Limit) (Two week)
Indicative Upper Ceiling Cost	₹7,62,250	₹30,490	₹15,42,625	₹61,705

Note: The above represents the upper ceiling cost exclusive of taxes based on maximum permissible expenditure components.

Annexure-II: Roles and Responsibilities of the stakeholders

Role and Responsibilities of NSTIs:

- Act as nodal centres for Training of Trainers (ToT) programmes across sectors and conduct the training.
- NSTIs shall be responsible for developing the Training of Trainers (ToT) curriculum for the trades assigned to their respective institutes.
- NSTIs shall finalise the trade wise training calendar and circulate with the State Directorates (s).
- NSTIs with the help of RDSDEs shall collect the nominations of Instructors of Govts ITIs from the State Directorate and conduct the ToT training as per the schedule.
- All the training under PM-SETU scheme shall be through the PM-SETU Portal developed by NIMI Chennai.
- NSTIs shall maintain a panel of guest faculty to be engaged as required. Guest faculty may be paid ₹2,000 per session.
- In-house NSTI faculty engaged in ToT delivery may be paid ₹1,000 per batch,
- NSTIs shall submit the bills to the NIMI Chennai through RDSDEs.
- NSTIs shall Submit batch-wise reports, attendance, and outcomes to RDSDE and DGT.

Role and Responsibilities of RDSDEs:

- RDSDEs shall be responsible for overall monitoring the activities of NSTIs for smooth conduct of the ToT training
- RDSDEs shall coordinate with the respective State Directorate for timely nomination of the trainers from the Govt. ITIs for the ToT training across the NSTIs for different trades
- RDSDEs shall verify and certify the bills and submit to the NIMI Chennai for processing.

Role and Responsibilities of the State Directorates:

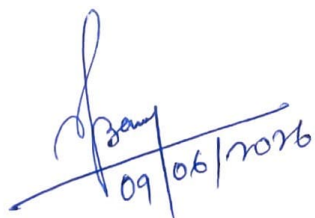
- The State Directorate shall timely nominate the trainers of Govt. ITIs as per the Training Calendar of NSTIs for smooth conduct of the ToT training.
- The State Directorate shall bear the cost of travelling of the Trainers for the ToT Training Programme.
- The State Directorate shall collect the feedback of the ToT Training from the instructors and submit to RDSDE and DGT.

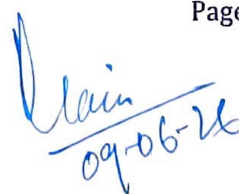
Role and Responsibilities of the NIMI Chennai:

- Act as the nodal fund management agency for implementation of ToT Training Programme at NSTIs.
- Shall develop and maintain ToT Portal under the PM-SETU Scheme for the complete life cycle of the ToT Training.
- Release funds to vendors/ NSTIs and other implementing agencies based on certification by the concerned RDSDEs as per approved plans.
- Maintain financial records, accounts, and audit compliance
- Monitor utilization of funds and ensure adherence to GFR norms
- May depute consultant to 5 NCoEs, if necessary for coordinating the ToT training programme of all the NSTIs.

Role and Responsibilities of the CSTARI Kokata:

- The CSTARI shall act as a nodal agency for implementing the pedagogy ToT training for the instructors of ITIs with the support of RDSDEs and State Directorate.
- The CSTARI shall support the NSTIs in framing the curriculum for the ToT programme and take the necessary approval.


09/06/2026


09-06-26