IMMEDIATE
DATE BOUND

No.5/39/2007-1Trg
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated Chandigarh the 30th October, 2009.

To

1. All the Financial Commissioner & Principal Secretaries/Commissioners and Secretaries to Govt.,Haryana.

2. All the Head of Departments in Haryana.

Subject **IMF Regional Training Institute (STI) Programme 2010.**

Sir/Madam,

I am directed to refer to the subject noted above and to inform you that the IMF Institute has issued various training programmes during the year 2010 at Singapore. The eligible officers can exercise their option on the prescribed format as per instructions issued by Department of Economic Affairs vide O.M.No.1/13/03-PMU dated.27/02/2006. Details of the training programme are available on the web site http://csharyana.gov.in (under the heading of Training Branch/Training Announcements).

Yours faithfully,
Saroj Bala
Superintendent Training
30/x/-9

1/17

F.No. 19(22)2009-PMU & Trg.
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Training Section)

North Block
New Delhi
Dated the 5th October, 2009.

To

The Chief Secretaries/Commissioner/Administrators
Of all State Governments and Union Territories etc.

Subject : IMF Regional Training Institute (STI) Programme 2010.

Sir,

I am directed to say that the IMF – Singapore Regional Training Institute (STI) will be organizing the following courses during 2010 at Singapore. Details about the proposed courses are enclosed at Annexure I – IX.

S. No.	Course No.	Name of the Course	Last Date for receipt of application in DEA	Last Date for receipt of application in IMF	Details at Annexure
1.	ST10.05	Macroeconomic Forecasting (from March 22 to April 2, 2010)	16th October, 2009.	23rd October, 2009.	I
2.	ST10.07	Financial Market Analysis (from April 26 to May 07, 2010)	17th November, 2009.	27th November, 2009.	II
3.	ST10.08	Macroeconomic Diagnostics (from May 10 to May 21, 2010)	1st December, 2009.	11th December. 2009.	III
4.	ST10.52	Macroeconomic Management for Senior officials (from May 31 to June 4, 2010)	23rd December, 2009.	1st January, 2010.	IV
5.	ST10.12	Macroeconomic Management and Fiscal Policy (From June 14 to June 25, 2010)	5th January, 2010.	15th January, 2010.	V
6.	ST10.14	Monetary & Exchange Rate Policy (from July 5 to July 16, 2010)	27th January, 2010.	5th February, 2010.	VI
7.	ST10.15	Financial Programming and Policies (from July 12 to July 23, 2010)	2nd February, 2010.	12th February, 2010.	VII
8.	ST10.53	Macroeconomic Implications of Fiscal Issues (From October 04 to October 15, 2010)	28th April, 2010.	7th May, 2010.	VIII
9.	ST10.19	Monetary and Financial Statistics (From November 8 to November 26, 2010)	1st June, 2010.	11th June, 2010.	IX

2. The IMF Institute will bear the cost of to and fro air travel and provides each participant with a living allowance for the duration of the course. This allowance is intended to cover the cost of meals and participants' incidental expenses. The Institute also provides accommodation free of charge.

...2/-

GF/MoF. Web.

3. The nominations of suitable candidates may be forwarded in accordance with Department of Economic Affairs O.M. No. 1/13/03-PMU dated 27.02.2006 (Copy enclosed). The nomination details should be submitted on the following :

1. Prescribed application form (Copy enclosed)
2. DEA's prescribed proforma (Copy enclosed)

Nominations received after the prescribed date will not be considered.

The details of the programme and the application form may be down loaded from this Department's website : www.finmin.nic.in under Government Employees Corner.

(Arun Prabha)
Under Secretary (PMU&Trg.)
Tel : 23095223

Copy to :

1. All Central Ministries of the Government of India.
2. All State Governments.
3. Director(Admn.), Planning Commission, New Delhi.
4. The Deputy General Manager, Human Resources Development Department, Reserve Bank of India, Central Office, Mumbai.
5. DOPT, New Delhi.
6. Sr. Economic Adviser, Department of Economic Affairs, Ministry of Finance, New Delhi
7. All Joint Secretaries in Department of Economic Affairs..
8. Department of Revenue, Ministry of Finance, New Delhi.
9. Department of Expenditure, Ministry of Finance, New Delhi.
10. Department of Financial Services, Ministry of finance, New Delhi.
11. SEBI, Mumbai.

Copy to Guard File Section for placing it on the M.O.F. website under the short term courses offered by IMF.:

Annexure-I

Macroeconomic Forecasting (MF)

Course Number:
ST 10.05

Dates:
Mar 22 – Apr 2, 2010

Application Deadline:
Oct 23, 2009

Target Audience:

This two-week course, presented by the IMF Institute, is intended for mid- to senior-level officials involved in developing forecasts that are used in the design and implementation of macroeconomic policy.

Qualifications:

Participants should have an advanced degree in economics or equivalent experience. They should also be comfortable using software for econometric applications such as Eviews or PCGive.

Description:

This two-week course, presented by the IMF Institute, aims to strengthen participants' macroeconomic forecasting and modeling skills through the application of modern econometric techniques. Lectures are designed to include a discussion of underlying theory, live presentations of empirical analyses on a personal computer, and hands-on learning by participants in a computer lab. The course focuses on four aspects of empirical model building and forecasting:

- data and model properties, including integration and cointegration;
- dynamic specification, including the use of error correction models;
- model evaluation and model design; and
- forecast uncertainty, forecasting for policy, and policy analysis.

Participants apply the techniques that they learn to a case study country for which they estimate a model, evaluate it, and then use it for forecasting.

Annexure -II .

Financial Market Analysis (FMA)

Course Number:
ST 10.07

Dates:
Apr 26 – May 7, 2010

Application Deadline:
Nov 27, 2009

Target Audience:

Mid-level officials in central banks, ministries of finance, and regulatory agencies.

Qualifications:

Participants are expected to have some familiarity with basic techniques in statistics and probability. It is essential that participants be proficient in the use of spreadsheets.

Description:

This two-week course, presented by the IMF Institute, examines the role and function of capital markets and addresses issues related to the development of such markets. To this end, it develops the main ideas and techniques of financial analysis that are part of the toolkit of policymakers. These tools are used to study the characteristics of financial instruments and pricing, as well as to analyze portfolios of assets and issues related to the financing decisions of firms. In addition to discussing the use of these tools in developed markets, the course considers how they can be applied in an emerging-market setting. Topics include:

- financing options for firms;
- markets for short- and long-term instruments;
- bond pricing and volatility--duration and convexity;
- term structure of interest rates;
- equity pricing;
- asset allocation and diversification; and
- value at risk.

Workshops, which are an integral part of the course, require participants to apply some of the techniques presented.

Annexure-III

Macroeconomic Diagnostics (MDS)

Course Number:
ST 10.08

Dates:
May 10 – 21, 2010

Application Deadline:
Dec 11, 2009

Target Audience:

Mid- to senior-level officials, either in central banks or in ministries such as finance and economy, who are closely involved in assessing overall macroeconomic developments and prospects.

Qualifications:

Participants are expected to have an advanced degree in economics or equivalent experience, good quantitative skills, and proficiency in the use of computers to analyze data.

Description:

This two-week course, presented by the IMF Institute, is a condensed version of the four-week course. The course, aims at strengthening the ability of participants to assess a country's macroeconomic situation, emphasizing practical tools for use in day-to-day macroeconomic analysis of developments in complex economies. The course draws heavily on actual country experiences and focuses on diagnostic and analytic tools that typically are not well covered in macroeconomics textbooks or in university courses. The lectures cover three broad areas:

- Understanding the current state of the macroeconomy. This module considers tools that can be used for analyzing current developments in aggregate demand and supply, inflation, the labor market, and the external sector.
- Assessing medium-term flows, balance-sheet effects, and sustainability. This module examines tools for analyzing the macroeconomy in a medium-term setting, including evaluation of the government's financial position, competitiveness and the exchange rate, the country's external position, and corporate and financial sector balance sheets.
- Measuring the macroeconomic effects of policy. The focus in this module is on how to gauge the impact of fiscal and monetary policies on the economy, rather than on what policies should be followed.

Participants are expected to engage in discussions throughout the course.

Annexure - IV

Macroeconomic Management for Senior Officials (MMSO)

Course Number:
ST 10.52

Dates:
May 31 – Jun 4, 2010

Application Deadline:
Jan 1, 2010

Target Audience:

Senior officials, division managers and supervisors of economic staff in central banks, ministries of finance and economy, and relevant planning agencies.

Qualifications:

Participants are expected to have a degree in economics or a related field, or experience with economic policy-making, and be overseeing the work of economists. Officials whose subordinates have attended courses in financial programming or macroeconomic management are especially encouraged to apply.

Description:

This one-week seminar, presented by the IMF-Singapore Regional Training Institute, addresses the key macroeconomic issues facing policy-makers, with particular reference to Asian and Pacific countries. A series of lectures designed to encourage debate and discussion covers such subjects as the framework for macroeconomic analysis, current issues in monetary, fiscal, and exchange rate policy, macroeconomic-financial linkages, and financial sector reform. Linkages across macroeconomic sectors are also discussed, and there is a demonstration of financial programming for a case study country in the region. Selected country case studies are introduced and discussed to illustrate the broad themes presented in the lectures.

Annexure -V

Macroeconomic Management and Fiscal Policy (MFP)

Course Number:
ST 10.12

Dates:
Jun 14 – 25, 2010

Application Deadline:
Jan 15, 2010

Target Audience:

Mid- to senior-level officials who participate in the formulation and implementation of macroeconomic and fiscal policies in their countries.

Qualifications:

Participants should have an advanced degree in economics or equivalent experience, as well as proficiency in the use of spreadsheets.

Description:

This two-week course, presented by the IMF Institute, aims at deepening participants' understanding of fiscal policy issues and their implications for macroeconomic management. It covers the interrelations between fiscal variables and macroeconomic aggregates, and the main aspects of the design and implementation of fiscal policy as an instrument to achieve macroeconomic adjustment, growth, and poverty reduction. The course draws on the Fund's experience in providing fiscal policy advice, on studies undertaken by Fund staff, and on selected research by outside scholars. Country case studies are used to illustrate the challenges faced by the authorities in addressing fiscal policy issues. The course includes:

- Sessions on the accounting, analysis, and forecasting of government operations. This module covers analysis of the fiscal accounts, as well as the interrelations between fiscal and other macroeconomic accounts.
- Sessions on policy issues. This module covers macroeconomic aspects of fiscal policy, including issues related to stabilization such as the need to estimate cyclically-adjusted fiscal balances, to assess the role of automatic stabilizers and discretionary actions, and to determine the size and composition of fiscal adjustment. There are also sessions on medium- and long-term fiscal issues, such as fiscal sustainability, and various structural and institutional issues.
- Case studies and workshops. This module includes presentations of country case studies related to particular aspects of fiscal policy, such as fiscal adjustment, tax reform, and poverty reduction, and quantitative workshops on topics such as fiscal analysis and fiscal sustainability.

During the course, participants are expected to work in small groups on a topic of their choice on which they make a presentation at the end of the course. Prior to joining the course, participants are encouraged to identify possible topics and gather relevant information.

Annexure-VI

Monetary and Exchange Rate Policy (MERP)

Course Number:
ST 10.14

Dates:
Jul 5 – 16, 2010

Application Deadline:
Feb 5, 2010

Target Audience:

Mid- to senior-level officials involved in monetary and exchange rate policy issues.

Qualifications:

Participants should have an advanced degree in economics or equivalent experience.

Description:

This two-week course, presented by the IMF Institute, introduces participants to the different types of monetary policy strategies and exchange rate arrangements that countries may choose, emphasizing that the two choices must be mutually consistent. It addresses the factors that are relevant in choosing an exchange rate regime and monetary policy strategy, the consequences of different choices, and the choices that tend to be desirable for different types of countries.

The lectures on monetary policy under flexible exchange rate regimes give particular emphasis to forward-looking strategies for setting a policy interest rate, including inflation-targeting strategies. The course focuses on the nature of the monetary policy transmission mechanism; the implications of financial globalization and capital flows; other factors that influence the effectiveness of monetary policy; and the roles of expectations, policy credibility, and transparency. Considerable attention is paid to the implementation of monetary policy, including the use of models and the design of a structured system for monetary policy analysis. The course also discusses different concepts and measures of exchange rates, the assessment of competitiveness and equilibrium exchange rates, the interaction between the exchange rate system and the potential fragility of the financial sector, and the pros and cons of capital controls. The lectures include case studies of the experiences of selected countries with different types of monetary policy and exchange rate arrangements.

Participants are expected to engage in discussions throughout the course and are divided into small groups, under the direction of counselors, to conduct practical workshop exercises aimed at solidifying their understanding of the lecture material.

Annexure-VII

Financial Programming and Policies (FPP)

Target Audience:

Mid- to senior-level officials – primarily in ministries such as finance, economy, and planning, or in central banks – who provide advice on macroeconomic and financial policy or who are involved in policy implementation.

Qualifications:

Applicants are expected to have a degree in economics (preferably advanced) or equivalent experience, along with proficiency in the use of spreadsheets.

Description:

This two-week course, presented by the IMF Institute, is a condensed version of the six-week FPP course offered at the IMF headquarters in Washington, D.C. The course aims at extending participants' understanding of the design and implementation of macroeconomic and financial policies, drawing on the IMF's experience in economic surveillance, the design of financial programs, and the provision of technical advice to member countries. The course covers:

- the principal features of the different accounts used in macroeconomic analysis (i.e., the national income, balance of payments, fiscal, and monetary accounts).
- the interrelations among these accounts, and forecasting methods for each sector;
- the diagnosis of macroeconomic performance and analysis of the effects of macroeconomic and structural policies on the main variables of interest to policymakers, including output, prices, and the balance of payments; and
- the preparation of a macroeconomic policy program.

The course material is presented in a framework that emphasizes the complementarity of macroeconomic stabilization policies and structural reforms and the importance of policy coordination for sustained growth. Selected macroeconomic and structural adjustment programs implemented by member countries are used to illustrate how policies can be adapted to changing economic circumstances. The course includes a series of workshops in which participants are divided into groups, under the guidance of counselors, to develop sectoral forecasts and prepare macroeconomic policy programs for a case study country.

Course Number:
ST 10.15

Dates:
Jul 12 – 23, 2010

Application Deadline:
Feb 12, 2010

Annexure-VIII

Macroeconomic Implications of Fiscal Issues (MIF)

Course Number:
ST 10.53

Dates:
Oct 4 – 15, 2010

Application Deadline:
May 7, 2010

Target Audience:

Junior officials from both ministries of finance and central banks who would benefit from a broader understanding of the macroeconomic dimensions of fiscal policy issues.

Qualifications:

Participants are expected to have a degree of economics or a related field, experience in macroeconomic analysis, and facility with MS Excel software.

Description:

This two-week course, presented by the IMF-Singapore Regional Training Institute, aims to give participants a more extensive exposure to fiscal issues and the macroeconomic effects of fiscal policy than is possible in a normal, two-week course on financial programming and policies. Separate lectures are devoted to fiscal accounts and analysis, issues in tax policy and administration, expenditure issues, fiscal forecasting, fiscal sustainability, interrelations between the fiscal sector and the rest of the economy, and the fiscal dimension in financial programming. There are also presentations on selected fiscal issues of current interest.

About half the course time is allocated to workshops. These include sessions on fiscal accounting and analysis, tax and expenditure policy, fiscal sustainability, and fiscal forecasting. There is also a mini-financial programming exercise focused on fiscal issues.

Annexure IX

Monetary and Financial Statistics (MFS)

Course Number:
ST 10.19

Dates:
Nov 8 – 26, 2010

Application Deadline:
Jun 11, 2010

Target Audience:
Central bank officials responsible for the compilation of monetary statistics.

Qualifications:
Participants should have a degree in economics, statistics, or the equivalent.

Description:
This three-week course, presented by the IMF's Statistics Department, is designed to assist officials in the compilation of monetary and financial statistics in accordance with international best practices. The course material is based on the Monetary and Financial Statistics Manual and the Monetary and Financial Statistics: Compilation Guide, which expand on the definitions, classifications, and valuation principles for monetary and financial macroeconomic analysis within the framework of the System of National Accounts.

The course discusses the principles of economic sectorization, the characteristics and classification of financial instruments, valuation, and other accounting issues that are relevant to the compilation of analytical accounts for the entire financial sector, comprising the central bank, other depository corporations, and other financial corporations. The course consists of lectures, workshops, and case studies that familiarize participants with practical aspects of monetary statistics compilation, in particular the recently introduced standardized report forms (SRFs). It also focuses on financial statistics, which comprise the financial flows and stocks of all sectors of the domestic economy and their interactions with the rest of the world, and the balance sheet approach for vulnerability analysis. One of the lectures addresses the interrelationships among monetary, balance of payments, government finance, and national accounts statistics. Participants are expected to make a short presentation on monetary statistics compilation issues in their countries.

IMF-Singapore Regional Training Institute Course Application Form

Course Number	Course Name	Application Closing Date

First Name	Middle Name
Family Name	Preferred Name *(Name you want to be called by)*

Date of Birth *(month/day/year)*	Birth Country	Birth City

Nationality	Male ☐	Female ☐	Single ☐	Married ☐

CURRENT JOB INFORMATION

Job Title	Agency Country
Section/Division	Work Phone
Department	Work Fax
Agency Name	Home Phone
Agency Street Address	Alternative Fax Number
Agency City and Postal Code	E-Mail Address

Summarize your duties as they relate to the subject of the course. Please note that the Application will not be processed without adequate description of current duties. **IMPORTANT:** Please read the course description and qualifications to ensure that you are qualified for the course to which you are apply. Please confine your description to this space.

PRIOR WORK EXPERIENCE

Previous Job Title						
Name of Agency						
Dates Employed	From	To	From	To	From	To

EDUCATION

Degree/Diploma Received						
Major Subject						
Dates Attended	From	To	From	To	From	To
Institution/University						
Country of Institution						
Language of Institution						

IMF Institute Staff Reference (if any)

Date	Applicant's Signature

[illegible]

Sponsor's First Name	Sponsor's Middle Name	Sponsor's Family Name
Mr ☐ Ms ☐ Mrs ☐	Sponsor's Nationality	
Sponsor's Job Title	Country	
Section/Division	Agency Phone	
Department	Agency Fax	
Agency Name	Agency Alternative Fax	
Agency Street Address	Alternative E-Mail Address	
Agency City and Postal Code	Agency Web Address	

I, the undersigned, acting on behalf of the above named agency where the applicant is employed, hereby sponsor the following applicant, and certify the information below.

Name of Applicant and Course Number ______________________ Course Name in Singapore ______________________

1. The information supplied by the applicant on the preceding page is correct.
2. The applicant is fluent in English.
3. The applicant, if accepted as a participant in the course, will receive a leave of absence with regular pay for the duration of the course and, on return, will be employed in:

   ☐ present position

   ☐ a new position at (name of agency) ______________________
   as (new position) ______________________

4. The applicant, if accepted, will be given no other duties or assignments during the period of the course.
5. The participant or the participant's sponsoring agency will be responsible for purchasing the participant's round-trip air ticket to Singapore and for making all travel arrangements. Participants will be reimbursed a fixed amount for their tickets and travel expenses upon arrival in Singapore, and no additional amounts will be paid thereafter.
6. In case of withdrawal of a confirmed participant after STI has prepaid the airline ticket, the sponsoring agency will be responsible for any travel costs incurred by STI (cancellation fees or full amount of ticket).
7. The sponsoring agency will be responsible for the costs of the participant's repatriation, if any personal difficulties in circumstances arising during his/her participation in the course should render repatriation necessary before the course ends.
8. If the applicant is accepted, he/she should be in good health in order to be able to participate fully in the course. Participants (and accompanying spouse or child) are expected to be free of any contagious disease, pre-existing medical condition, or physical or mental disability that may prevent regular attendance in the course. Please note related information under Administrative Arrangements.
9. The STI will be reimbursed promptly by the sponsoring agency for all medical expenses that STI incurs as a result of any of the conditions mentioned in 5 and 6 above, as well as for any medical expenses incurred by participants (and family), which are not covered by STI's medical insurance policy (including pregnancy-related expenses).

[illegible]

Date ______________________ Certifying Sponsor's Signature ______________________

Complete form should be sent to:

Director
IMF–Singapore Regional Training Institute
10 Shenton Way, MAS Building 14-03, Singapore 079117, Republic of Singapore
Fax +65 6225 6080

A maximum of three candidates per agency can be nominated for only one course.

No.1/13/03-PMU
Government of India
Ministry of Finance
Department of Economic Affairs
(PMU & Training Division)

...

New Delhi February 27, 2006

OFFICE MEMORANDUM

Subject: Foreign training courses administered by the Department of Economic Affairs

In supersession of the guidelines issued vide letter of even number dated 5th April 2004 and based on the experience gained during the intervening period, the following guidelines are issued regarding the nominations for foreign training programmes being administered by Department of Economic Affairs (DEA).

State Governments may submit their nominations directly to DEA subject to the condition that the nomination should have been approved by the designated competent authority in the State Government. Nominations from Central Ministries/Departments should also be approved by the designated competent authority in the Ministry/Department. Officials nominated should actually be working in the area to which the course relates. PSUs and Autonomous Undertakings of Government should send nominations through the concerned Central Ministries/State Governments. In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees. Sending of piecemeal nominations may please be avoided.

Central Ministries/Deptts./State Governments/Agencies are responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre controlling authority etc. These clearances may be obtained after the candidate is finally selected for the course and before he proceeds on foreign training. However vigilance clearance may be conveyed at the time of sending the nomination to DEA. Nominating State Governments and Central Ministries are informed that in case an officer does not file his/her nominations papers after being duly nominated, he/she will be debarred from any foreign training programme for two years and for officers who fail to attend the said training course after being selected, there will be a debarment of five years.

Nominating State Governments/ Central Ministries should ensure that following instructions on foreign training are duly adhered to: -

Duration of Long Term and Short Term Programmes:

(i) Training programmes abroad of a duration of six months or more are treated as Long Term;

(ii) Training programmes abroad of duration of 15 days or more but less than six months are treated as Short Term.

Minimum Service:

Officers should have completed a minimum of 9 years of service on the date of commencement of particular programme. However, in case a foreign Government or university prescribes a different minimum service that would be accepted.

Upper age limit:

Generally for Long Term courses the upper age limit followed is 50 years and for Short Term courses, 55 years at the time of commencement of programme. However, in case where foreign Government/Institution prescribes a different upper age limit for a training programme, the same will prevail.

Only one Long Term Programme:

An officer can attend only one long-term training programme in his/her service career.

'Cooling-off' condition:

(i) An officer having attended a foreign training programme of a duration of upto 15 days will be required to complete a 'cooling off' period of two years before such an officer can be considered again for any foreign training;

(ii) Officers deputed for training abroad of a duration of more than 15 days and upto six months are required to complete a 'cooling off' period of three years for any foreign training;

(iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for any programme;

(iv) An officer can attend a maximum of three foreign training programmes of a duration of more than 15 days in his/her career;

(v) For Seminars/Workshops abroad of up to 2 days, no cooling off would be required. Beyond that the principle applied for training will apply.

(vi) Project-related training/official visits abroad, are exempted from the provisions of 'cooling off'.

Nomination of SC/ST and Women officers:

Names of suitable officers belonging to SC/ST as well as women officers for training abroad may also be forwarded in sufficient numbers so that due representation can be given to them.

Officers serving under Central Staffing Scheme:

(i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI at the time of nomination, should be recommended for long term training programmes abroad;

(ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such offices would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases;

(iii) In case of officers whose tenure is due to come to an end more than two months before the commencement of the training programme, the Ministry/Department may sponsor such officers only with the concurrence of the cadre controlling authority concerned. On selection such officers would revert to their Cadre and thereafter proceed on training.

(M.F. Farooqui)
Joint Secretary

To

1. **Secretaries of all the Central Ministries/Departments**
2. **Chief Secretaries of all State Governments**

Copy to:

1. **Secretary (Department of Personnel) of all State Governments**
2. **Joint Secretary (Admn./IC) of all the Central Ministries/Departments**
3. **All Joint Secretaries in DEA**

DEA PROFORMA FOR FOREIGN TRAINING

1. Name:
2. Date of Birth:
3. Educational Qualifications:
   (i) Academic
   (ii) Technical
4. Contact Nos:
   (i) Phone number (with STD Code):
   ii) Fax number (with STD Code):
5. (i) Service to which officer belongs:
   (ii) Year of appointment/allotment:
   (iii) Present post:
   (iv) Date from which the current post held:
   (v) Details of previous posts held:
   (vi) Details of the posts held which are relevant to the course
6. Relevance of the course to the candidate:
7. Papers etc. published by the candidate:
   (Please attach separate sheet, if necessary)
8. List of training courses attended abroad:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding

9. List of training courses attended in India:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding

Date:
Place:

Signature of the Candidate

10. Shri/Smt.————————is cleared/not cleared from Vigilance angle.

Countersigned

Signature of the designated competent authority
(with office stamp)

Date:
Place: