Guidelines to submit training proposal online under CAFT

Training proposals under CAFT will be considered from CAFT centers. CAFT Directors will submit the training proposal online to ADG (HRD), Education Division, ICAR.

Scenario 1: CAFT Director is Course Coordinator for the training program

1. Login with assigned user id and password (CAFT Director).
2. Click on "Propose a New Training Program" button.
3. Fill the desired information related to training proposal and click on "Next" button.
4. Fill time table of the training proposal.
5. Click on "Next to Proceed" button.
6. System generated training proposal will be generated. Fill name of the training program organized during last three years.
7. Please ensure all the details are correct and time table is properly filled up and click on "Submit Training Proposal to ADG HRD Education "button.

Scenario 2: Course Coordinator, if other than the CAFT Director:

1. CAFT Director will communicate to course coordinator to create account on CBP vortal.
2. Login with assigned user id and password (CAFT Director).
3. Click on "Assign Permission to CAFT Course Coordinator" button.
4. Select name of course coordinator and click on "Submit" button.
5. Please ensure information filled about course coordinator is correct. Click on "Assign Permission" button.
6. Assigned course coordinator will fill the training information after login with their user id and password.
7. CAFT Director will verify the information filled by course coordinator and submit proposal by clicking on 'Submit Proposal to ADG HRD Education' button.
8. Enter "Name of the Training organized during the last three years" in CAFT Training Proposal form.
9. Click on 'Submit Training Proposal to ADG HRD Education' button to send the training proposal to ADG HRD(if CAFT director doesn't click on ' Submit Training Proposal to ADG HRD Education', proposal will be pending).