

Guidelines to submit training proposal online for Summer/Winter School & Short Courses

A. Create account on CBP Vortal, if your account is not created on CBP Vortal:

1. Click on 'Create New Account' link on home page.
2. Fill the form.
3. Click on 'Create Account' button. User will get the message "Successfully created account" after account is created on the CBP Vortal.

B. Login on CBP Vortal:

1. Enter the "User Id" and "Password" in the candidate login window on the home page.
2. Click on "Login" button.

C. Submit training proposal:

Note: Approved proposals from the institute should be entered online for submission to ADG (HRD).

1. After login, Click on 'Propose New Training' button to organize the training proposals.
2. Fill the complete proforma of the training proposal.
3. Click on 'Next' button to enter time table of the training proposal.
4. Time table is to be entered for all the topics. Use 'Add' button for entering all the topics along with faculty details.
5. Click on "Next to Proceed" button to redirect to the page "advance copy of training proposal".
6. Click on "Submit Advance Copy to ADG-HRD Education" button to save the information of training proposal and system generated proforma for training proposal will be created.
7. Click to 'Print' Button and take printout of system generated proforma and get it approved from Head of the Institution.
8. **Click on 'Upload Signed Advance Application Form' button on your home page then Upload of duly signed copy of this Training Proposal (scan copy) form after approval from competent authority and then click 'Submit' button to send training proposal to ADG HRD Education.**
9. **Applicants need to download signed and approved copy of proposal submitted online on the CBP Vortal and send by post (in duplicate) to the undersigned so as to reach ADG (HRD) office latest by 30th December, 2016.**

For details, Please see Help on the home page of CBP Vortal . Contact US: (cbp@icar.gov.in)