

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

Dated, Chandigarh the 16th August, 2023.

To

All the IAS Officers of Haryana State.

Subject:- In-person Singapore Cooperation Programme on "Robotic Process Automation for Leaders" from 6th to 10th November, 2023 in Singapore.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of the letter No. 12/27/2023-BPC&T, dated 8th August, 2023, received by e-mail from Sh. Sanjay Kumar, Under Secretary to the Govt. of India, Department of Economic Affairs, Ministry of Finance, Room No. 271-B North Block, New Delhi-110001, has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

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

Yours faithfully,

Sanjay Kumar 16/8/23
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

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

Dated Chandigarh, the 16th August, 2023

A copy is forwarded to Sanjay Kumar, Under Secretary to the Govt. of India, Department of Economic Affairs, Ministry of Finance, Room No. 271-B North Block, New Delhi-110001 w.r.t. his letter. No. 12/27/2023-BPC&T Section, dated 08.08.2023.

Sanjay Kumar 16/8/23
Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Fwd: In-person Singapore Cooperation Programme on "Robotic Process Automation for Leaders" from 6th to 10th November, 2023 in Singapore

1 message

Prabhjot Singh <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

Training Branch

Diary No. 107617

Dated 08/08/2023

8 August 2023 at 08:47

62
08/08/2023
STy.

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>
To: "Prabhjot Singh" <ssps@hry.nic.in>
Sent: Monday, August 7, 2023 7:11:19 AM
Subject: Fwd: In-person Singapore Cooperation Programme on "Robotic Process Automation for Leaders" from 6th to 10th November, 2023 in Singapore

Sir/Madam,

Find enclosed the trailing emails for information and necessary action please.

Regards

PS/CS

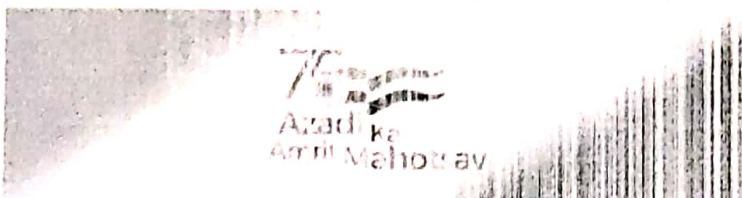
From: "Anil Kumar Chourasia" <chourasia.anil@nic.in>
To: "Mr Bhuvnesh Kumar" <bhuvnesh.k@meity.gov.in>, "Sunil Kumar JS DST" <ssk-dst@gov.in>, "Vikram Singh" <js-ship@nic.in>, "Sh. Senthil Pandiyan" <js@moes.gov.in>, "Mr JIGMET TAKPA" <akpa.jigmet@gov.in>, jsatd@mea.gov.in, "MANJU PANDEY" <manju.pandey@nic.in>, "Rakesh Mittal" <rakesh.mittal@5-nics@gov.in>, "Mr Sanjay Kumar Sinha" <sanjay.sinha@nic.in>, "Dr K. S. Jawahar Reddy, IAS" <cs@ap.gov.in>, "Dharmendra" <cs@punjab.gov.in>, "PABAN KUMAR BORTHAKUR, IAS" <cs.assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Puneel Kumar Goel IAS Chief Secretary" <cs-goa@gov.in>, cs@guj@gov.in, "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs.jandk@nic.in>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "DR VENU V IAS" <cs@telangana.gov.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cs-meg" <cs-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <cs-ngl@nic.in>, "Shri Pradeep Kumar Jena" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, cs@raj@nic.in, "Vijay Bhushan Pathak" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY GoUP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>
Cc: "Sanjay K" <kumar.sanjay76@nic.in>, "Jagdish Singh Panwar" <panwarjs@nic.in>
Sent: Monday, August 7, 2023 5:02:22 PM
Subject: In-person Singapore Cooperation Programme on 'Robotic Process Automation for Leaders' from 6th to 10th November, 2023 in Singapore

Sir/Madam,

Please find attachment regarding In-person Singapore Cooperation Programme on "Robotic Process Automation for Leaders" from 6th to 10th November, 2023 in Singapore , for information and necessary action.

With regards,

Anil Kumar Chourasia,
Assistant Section Officer,
(BPC&T) Section,
Department of Economic Affairs,
Ministry of Finance,
North Block, New Delhi,
Tele: 23095135.



No.12/27/2023-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
Dated the 7th August, 2023.

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on "Robotic Process Automation for Leaders" from 6th to 10th November, 2023 in Singapore.

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme Training Award(SCPTA) Course on "Robotic Process Automation for Leaders" to be held in Singapore from 6th to 10th November, 2023 under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials intending to use Robotic Process Automation (RPA) as a solution to improve their agency's work progress. 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/rpa2023>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (iii) DEA's proforma - duly countersigned by competent authority (Annex-IV).

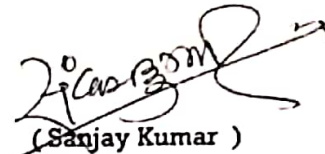
5. Application Form complete in all respects alongwith check-list (Annex-V) reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 15.09.2023 positively at the following address:-

Shri Jagdish Singh Panwar,
Section Officer (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 271-B, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135,
Email- panwar.js@nic.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>].



(Sanjay Kumar)
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.), Ministry of Science and Technology, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi-110 016.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. 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>].

ROBOTIC PROCESS AUTOMATION FOR LEADERS

6 to 10 NOVEMBER 2023

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

to be conducted by

Civil Service College, Singapore

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, close to 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 Singapore Ministry of Foreign Affairs.

Civil Service College

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

RPA has gained traction in the public service as a means to automate high volumes of repetitive and manual work processes. This course will present Singapore's experience in implementing RPA in public agencies and equip participants with foundational skills and knowledge for successful RPA implementation.

Synopsis

- Introduction to RPA, its key features, functions, capabilities, risks and challenges
- Identify suitable work processes for automation and using RPA to complement process improvement methodologies
- Identify organisational factors for successful RPA implementation
- End-to-end RPA implementation approach
- Build an RPA bot using UiPath
- Gain insights from case studies of how RPA is implemented in Singapore Public Service

Methodology

A variety of teaching methodologies will be used throughout the course to ensure active learning and participation including lectures, group discussions, dialogues and experiential activities. Relevant site visits will also be included to enhance the learning experience of the participants

Course Duration and Venue

The course will be conducted in-person from **6 to 10 November 2023** in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials intending to use Robotic Process Automation (RPA) as a solution to improve their agency's work processes;
- Nominated by their government;
- 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;**
- Accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day to one day after the course;
- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) 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 between course venue and site visits; 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. [This does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy.]

Note:

- The nominating government will be responsible for its participants' round-trip airfares;
- Participants are to bear their personal expenses that might be incurred prior to receiving the allowance; and
- As the basic insurance coverage is limited, participants are strongly advised to purchase comprehensive travel insurance which includes medical evacuation in case they encounter 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 such conditions as may be stipulated by the nominating government or the Governments of Singapore and Chile with respect to the course.
- Not to engage in political activities, or any form of employment for profit or gain while in Singapore.
- Discontinue the course, in the event 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.
- 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 National Focal Point will also be informed directly or through Singapore's diplomatic representation in the nominating country.
- Flight arrangements should only be made upon receipt of the Letter of Acceptance to the course.

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends

Application Procedure

Closing date for nomination: **22 September 2023**

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **one (1)** suitable candidate for consideration. 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 NFP in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/rpa2023> by **Friday, 22 September 2023**. All applications must also be **endorsed** by the respective National Focal Point for Technical Assistance. 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:

- Applications must be completed in full. Incomplete application forms will not be considered. Please contact bernice_lee@mfa.gov.sg and Charmaine.YEOW@mfa.gov.sg if you encounter technical issues during application.

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	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 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 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. 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) :				
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)				

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

Page 2

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.	