

No.10/08/2019-1Trg.

HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 30th July, 2019.

To

All the Administrative Secretaries of Haryana State.

- Subject: 1** Japan-Singapore Partnership Programme for 21st Century (JSPP21): Course on "Digital Economy and Fintech" in Singapore from 11th to 15th November, 2019.
- Subject: 2-** Singapore- Jordan Asia Middle East Dialogue (AMED) Training Programme on "Train-The-Trainers: Performance Assessment and Capacity Building" in Amman, Jordan from 15th to 19th September, 2019.
- Subject: 3-** Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme Course on "Human Resource Development in the Public Sector" in Doha, Qatar from 9th to 12th September, 2019.
- *****

Sir/Madam,

I am directed to refer to the subject noted above and to inform that letters bearing No. 12/17/2019-BPC&TRG dated 01.07.2019, 12/19/2019-BPC&TRG dated 16.07.2019 and 12/20/2019-BPC&TRG dated 16.07.2019 received from **SH. SANJAY KUMAR**, Under Secretary to the Govt., of India, Ministry of Finance, Department of Economic Affairs, (BPC & Trg. Section), North Block, New Delhi, related to mid-to-senior level official/officers, have been circulated on <http://csharyana.gov.in> It is requested that the eligible officers/candidates/officials may opt their choice as per respective terms & conditions through proper channel and obtain approval of his competent authority at their own level.

Yours faithfully,

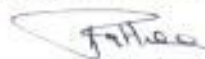


Superintendent Training
for Chief Secretary to Govt., Haryana ¹⁴/_{30/7}

Endst. No. 10/08/2019-1Trg.

Dated Chandigarh, the 30th July, 2019.

A copy is forwarded to **SH. SANJAY KUMAR**, Under Secretary to the Govt., of India, Ministry of Finance, Department of Economic Affairs, (BPC & Trg. Section), North Block, New Delhi w.r.t his's letter No. 12/17/2019-BPC&TRG dated 01.07.2019, letter No.12/19/2019-BPC&TRG dated 16.07.2019 and letter No. 12/20/2019-BPC&TRG dated 16.07.2019 for information only.



Superintendent Training
for Chief Secretary to Govt., Haryana ¹⁴/_{30/7}



North Block, New Delhi,
1st July, 2019.

TRAINING CIRCULAR

Subject - Japan-Singapore Partnership Programme for the 21st Century (JSP21): Course on "Digital Economy and Fintech" in Singapore from 11th to 18th November, 2019.

The Republic of Singapore has invited nominations for the above mentioned training programme to be held in Singapore under the Technical Assistance Programme with India. The programme is intended for mid-to-senior level trade and finance government officials involved in project/work related to the digital economy and financial technology. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **two**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Japan and Government of Singapore, who will provide round-trip air fare, accommodation and daily allowance.**

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (as given in the application guide (**Annex -III**)). Printed copy of application submitted by the candidate online to Singapore Cooperation Program may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. Application Form **complete in all respects** is to be sent at the following address not later than **13.9.2019 positively**:-

Shri Sanjay Kumar,
Under Secretary (PMU),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi.

6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.dea.gov.in under the link "Foreign Training Programmes".

(Sanjay Kumar)
Under Secretary to the Govt. of India
Tele: 23095833

1. Additional Secretary (Investment), Department of Economic Affairs, North Block, New Delhi.
2. Deputy Director General, Department of Financial Services, Jeevandeep Building, Sansad Marg, New Delhi.
3. Joint Secretary (Admn.), Ministry of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi.
4. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

95061
Dated 24/07/19

DIGITAL ECONOMY AND FINTECH

11 TO 15 NOVEMBER 2019

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

JAPAN INTERNATIONAL COOPERATION AGENCY

under the

JAPAN - SINGAPORE PARTNERSHIP PROGRAMME
FOR THE 21ST CENTURY

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, Singapore has sponsored training courses and study visits for over 126,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Japan - Singapore Partnership Programme for the 21st Century

As countries whose prime resources are their people, Singapore and Japan believes that human resource development is important for economic and social progress. With this mutual understanding, Singapore and Japan signed a Memorandum of Understanding in January 1994 to train participants from developing countries by sharing each country's expertise and experience from their economic development under the Japan - Singapore Partnership Programme (JSPP).

The Japan - Singapore Partnership Programme for the 21st Century (JSPP21) was established through a Memorandum of Discussion (MOD) signed in May 1997, to signify a widening of the scope of technical cooperation between Singapore and Japan. It was renewed in October 2001 and subsequently reinforced through another MOD signed in December 2007 on an Enhanced JSPP21.

With a view to enhancing ASEAN integration and sharing the two countries' experience in their areas of expertise, both governments recognised as areas of priority, training and capacity building for third countries in the fields of (a) security and peace, (b) addressing vulnerability, (c) private sector development, (d) connectivity and (e) smart initiatives.

Since 1994, Singapore and Japan have implemented close to 400 training courses for more than 6,000 participants in diverse fields such as public

governance, trade promotion, climate change and environment, community policing, disaster management, maritime navigation, tourism, and urban planning.

Japan International Cooperation Agency

The Japan International Cooperation Agency (JICA), one of Japan's Official Development Assistance (ODA) implementing bodies, has been extending technical cooperation in human resource development to facilitate the autonomous, sustainable development of developing countries since its establishment in 1974.

JICA was reborn on October 1, 2008, as an aid donor agency providing technical cooperation, concessionary loans, and grant aid in integrated modus operandi. JICA will thus provide comprehensive assistance for developing countries by utilising the broader range of aid instruments in an effective and efficient manner and a network of 100 overseas offices around the world.

The JICA will enhance the impact of assistance through (a) A More Strategic Framework to achieve medium-to-long term development goals of developing countries (b) More Predictable Aid as operational "rolling" plans will be utilised in policy dialogue with developing countries (c) Speedier Project Formulation through "Preparatory Survey" to ensure flexibility and speed at the project preparation stage (d) Assistance Tailored to Real Needs: Synergy of Aid Schemes to offer assistance that most effectively addresses the needs of developing countries.

Course Objective

The course aims to increase an awareness and appreciation of FinTech and its broad applications across industries, through the sharing of current insights and latest opportunities by financial institutions and companies actively involved in FinTech.

At the end of the course, participants will

- Develop a meaningful appreciation of the FinTech landscape in Singapore and Japan.
- Deepen their understanding of the FinTech ecosystem and its various participants.
- Learn the fundamentals of Design Thinking and its applications to financial services.
- Learn its contribution to financial inclusion, and

- Understand the core concepts behind Block Chain and its applications in financial services and education services.

Course Outline

Topics to be covered include

- Introduction to the FinTech landscape in Singapore and Japan
- Understanding the FinTech ecosystem
- Innovating through Design Thinking
- Applying Design Thinking to Financial Services
- Application of Block Chain

Methodology

The course will be conducted in English through classroom-based sessions, presentation of individual country reports and site visits.

Participants will also better understand the FinTech ecosystem through interactive learning journeys to FinTech industry partners.

Country Report

A Country Report presentation session will be held during the course. Each participant is required to prepare a country report before he/she comes to Singapore.

The details of the report will be sent to successful applicants on a later date.

Course Duration

The course will be held in Singapore from 11 to 15 November 2019.

Number of Training Awards

A total of twenty-five (25) training awards are available for this course.

Invited Countries

Bangladesh, Cambodia, Cook Islands, Fiji, India, Indonesia, Kiribati, Lao PDR, Malaysia, Marshall Islands, Micronesia, Myanmar, Nauru, Nepal, Niue, Pakistan, Palau, Papua New Guinea, Philippines, Samoa, Solomon Islands, Sri Lanka, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, Vietnam

Application Information

Applicants should be:

- Nominated by their Government
- Mid to senior-level trade and finance government officials involved in projects/ work related to the digital economy and financial technology
- Proficient in both spoken and written English as the course is conducted fully in English without translation
- Not to be serving in the military and
- in good health and medically fit to attend the course
- Minimum 10 years working experience, where possible

Terms of Award

This course is sponsored by the Government of Japan and the Government of Singapore under the Japan-Singapore Partnership Programme for the 21st Century (JSPP21).

Under the JSPP21, the Governments of Japan and Singapore will bear the following expenses for successful applicants, thereafter known as "participants", during the course in Singapore. These expenses include:

- An Economy Class round-trip air ticket between the respective international airports designated by the **Japan International Cooperation Agency**
- A daily training allowance from the first day to the last day of the course. A proportionate reduction in the daily training allowance will be made if you are unable to attend the full duration of the course
- Transportation to the training venue and site visits
- Training fees, including lecture fees, administrative fees and teaching materials

- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course

Note

- (i) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance
- (ii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions
- (b) Not bring any member of their family and/or aide for the duration of the course
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act
- (f) Return to their respective home countries upon completion of the course

Application Procedures

(Closing date for nomination: **30 September 2019**)

The Governments of Japan and Singapore are pleased to invite the National Focal Points for Technical Assistance to nominate up to **two (2)** suitable candidates for consideration.

Selection of candidates for the limited number of training awards will be based on merit. The Governments of Japan and Singapore seek the understanding of the National Focal Point for Technical Assistance in the event that their nominee is not selected.

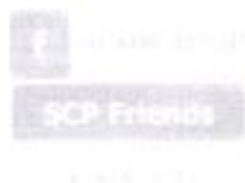
Nominees are to submit their applications online at do.gov.sg/tech2019 by **Monday, 30 September 2019**. All application forms must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

Note:

- All applications should be completed in full. Incomplete application forms or forms which are not endorsed will not be considered. Please contact info_scp@mfa.gov.sg if you encounter technical issues during application.
- The system is hosted by a third party service provider. Please avoid providing input with sensitive or confidential information that should not be disclosed or made available online.
- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The National Focal Point will also be informed directly or through Singapore's diplomatic representations in the nominating country.

Information on Singapore

For more information about Singapore, please visit the Singapore Tourism Board website at <http://www.your.singapore.com>



SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarised below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 55 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 56 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	8 years	Less than 58 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

HOW TO APPLY

3. Filling up of application forms:-

- (i) Ensure that the DEA proforma is duly filled in and is complete in all respects. Without this proforma applications will not be entertained.
- (ii) Ensure that the application form prescribed by the sponsoring agency is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of training programmes which are not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme

North Block, New Delhi,
16th July, 2019.

TRAINING CIRCULAR

Subject:- Singapore - Jordan Asia Middle East Dialogue (AMED) Training Programme Course on
"Train-The-Trainers: Performance Assessment and Capacity Building" in
Amman, Jordan from 15th to 19th September, 2019.

The Republic of Singapore and Jordan has invited nominations for the above mentioned training programme to be held in Amman, Jordan under the Technical Assistance Programme with India. The programme is intended for mid-to-senior level officials Asia and the Middle East who are responsible for training programmes, administrative and technical staff involved in training and pedagogy. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is three.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as Annex-II.

3. The course is sponsored by Government of Singapore and Jordan, who will provide trainer's fees and training facilities. The nominated candidate or his/her nominating authority shall have to bear the cost of round-trip air tickets, accommodation and other local and incidental expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (Annex-III).

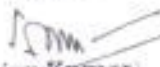
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/trgic-performance-assessment>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (Annex-IV).

5. Application Form complete in all respects is to be sent at the following address not later than 26.7.2019 positively:-

Shri Sanjay Kumar,
Under Secretary (PMU),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi.

6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.dea.gov.in under the link "Foreign Training Programmes".


(Sanjay Kumar)

Under Secretary to the Govt. of India
Tele: 23095233

1. Joint Secretary (Admn.), Department of Personnel & Training, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.

TRAIN-THE-TRAINERS: PERFORMANCE ASSESSMENT AND CAPACITY BUILDING

15 TO 19 SEPTEMBER 2019

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

VOCATIONAL TRAINING CORPORATION, JORDAN

under the

**SINGAPORE – JORDAN
ASIA – MIDDLE EAST DIALOGUE (AMED) TRAINING PROGRAMME**

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, Singapore has sponsored training courses and study visits for over 126,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Vocational Training Corporation, Jordan

The Vocational Training Corporation (VTC) works off the platform of lifelong continuous learning, both in vocational preparation programmes of all professional levels, and upgrading competency programmes to raise the competency of workers in the labour market. The Corporation also provides training and consultancy services in the areas of safety and professional health to minimize accidents in the workplace, training of trainers and supervisors in behavioural and administrative aspects, promotion of small and middle size establishments, and organization of the Jordanian labour market.

Course Objectives

This course provides an overview of how trainers can effectively instruct, coach, assess and develop curriculum assessments for training. The course should also share insights on assessing the technical and administrative competencies required of a trainer.

Methodology

This programme will include formal lectures and classroom-style sessions and discussions. Case-studies and project work will also be part of the programme.

Course Topics

The course will cover the following topics:

Overview of trends in adult education

- Best practices in training; and
- Singapore's approaches in training government officials and the adult workforce – WSQ, SkillsFuture schemes.

Overview of methodology and techniques for training trainers in the Singapore context

- Best practices in designing and delivering training;
- Design and development of training curriculum and on-the-job training programmes;
- Overview of preparing trainer evaluation guides;
- Best practices in evaluating trainers; and
- Use of technology in training and adult education.

Duration

The course will be held from **15 – 19 September 2019**.

Venue

The course will be conducted at the **AMED Regional Vocational Training Centre in Amman, Jordan**.

Address:

VTC Headquarter Building
Postal Code: 925837 Amman 11190 Jordan
Vocational Training Corporation VTC,
Ubayd Bin Aows St 39, Amman

Class Size

Up to 30 participants

Application Information

Applicants should be:

- Nominated by their Governments;
- Mid- to senior-level officials from Africa, Asia and the Middle East who are responsible for training programmes, and administrative and technical staff involved in training and pedagogy;
- Proficient in written and spoken English as the course is conducted fully in English without translation; and
- In good health.

Terms of Award

The Government of Singapore will be responsible for the cost of the trainer's fees while the Government of Jordan will bear the cost of the training facilities.

The Nominating Governments will be responsible for travel arrangements, accommodation and other local and incidental expenses of their participants.

Application Procedure

(Closing date for nomination: **Monday, 5 August 2019**)

The Governments of Singapore and Jordan are pleased to invite the National Focal Point for Technical Assistance of the AMED member countries and Africa to nominate up to **three (3)** suitable applicants for consideration.

Should there be more applicants than training places, the selection of candidates will be based on merit. Hence, the Governments of Singapore and Jordan seek the understanding of the respective National Focal Points for Technical Assistance in the event that their nominee is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/rvtc-performance-assessment> by **Monday, 5 August 2019**.

Note:

- All applications should be completed in full. Incomplete application forms or forms which are not endorsed will not be considered. Please contact mfa_scp@mfa.gov.sg if you encounter technical issues during application.
- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The National Focal Point for Technical Assistance will also be informed directly or through Singapore's diplomatic representations in the nominating country; and
- Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.



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SCP Friends

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfil the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 58 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts etc should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

HOW TO APPLY

3. Filling up of application forms:-

- (i) Ensure that the DEA proforma is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the application form prescribed by the sponsoring agency is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of training programmes which are not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, NTCP - Malaysian Technical Cooperation Programme

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of _____ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. _____ Designation _____ working in this Department/ Ministry/ State Government for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

PART-B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I _____ holding the post of _____ in the Ministry/Department/State Government of _____ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____

This issues with the approval of the Competent Authority.

Countersigned by:

(Signature of the candidate)
Name, Designation (With seal)

Signature of Competent Authority
Name, Designation (With seal)

DEA PROFORMA FOR FOREIGN TRAINING

8

1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications				
5. Service to which the officer belongs		6. Date of regular appointment		
7. Details of posts held during the last five years (starting from the present)				
S.No.	Post held	Ministry/Department/ Organization	Nature of work/job profile	
8. Name of foreign training programme applied for and its relevance to the candidate				
9. Papers etc. if any published by the candidate				
10. Details of Foreign Training Programmes attended during the last two years				
S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training institution	Source of funding
Signature of the candidate:				
Office Phone No. Mobile No.:				
E-mail:				
CERTIFICATE				
Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E mail (along with office seal)				

North Block, New Delhi.
16th July, 2019

TRAINING CIRCULAR

Subject - Singapore - Qatar Asia Middle East Dialogue (AMED) Training Programme Course on
"Human Resource Development in the Public Sector" in Doha, Qatar from 9th to 12th
September, 2019.

The Republic of Singapore and Qatar has invited nominations for the above mentioned training programme to be held in Doha, Qatar under the Technical Assistance Programme with India. The programme is intended for government officers who are proficient in written and spoken English as the course is conducted fully in English without translation. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **three**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. The course is sponsored by Government of Singapore and Qatar, who will provide trainer's fees and training facilities. The nominated candidate or his/her nominating authority shall have to bear the cost of round-trip air tickets, accommodation and other local and incidental expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://apcatalog.wixsite.com/scp2019>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. Application Form **complete in all respects** is to be sent at the following address not later than **26.7.2019 positively**:-

Shri Sanjay Kumar,
Under Secretary (PMU),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi.

6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.dea.gov.in under the link "Foreign Training Programmes".


(Sanjay Kumar)

Under Secretary to the Govt. of India
Tele: 23095233

1. Joint Secretary (Admin.) of all Ministries/Departments, Government of India.
2. Chief Secretaries of all States/Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

HUMAN RESOURCE DEVELOPMENT IN THE PUBLIC SECTOR

9 TO 12 SEPTEMBER 2019

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

INSTITUTE OF PUBLIC ADMINISTRATION, QATAR

under the

**SINGAPORE-QATAR
ASIA-MIDDLE EAST DIALOGUE (AMED) TRAINING PROGRAMME**

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, Singapore has sponsored training courses and study visits for over 126,000 officials from more than 170 countries and territories. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Institute of Public Administration, Qatar

The Institute of Public Administration (IPA), established by the Amiri Decree in 1997, is under the Ministry of Administrative Development.

IPA is committed to improving administrative processes, practices, behavior and procedures through training, consulting and applied research. Since 1997, IPA has trained more than 11,000 participants in the region in public administration, finance and information technology. It has also carried out over 44 consulting studies for 18 governmental and private organisations.

IPA has actively engaged in linkages with reputable regional and international organisations, addressing issues of management and administrative development.

Course Objectives

This course will share Singapore's experience in human resource development, with particular focus on HRD in the public service sector.

Synopsis

The course will cover the following topics:

- Brief history of Singapore's journey in human resource development
- Roles of the Public Service Division (PSD) and the Public Service Commission
- HR Philosophy and principles in the Singapore Public Service
- Human resource planning, succession planning and capabilities development, recruitment and selection – tools of assessment used in the Public Service
- Performance Management – Code of Conduct in the Public Service
- Public Service Transformation – Future-ready public service and cultivating a culture of continuous learning in the civil service

Methodology

The course will be highly interactive and experiential. Besides formal lectures, activities include open discussions, group work and presentations. Participants will have adequate opportunity to share their experiences, learning points and challenges.

Duration

The course will be held from 9 to 12 September 2019.

Venue

The course will be conducted at the **AMED Regional Training Centre for Public Administration (RTCPA)** in Doha, Qatar.

Address:

Institute of Public Administration – Ministry of Administrative Development
West Bay, Opposite Marriott Marquis Hotel
P.O. Box 7677
Doha, Qatar

Class Size

Up to 25 participants

Application Information

Applicants should be:

- Nominated by their Governments;
- Proficient in written and spoken English as the course is conducted fully in English without translation;
- In good health.

Terms of Award

The Government of Singapore will be responsible for the cost of the trainer's fees while the Government of Qatar will bear the cost of the training facilities.

The Nominating Governments will be responsible for travel arrangements, accommodation and other local and incidental expenses of their participants.

Application Procedure

(Closing date for nomination: **5 August 2019**)

The Governments of Singapore and Qatar are pleased to invite the National Focal Point for Technical Assistance of the AMED member countries and Africa to nominate up to **three (3)** suitable applicants for consideration.

Should there be more applicants than training places, the selection of candidates will be based on merit. Hence, the Governments of Singapore and Qatar seek the understanding of the respective National Focal Points for Technical Assistance in the event that their nominee is not selected.

All nominees are to submit their applications online at <https://scpcatalog.wixsite.com/scp2019/human-resource-development> by **Monday, 5 August 2019**. All application forms must also be **endorsed** by the respective National Focal Point for Technical Assistance.

Note:

- All applications should be completed in full. Incomplete application forms or forms which are not endorsed will not be considered. Please contact mfa_scp@mfa.gov.sg if you encounter technical issues during application.
- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The National Focal Point will also be informed directly or through Singapore's diplomatic representations in the nominating country; and
- Flight arrangements are to be made only upon receipt of the Letter of Acceptance to the course.



SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 55 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 56 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	8 years	Less than 56 years	Two years	One FTP of duration more than two weeks in a period of two years

Note: Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

HOW TO APPLY

3. Filling up of application forms:-

- (i) Ensure that the DEA proforma is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- (ii) Ensure that the application form prescribed by the sponsoring agency is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) In case of training programmes which are not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviations:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of _____ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. _____ Designation _____ working in this Department/ Ministry/ State Government for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____

Signature of Competent Authority

Name

Designation

(SEAL)

OR

PART-B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I _____ holding the post of _____ in the Ministry/Department/State Government of _____ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____

This issues with the approval of the Competent Authority.

Countersigned by:

(Signature of the candidate)
Name, Designation (With seal)

Signature of Competent Authority
Name, Designation (With seal)

Either Part A or Part B (whichever is applicable) to be filled

DDA PROFORMA FOR FOREIGN TRAINING

1. Name		3. Male/Female	
2. Date of Birth			
4. Educational Qualifications			
5. Service to which the officer belongs		6. Date of regular appointment	
7. Details of posts held during the last five years (starting from the present):			
S.No.	Post held	Ministry/Department/ Organization	Nature of work/job profile
8. Name of foreign training programme applied for and its relevance to the candidate			
9. Papers etc. if any published by the candidate			
10. Details of Foreign Training Programmes attended during the last two years			
S. No.	Dates & Duration of the training programme	Subject/title of training	Name of the training Institution
Signature of the candidate:			
Office Phone No. Mobile No.:			
E-mail:			
CERTIFICATE			
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.			
Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E mail (along with office seal)			