

**MOFPI INDUSTRIAL ADVICE CADRE TRAINING PLAN
LEVEL-A TRAINING PROGRAMME**

24.07.2026

1. Background

The Department of Personnel & Training (DoP&T), Government of India, issued the **National Training Policy, 2012** vide O.M. No. 12021/8/2011-Trg.I dated 19 January 2012 and O.M. dated 4 July 2012. In accordance with the Policy, every Cadre Controlling Authority (CCA)/Ministry/Department is required to develop a **Cadre Training Plan (CTP)** for its respective cadres which serves as a comprehensive framework for continuous professional development of employees. It identifies the competencies required at different stages of service and incorporates appropriate training interventions to equip officers with the knowledge, skills, and attitudes necessary to discharge their responsibilities effectively throughout their careers—from induction to retirement.

2. Level A Training Programme

The Level A Training Programme shall be mandatory for all Technical Officers appointed through direct recruitment in the Industrial Advice Cadre of MoFPI for confirmation in that post i.e. Technical Officer.

3. Main Features

- i. The duration of the training shall be 2 weeks.
- ii. Every Technical Officer shall successfully complete the prescribed Level A training within 6 months from the date of appointment.
- iii. Programme Co-ordinator will be DS/Dir(Admin).

4. Programme Methodology

The training programme shall be conducted by the Ministry of Food Processing Industries, either directly or in association with such Government training institution(s), autonomous bodies, public sector undertakings, academic institutions or other organizations as may be considered appropriate by the Ministry from time to time.

The training programme shall broadly cover the following areas:

- (i) Organizational structure, mandate and functioning of the Ministry of Food Processing Industries;
- (ii) Industrial Adviser Cadre and role/duty of Technical Officers;
- (iii) Food processing technologies and infrastructure;
- (iv) Food safety, quality assurance and food testing systems;
- (v) Major schemes and programmes of the Ministry;
- (vi) Exposure visits to food processing industries, research and development institutions, food testing laboratories, incubation centres, and other facilities supported under the Ministry's schemes, and;
- (vii) Any other subject considered relevant by the Ministry.

5. Exemption, Deferment and Re-nomination for Training

- (i) Ordinarily, officer nominated for the Mandatory Training Programme shall not be exempted from undergoing the training.



(ii) The Competent Authority may, for reasons to be recorded in writing and in exceptional circumstances such as medical grounds, election duty, court duty, training overlap, or other unavoidable personal exigencies, permit deferment of the training programme.

(iii) Such deferment shall ordinarily be granted only once during the service of the officer in respect of the prescribed training.

(iv) An officer who is unable to complete the training programme or fails to meet the prescribed requirements for successful completion shall be nominated for the next available training programme.

(v) No officer shall ordinarily be provided more than two opportunities to successfully complete the prescribed training programme.

(vi) Failure to successfully complete the training programme within the permitted opportunities may result in withholding of confirmation, promotion or other service benefits linked to successful completion of the training, in accordance with the applicable Recruitment Rules and Government instructions.

6. Indicative Schedule of Training

WEEK-I		
Day 1:		
Session	Subject	Faculty
10:00 am - 1:15 am	Inauguration and Overview of the Ministry of Food Processing Industries, Organizational Structure, Functions and Role of Technical Officers	DS/US (Admin)
02:15 pm - 5:30 pm	Food Processing Sector in India: Status, Challenges and Opportunities, Economic Analysis of the Food Processing Sector: Growth Trends, Sectoral Performance, Investment Patterns, Exports and Employment Generation	Dir/DD(ED)
Day 2:		
Session	Subject	Faculty
10:00 am - 01:15 pm	Recent Innovations in Food Processing Sector	Expert from NIFTEM
02:15 pm - 5:30 pm		
Day 3:		
Session	Subject	Faculty
10:00 am - 1:15 pm	General Financial Rules and Delegation of Financial Powers, Financial Accountability and	DS/US(IFD)
02:15 pm - 5:30 pm	Audit Observations	
Day 4:		
Session	Subject	Faculty
10:00 am - 1:15 pm	Processing Technologies for Fruits and Vegetables, Cereals, Pulses and Oilseeds etc.	DD(F&VP)
02:15 pm - 5:30 pm	Processing of Dairy, Meat and Fisheries, Packaging, Storage and Cold Chain Infrastructure	DDL P
Day 5:		
Session	Subject	Faculty

10:00 am – 1:15 pm	How to use e-Office, email, e-HRMS, Cybersecurity hygiene, data privacy standards, and government IT security policies.	NIC Officer
02:15 pm – 5:30 pm		
WEEK-II		
Day 1:		
Session	Subject	Faculty
10:00 am – 1:15 pm	PMKSY Scheme: Objectives, Scheme Guidelines, DPR Appraisal, Challenges in Implementation and Best Practices from States/UTs etc.	DS/Dir/US(PMKSY)
02:15 pm – 5:30 pm		
Day 2:		
Session	Subject	Faculty
10:00 am – 01:15 pm	PMFME Scheme: Objectives, Scheme Guidelines, DPR Appraisal, Challenges in Implementation and Best Practices from States/UTs etc.	DS/US(FME)
02:15 pm – 5:30 pm		
Day 3:		
Session	Subject	Faculty
10:00 am – 1:15 pm	PLISFPI Scheme: Objectives, Scheme Guidelines, DPR Appraisal, Challenges in Implementation and Best Practices from States/UTs etc.	DS/US(PLI)
02:15 pm – 5:30 pm		
Day 4:		
Session	Subject	Faculty
10:00 am – 6:00 PM	Visit to NIFTEM (K) and submission of reflection paper on field visit within a week.	DS/US (Institution)
Day 5:		
Session	Subject	Faculty
10:00 am – 01.15 pm	Presentation on Scheme Performance, Policy Gaps and Suggested Improvements (trainee may choose any scheme being implemented by this Ministry)	DS(Admin)
02:15 pm – 5:30 pm	Assessment	Admin Section

Note: The faculty assigned to the sessions is subject to change based on the availability of officers.

7. Assessment

The performance of participants shall be assessed in the following manner:

Component	Weightage
Reflection Paper on Field Visit	20%
Presentation	40%
Written Assessment	40%

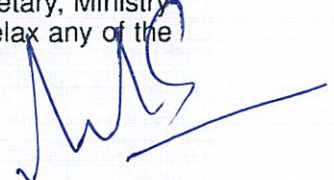
8. Certificate

A participant shall be provided training completion certificate subject to following conditions.:

- i. attending 100% of the training sessions; and
- ii. obtaining minimum 50% marks in the assessment.

9. Relaxation

Notwithstanding anything contained in these guidelines, the Secretary, Ministry of Food Processing Industries may, for reasons to be recorded in writing, relax any of the provisions relating to the training programme.



(I.M.Khan)

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