

**No.42/10/2023-3Trg.  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT**

Dated, Chandigarh the 30<sup>th</sup> September, 2024


**Subject:- In-person Singapore Cooperation Programme on "Digital Government Transformation Strategies" from 20<sup>th</sup> to 24<sup>th</sup> January, 2025 in Singapore.**

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Will All the Administrative Secretaries to Government of Haryana kindly refer to the subject noted above ?

1. A copy of the letter No. 12/43/2024-BPC&T, dated 17<sup>th</sup> September, 2024, received by e-mail from Ms. Charu Vijay, Under Secretary (BPC&T Section), Department of Economic Affairs, Ministry of Finance , Room No. 236, North Block, New Delhi-110001 Govt. of India, has been uploaded on the Chief Secretary Haryana Website (<http://csharyana.gov.in>).

2. It is, therefore, requested to take further necessary action keeping in view of letter No. 22/38/2010-4Trg dated 21.12.2022.

  
Superintendent, Training

To

All the Administrative Secretaries to Govt. Haryana.

U.O. No. **42/10/2023-3Trg.**  
Endst. No. **42/10/2023-3Trg**

Dated Chandigarh, the 30<sup>th</sup> September, 2024  
Dated Chandigarh, the 30<sup>th</sup> September, 2024

A copy is forwarded to Ms. Charu Vijay, Under Secretary (BPC&T Section), Department of Economic Affairs, Ministry of Finance , Room No. 236, North Block, New Delhi-110001 Govt. of India w.r.t. his letter. No. 12/43/2024-BPC&T, dated 17<sup>th</sup> September, 2024 for information.

- sd -  
Superintendent, Training

Training Branch

Diary No. 118362

Dated 24/09/2024

No.12/43/2024-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)  
.....

24/9/24

5 Trg-

North Block, New Delhi,  
Dated the 17<sup>th</sup> September, 2024.

**TRAINING CIRCULAR**

**Subject:- In-person Singapore Cooperation Programme on "Digital Government Transformation Strategies" from 20th to 24th January, 2025 in Singapore.**

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Digital Government Transformation Strategies" from 20th to 24th January, 2025 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in digital government strategies and national ICT projects. 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 **One**.

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**, who will provide accommodation, local transport, medical insurance and daily allowance. **The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related 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/scptadgts2024>). 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 alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 01.11.2024 positively at the following address:-**

**Ms. Charu Vijay,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Room No. 236, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5233,  
Email- [charu.vijay@nic.in](mailto:charu.vijay@nic.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

Contd.....2/-

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.finmin.nic.in](http://www.finmin.nic.in) under the link "Foreign Training Programmes" [<https://mofapp.nic.in/training/default.aspx>].



( Charu Vijay )

Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Ministry of Electronic & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE  
[<https://mofapp.nic.in/training/default.aspx>].

## DIGITAL GOVERNMENT TRANSFORMATION STRATEGIES

20 TO 24 JANUARY 2025

Sponsored by the

**SINGAPORE COOPERATION PROGRAMME**

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD**

to be conducted by

**NATIONAL UNIVERSITY OF SINGAPORE – INSTITUTE OF  
SYSTEMS SCIENCE (NUS-ISS)**

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### 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, over 150,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

### National University of Singapore – Institute of Systems Science (NUS-ISS)

NUS-ISS was established in 1981 to provide practice-based IT graduate education and professional development programmes to develop infocomm leaders and drive business transformation and organisation innovation.

NUS-ISS aims to deliver experiential learning through practical and applicable content, and help students implement what they have learnt in real world environments. NUS-ISS prides themselves on having a faculty of mainly industry practitioners with an average experience of more than 20 years.

### Course Objectives

This course will equip participants with an integrated and coherent approach to initiate, plan and manage national Information and Communication Technology (ICT) projects for the country and their citizens in the new knowledge-based economy.



## Synopsis

Topics to be covered include:

- Overview of the digital government and its evolution;
- Identification and prioritisation of digital opportunities;
- Creation of a digital transformation plan that aligns with organisational goals; and
- Management of large complex digital government projects

## Methodology

The course will be conducted in-person in Singapore and will include briefings, case studies, country presentations as well as group discussions.

## Course Duration and Venue

The course will be held over 5 days from **20 to 24 January 2025** in Singapore.

## Application Information

Applicants should be:

- Mid- to senior-level government officials digital government strategies and national ICT projects;
- Nominated by their respective governments;
- Proficient in written and spoken English;
- In good health ; and
- Prepared to participate actively in the programme.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;

- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

### Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

## Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at [www.ica.gov.sg/enter-transit-depart](http://www.ica.gov.sg/enter-transit-depart);
- Strictly observe the course schedule and attend all training sessions; and

- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

### Application Procedure

(Closing date for nomination: **Friday, 8 November 2024**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/scptadqts2024> by **Friday, 8 November 2024**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

#### Note:

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly.
- Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

#### Follow us at:

- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](https://www.facebook.com/SCPFriends)

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## 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 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 55 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 exempted from the provisions 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 nomination 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, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, 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 filed 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. Clearance:-

Once the nomination forwarded by DEA to the sponsoring 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.

### Abbreviation:-

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



## DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth		3. Male/female		
4. Educational Qualifications		5. Date of Entry into Govt. Service		
6. Service to which Officer belongs		7. Date of Regular appointment		
8. Details of Posts held during the last five years (starting from present) :				
5.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
5.No.	Dates & Duration Of Training	Subject/Title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone :				
Mobile No. :				
E-mail :				
<b>CERTIFICATE</b>				
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 Email (alongwith official seal)				



**ANNEX-IV****CHECK LIST**

<b>Sl. No.</b>	<b>Required Documents</b>	<b>YES/NO</b>
1.	<b>MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement</b>	
2.	<b>Complete DEA Proforma alongwith Vigilance Clearance</b>	
3.	<b>Whether Application has been recommended/ nominated by Line Ministry/Department/State Government</b>	
4.	<b>Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.</b>	

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 \_\_\_\_\_ working in \_\_\_\_\_ Designation \_\_\_\_\_ 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.

(Signature of the candidate)

Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority  
Name, Designation (With seal)

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

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