

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

Dated, Chandigarh the 3rd April, 2025

To

All the Administrative Secretaries to Govt. Haryana State.

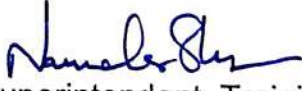
Subject:- In-person Singapore – Qatar Asia Middle East Dialogue (AMED) Training Programme on “Strategic Leadership and Public Governance” from 23rd to 27th June, 2025 in Doha, Qatar.

Sir/ Madam,

I am directed to refer to the subject noted above and to inform that a copy of the letter No. 12/10/2025-BPC&T dated 26.03.2025 received from Ms. Shikha Dahiya, Joint Director(BC), Department of Economic Affairs, Ministry of Finance, Room No. 268-C, North Block, New Delhi-110001 Government of India, has been uploaded on the Chief Secretary Haryana Website (<http://csharyana.gov.in>).

The necessary action may be taken in view of Govt. Instruction No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,


Superintendent, Training

Endst. No. 42/10/2023-3Trg.

Dated, Chandigarh the 3rd April, 2025

A copy is forwarded to Ms. Shikha Dahiya, Joint Director(BC), Department of Economic Affairs, Ministry of Finance, Room No. 268-C, North Block, New Delhi-110001 Government of India, w.r.t. their letter No. 12/10/2025-BPC&T dated 26.03.2025 for information.


Superintendent Training

Fwd: In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Strategic Leadership and Public Governance" from 23rd to 27th June, 2025 in Doha, Qatar

SSPS Haryana <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

26 March 2025 at 15:50

27/3/25

===== Forwarded message =====

From: Sh. Anurag Rastogi, IAS <cs@hry.nic.in>
To: "SSPS Haryana" <ssps@hry.nic.in>, <supdt.grievances@gmail.com>
Date: Wed, 26 Mar 2025 15:20:10 +0530
Subject: Fwd: In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Strategic Leadership and Public Governance" from 23rd to 27th June, 2025 in Doha, Qatar
===== Forwarded message =====

From: "Anil Kumar Chourasia" <chourasia.anil@nic.in>
To: "Rohi Singh" <ash-mohfw@nic.in>, "RAJEEV KUMAR" <jsadmin-mha@nic.in>, "Mr Rohit Mathur" <rohit.mathur@nic.in>, "Deepak Mishra" <jspe-cpc@gov.in>, "Deepankar Aron" <jschem-cpc@gov.in>, "Mr Bhuvnesh Kumar" <bhuvnesh.k@meity.gov.in>, "Sunil Kumar JS DST" <jsdk-dst@gov.in>, "Sh. Kamlesh Chaturvedi" <K.chaturvedi@gov.in>, "Rahul Kapoor" <jsupa-mhupa@gov.in>, "Subodh Yadav" <js-mowr@nic.in>, "Mrs Kamini" <jshe-mhrd@nic.in>, "Dr Amarpreet Duggal" <jsad-moe@gov.in>, "Ashish Kumar Bhutani Joint Secretary" <jscc-agri@nic.in>, "MR Synrem" <js1.tourism@gov.in>, "Vikram Singh" <js-ship@nic.in>, "Mr S Kumar" <suresh.kumar1972@gov.in>, "Balamurugan Devaraj" <jsdpit.bd@gov.in>, "Mercy Epao" <js.sme@nic.in>, "Mr Satyajit Mishra" <satyajit.mishra@nic.in>, "T.K. Anil Kumar, AS(RD)" <jsrc-mord@gov.in>, "A M Staff RailwayBoard" <amstaff@rb.railnet.gov.in>, "Chairman RailwayBoard" <crb@rb.railnet.gov.in>, "pallavi agarwal" <pallavi.agarwal@gov.in>, "Sh. Senthil Pandiyan" <js@moes.gov.in>, "Mr Samir Kumar" <samirkumar@nic.in>, "Dinesh Jagdale" <d.jagdale@gov.in>, "Vijay Kumar Sinha" <sinha.vijay@nic.in>, "jscd-msje@nic.in", "Rajesh Yadav, JS-DEPwD" <jsda-msje@nic.in>, "DDG CBT DoTHQ" <ddgtrg-dot@nic.in>, "Srinivas Danda" <srinivas.danda@gov.in>, "Sameer Shukla" <jsbo@nic.in>, "Shri Manish Tripathi" <js@nic.in>, "Mr Satyendra Mishra" <jskm.moca@nic.in>, "Joint Secretary Navy" <jsnavy-dma@gov.in>, "Raghuraj Rajendran" <raghurajr@ias.nic.in>, "Sagar Mehra" <sagar.mehra@nic.in>, "Mr. Hara Kumar Hajong" <hk.hajong@nic.in>, "Shubha Thakur" <sthakur@nic.in>, "Gurmeet Singh Chawla" <jsadmasi-culture@gov.in>, "N.J. Gangte" <jssest@mea.gov.in>, "SANJAY ROY" <Sanjay.roy14@nic.in>, "Satish Jadhav" <satish.kj@nic.in>, "S.D. Sharma" <js.admn-dopt@gov.in>, "Anupam Mishra" <js-ca@nic.in>, "DDG Establishment" <ddgestt@indiapost.gov.in>, "Sunita Moorti Anand" <anand.sunita@nic.in>, "Nitesh Mishra" <nk.mishra@nic.in>, "Shri Vikas Anand" <js2-mopr@gov.in>, "Sh. Kunal Satyarthi" <jslr-dolr@nic.in>, "Dr(Mr) Shailendra Kumar" <shailendra.k@nic.in>, "SANJAY KUMAR" <js-skj-dpe@gov.in>, "JS Establishment" <js-establishment.moc@gov.in>, "vijay mittal" <vijay.mittal@nic.in>, "Rupesh Kumar Thakur" <rp.thakur25@nic.in>, "Additional Registrar Admin" <ara-hc.cg@gov.in>, "Masaldan Gaurav" <masaldan.gaurav@nic.in>, "minhaj" <minhaj@ias.nic.in>, "Policy Information Desk" <information@cbi.gov.in>, "Arindam Modak" <arindam.modak@gov.in>, "Dr. Luther M. Rangrej" <jslegal1@mea.gov.in>, "Ajay Nagabhushan JS Films" <jsfilms.inb@nic.in>, "Mr Mr G. N. Singh" <gn.singh13@nic.in>, jsaa@dae.gov.in, "Balasubramanian Krishnamurthy" <js-dor@gov.in>, "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, chiefsecretary@gujarat.gov.in, "Dr. V Candavelou IAS" <cs-go@nic.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Smt. SARADA MURALEEDHARAN IAS" <chiefsecy@kerala.gov.in>, "Anurag Jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csra@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@nic.in>, cs@tn.gov.in, "cs-tripura" <cs-tripura@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "Reetu Jain" <adv-inv@gov.in>, "Jasbir Salwan" <jasbir.salwan@nic.in>, "Shri Naval Kishore Ram" <jsrev@nic.in>
Cc: "Shikha Dahiya" <shikha.dahiya@gov.in>, "Pankaj Gangwar" <pankaj.gangwar@gov.in>
Sent: Wednesday, March 26, 2025 3:16:26 PM
Subject: In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Strategic Leadership and Public Governance" from 23rd to 27th June, 2025 in Doha, Qatar

Sir/Madam,

Please find attachment regarding **In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Strategic Leadership and Public Governance" from 23rd to 27th June, 2025 in Doha, Qatar**, for information and necessary action.

With regards,

Anil Kumar Chourasia,
ASO, BPC&T Section
Bilateral Cooperation Division
Department of Economic Affairs
Ministry of Finance
Telephone no. : 23095135

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No.12/10/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)
.....

North Block, New Delhi,
Dated the 26th March, 2025.

TRAINING CIRCULAR

Subject:- In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Strategic Leadership and Public Governance" from 23rd to 27th June, 2025 in Doha, Qatar.

The Republic of Singapore has invited nominations for **In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Strategic Leadership and Public Governance" from 23rd to 27th June, 2025 in Doha, Qatar** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials from Asia-Middle East Dialogue (AMED) members who involved in policymaking and public service delivery. 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 the Government of Jordan under the Singapore-Qatar Asia-Middle East Dialogue (AMED) Training Programme**, who will provide course fees, including trainers' fees, course materials and training venue. **The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fares, 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/sgqatarslpg2025>). 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 28.04.2025 positively at the following address:-**

Ms. Shikha Dahiya,
Joint Director (BC),
Department of Economic Affairs, Ministry of Finance,
Room No. 268-C, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135,
Email- shikha.dahiya@gov.in
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 under the link "Foreign Training Programmes" [<https://mofapp.nic.in/training/default.aspx>].


(Pankaj Gangwar)
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
2. 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>].

संख्या, 12/10/2025-बीपीसीएंडटी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

नॉर्थ ब्लॉक, नई दिल्ली,

दिनांक 26 मार्च, 2025.

प्रशिक्षण परिपत्र

विषय : दोहा, कतर में 23 से 27 जून, 2025 तक "रणनीतिक नेतृत्व और सार्वजनिक शासन" पर व्यक्तिगत सिंगापुर-कतर एशिया मध्य पूर्व संवाद (एएमईडी) प्रशिक्षण कार्यक्रम।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत दोहा, कतर में 23 से 27 जून, 2025 तक "रणनीतिक नेतृत्व और सार्वजनिक शासन" पर व्यक्तिगत सिंगापुर-कतर एशिया मध्य पूर्व संवाद (एएमईडी) प्रशिक्षण कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। इस कार्यक्रम का उद्देश्य एशिया-मध्य पूर्व संवाद (एएमईडी) सदस्यों के मध्य से वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है, जो नीति निर्माण और सार्वजनिक सेवा वितरण में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या तीन है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. यह पाठ्यक्रम सिंगापुर सरकार और जॉर्डन सरकार द्वारा सिंगापुर-कतर एशिया-मध्य पूर्व संवाद (एएमईडी) प्रशिक्षण कार्यक्रम के तहत प्रायोजित है, जो प्रशिक्षकों की फीस, पाठ्यक्रम सामग्री और प्रशिक्षण स्थल सहित पाठ्यक्रम शुल्क प्रदान करेगा। नामांकित उम्मीदवार या उसके नामित प्राधिकारी को राउंड ट्रिप हवाई किराया, आवास और अन्य स्थानीय और आकस्मिक खर्चों की लागत वहन करनी होगी। इस आशय का एक वचनबद्धता प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार द्वारा दी जानी चाहिए यदि वे निर्धारित प्रारूप (अनुलग्नक-III) में यात्रा व्यय वहन करने के लिए सहमत हैं।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/sgqatarslpg2025>) पर उपलब्ध। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

.....2/-

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 28.04.2025 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

सुश्री शिखा दहिया,
संयुक्त निदेशक (बीसी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
कमरा नं. 268-सी, नॉर्थ ब्लॉक, नई दिल्ली-110001।
पीएच:- 011 - 2309 5135,
ईमेल- shikha.dahiya@gov.in
chourasia.anil@nic.in

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट www.finmin.nic.in पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।



(पंकज गंगवार)
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), सभी मंत्रालयों/विभागों, भारत सरकार की।
2. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[<https://mofapp.nic.in/training/default.aspx>]

STRATEGIC LEADERSHIP AND PUBLIC GOVERNANCE

23 TO 27 JUNE 2025

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, more than 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.

Institute of Public Administration, Qatar

The Institute of Public Administration (IPA) was established in 1964 and has achieved significant milestones throughout its journey. In 2021, a notable transformation occurred with the establishment of the Civil Services and Government Development Bureau, which the IPA became affiliated with, demonstrating the IPA's essential role in developing the public sector. This evolution was not just a change in structure but also a reinforcement of its role in enhancing governmental operations and services.

The IPA has dedicated itself to fostering cooperation with government entities, aiming to fulfill their evolving training and developmental requirements. The IPA offers a comprehensive range of 1,393 training courses, designed to meet the diverse needs of trainees. By 2023, these efforts had successfully empowered 30,000 government employees and significantly contributed to developing the public sector by elevating government employees and fostering innovation and efficiency across the national workforce.

Civil Service College, Singapore

Civil Service College (CSC) is the central learning institution for the Singapore Public Service. It plays a pivotal role in nurturing and developing people for a first-class Public Service. As a Statutory Board under the Prime Minister's Office, we endeavour to be the heart of learning excellence and development for the Singapore Public Service.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration and public reforms.

Course Objectives

This course will share Singapore's experience in public sector leadership, economic development, good governance strategies and human capital development.

Course Outline

This course topics will include, but not be limited to, the following:

- Singapore's approach to governance and public service transformation
- Public accountability and financial management in Singapore
- Futures thinking and economic planning in Singapore
- Human resource management in the Singapore public service
- Organisational change leadership

Methodology

This course will be conducted through lectures and discussions and will include group discussions, sharing sessions, Q&A, case studies, evaluation sessions, experiential activities, and other learning methodologies, using suitable education technology tools to enhance interactivity during the sessions.

Course Duration and Venue

This course will be conducted from 23 to 27 June 2025 at the AMED Regional Training Centre for Public Administration (RTCPA) in Doha, Qatar.

Address:

Institute of Public Administration –



Invited Countries

Asia and the Middle East Dialogue (AMED) members.

Application Information

Applicants should be:

- Mid-to-senior level government officials from AMED members who are involved in policymaking and public service delivery.
- Nominated by their government.
- Proficient in written and spoken English.
- In good health.
- Prepared to participate actively in the programme.

Terms of Award

This course is sponsored by the Government of Singapore and the Government of Qatar.

The Governments of Singapore and Qatar will bear the following expenses for successful applicants, thereafter, known as "participants", during the course in Doha, Qatar.

These expenses include:

- Course fees, including trainers' fees, course materials, and training venue.

Note:

- The nominating government will be responsible for its participants' round-trip airfares, accommodation, and other local and incidental costs.

- Participants are to bear their personal expenses.
- As insurance will not be provided, 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:

- Strictly observe course schedules and not miss any course sessions.
- Carry out instructions and abide by conditions as may be stipulated by the nominating government or the Governments of Singapore and Qatar with respect to the course.
- Not to engage in political activities, or any form of employment for profit or gain while in Qatar.
- Discontinue the course, in the event that they fall seriously ill and are considered unable to continue the course or have committed an improper act.
- Return to their respective home countries upon completion of the course.

- Applications must be completed in full. Incomplete application forms will not be considered. Please contact MFA_SCP@mfa.gov.sg if you encounter technical issues during application.
- Please refrain from making telephone and email inquiries on the status of your applications while your application is being processed.
- 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 representation in the nominating country.

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Application Procedure

(Closing date for nomination: **5 May 2025**)

The Governments of Singapore and Qatar are pleased to invite the respective National Focal Points for Technical Assistance to nominate up to **three (3)** suitable candidates for consideration.

Selection of candidates for the limited number of training awards will be based on merit. 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 nominations are to be submitted **online at <https://go.gov.sg/sqgqatarslpg2025> by 5 May 2025**. All applications must also be **endorsed** by the respective National Focal Point for Technical Assistance.

Note:

ANNEX-II

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:-

- Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- 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.
- 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.
- 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:-

- 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.
- 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.

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ANNEX-III

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) :				
S.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 :				
S.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 :				
<u>CERTIFICATE</u>				
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)				

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ANNEX-IV

CHECK LIST

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

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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.

(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