

**Subject:- In-person Singapore Cooperation Programme on "Sustainable Integrated Water Resources Management" from 4<sup>th</sup> to 8<sup>th</sup> March 2024 in Singapore.**

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Will the,

1. All the Administrative Secretaries of Haryana.
2. Commissioner & Secretary to Government, Haryana, Irrigation & Water Resources Department.

Kindly refer to the subject noted above ?.

2. A copy of the letter No. 12/33/2023-BPC&T, dated 8<sup>th</sup> November, 2023, received by e-mail from Ms. Soumitra N. Motilal, 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.

*Bans Ram*  
20/11/23

Deputy Superintendent, Training  
for the Chief Secretary to Government, Haryana.

To

1. All the Administrative Secretaries of Haryana State
2. Commissioner & Secretary to Government, Haryana, Irrigation & Water Resources Department

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

Dated Chandigarh, the **20<sup>th</sup> November, 2023**  
Dated Chandigarh, the **20<sup>th</sup> November, 2023**

A copy is forwarded to Ms. Soumitra N. Motilal, 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. 12/33/2023-BPC&T Section, dated 8<sup>th</sup> November, 2023 for a kind information.

*Bans Ram*  
20/11/23

Deputy Superintendent, Training  
for the Chief Secretary to Government, Haryana.

# Fwd: In-person Singapore Cooperation Programme on "Sustainable Ingegrated Water Resources Management" from 4th to 8th March, 2024 in Singapore

1 message

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

Training Branch

Diary No. 149269

Date: 10/11/2023

10/11/23  
37ry.

8 November 2023 at 15:45

**From:** "Sanjeev Kaushal, IAS" <cs@hry.nic.in>  
**To:** "Prabhjot Singh" <ssps@hry.nic.in>  
**Sent:** Tuesday, November 7, 2023 11:50:40 PM  
**Subject:** Fwd: In-person Singapore Cooperation Programme on "Sustainable Ingegrated Water Resources Management" from 4th to 8th March, 2024 in Singapore

**From:** "Anil Kumar Chourasia" <chourasia.anil@nic.in>  
**To:** "Mr Samir Kumar" <samirkumar@nic.in>, "Rahul Kapoor" <jsupa-mhupa@gov.in>, "Roli Singh" <ash-mohfw@nic.in>, "Shri Prakash" <jsadmin-mha@nic.in>, "Mr Rohit Mathur" <rohit.mathur@nic.in>, "Deepak Mishra" <jspc-cpc@gov.in>, "Susanta Kumar Purohit" <jschem-cpc@gov.in>, "Mr Bhuvnesh Kumar" <bhuvnesh.k@meity.gov.in>, "Sunil Kumar JS DST" <jssk-dst@gov.in>, "Sh. Kamlesh Chaturvedi" <K.chaturvedi@gov.in>, "Subodh Yadav" <js-mowr@nic.in>, "Mrs Kamini" <jshe-mhrd@nic.in>, "Vipin Kumar" <jscord-mhrd@nic.in>, "Ashish kumar Bhutani Joint Secretary" <jscs-agri@nic.in>, "MR Synrem" <js1.tourism@gov.in>, "Vikram Singh" <js-ship@nic.in>, "Mr S Kumar" <suresh.kumar1972@gov.in>, "Rajeev Singh Thakur" <jsadmin-dpiit@gov.in>, "Mercy Epao" <js.sme@nic.in>, "Mr JIGMET TAKPA" <takpa.jigmet@gov.in>, "Additional Secretary MoRD" <jsrc-mord@gov.in>, "A M Staff RailwayBoard" <amstaff@rb.railnet.gov.in>, "ChairmanRailwayBoard RailwayBoard" <crb@rb.railnet.gov.in>, "Dr(Mr) Prem Singh" <prem.bogzi@ias.nic.in>, "pallavi agarwal" <pallavi.agarwal@gov.in>, "Sh. Senthil Pandiyan" <js@moes.gov.in>, "Dr. Vandana Kumar" <jssolar-mnre@gov.in>, "Vijay Kumar Sinha" <sinha.vijay@nic.in>, "Mr Surendra Singh" <jsss-msje@nic.in>, "Rajesh Yadav, JS-DEPwD" <jsda-msje@nic.in>, "Shri Sunil Kumar Verma" <jsa-dot@nic.in>, "Srinivas Danda" <srinivas.danda@gov.in>, "Sameer Shukla" <jsbo@nic.in>, "Manish Tripathi" <jse@nic.in>, "Mr Satyendra Mishra" <jsskm.moca@nic.in>, "Joint secretary Navy" <jsnavy-dma@gov.in>, "Raghuraj Rajendran" <raghurajmr@ias.nic.in>, "Sagar Mehra" <sagar.mehra@nic.in>, "Mr. Hara Kumar Hajong" <hk.hajong@nic.in>, "Shubha Thakur" <sthakur@nic.in>, "Ms.Sanjukta Mudgal" <jsadmasi-culture@gov.in>, "Y. K. Sailas Thangal" <jsestt@mea.gov.in>, "SANJAY ROY" <Sanjay.roy14@nic.in>, "Satish Jadhav" <satish.kj@nic.in>, "Mr Satyajit Mishra" <satyajit.mishra@nic.in>, "Anupam Mishra" <js-ca@nic.in>, "DDG Establishment" <ddgestt@indiapost.gov.in>, "Sunita Anand" <anand.sunita@nic.in>, "Nitesh Mishra" <nk.mishra@nic.in>, "Shri Vikas Anand" <js2-mopr@gov.in>, "Additional Registrar Admin" <ara-hc.cg@gov.in>, "Rajinder Kashyap" <rajinder.kashyap@gov.in>, "minhaj" <minhaj@ias.nic.in>, "Policy Information Desk" <information@cbi.gov.in>, "Arindam Modak" <arindam.modak@gov.in>, "Anurag Agarwal" <jsaa-mca@gov.in>, "Dr. Luther M. Rangreji" <jlegal1@mea.gov.in>, "Prithul Kumar" <jsfilms.inb@nic.in>, "Mr Mr G. N. Singh" <gn.singh13@nic.in>, jsaa@dae.gov.in, "Dr K. S. Jawahar Reddy, IAS" <cs@ap.gov.in>, "Dharmendra" <cs-arunachal@nic.in>, "PABAN KUMAR BORTHAKUR, IAS" <cs-assam@nic.in>, "Chief Secretary Office" <csoffice.cg@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Shri Naresh Kumar" <csdelhi@nic.in>, chiefsecretary@gujarat.gov.in, "Puneet Kumar Goel IAS Chief Secretary" <cs-go@nic.in>, "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, cs@karnataka.gov.in, "DR VENU V IAS" <chiefsecy@kerala.gov.in>, "Iqbal Singh Bains" <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>, cs-ori@nic.in, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Vijay Bhushan Pathak" <cs-skm@nic.in>, cs@tn.gov.in, "cs-tripura" <cs-tripura@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "CHIEF SECRETARY GoUP" <csup@nic.in>, "Shri H K Dwivedi" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, admr-chandigarh@nic.in, "Mr Rajeev Verma IAS" <cs.pon@nic.in>  
**Cc:** "SoumitraN Motilal" <soumitra.motilal67@nic.in>, "Jagdish Singh Panwar" <panwar.js@nic.in>  
**Sent:** Wednesday, November 8, 2023 12:58:13 PM  
**Subject:** In-person Singapore Cooperation Programme on "Sustainable Ingegrated Water Resources Management" from 4th to 8th March, 2024 in Singapore

Sir/Madam,

Please find attachment regarding **In-person Singapore Cooperation Programme on "Sustainable Ingegrated Water Resources Management" from 4th to 8th March, 2024 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.12/33/2023-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

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North Block, New Delhi,  
Dated the 8<sup>th</sup> November, 2023.

**TRAINING CIRCULAR**

**Subject:- In-person Singapore Cooperation Programme on "Sustainable Integrated Water Resources Management" from 4th to 8th March, 2024 in Singapore.**

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme Training Award (SCPTA) Course on "Sustainable Integrated Water Resources Management"** to be held in Singapore from 4th to 8th March, 2024 under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in integrated water resources management. 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:

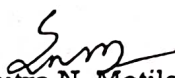
- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/siwrn2023>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. Application Form complete in all respects alongwith check-list (**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 12.01.2024 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](mailto:panwar.js@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>].

  
( Soumitra N. Motilal )

Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Ministry of Jal Shakti, Shram Shakti Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Housing and Urban Affairs, Nirman Bhavan, New Delhi.
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>].**

**SUSTAINABLE INTEGRATED WATER RESOURCES MANAGEMENT****4 TO 8 MARCH 2024**

Sponsored by the

**SINGAPORE COOPERATION PROGRAMME**

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD****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 Ministry of Foreign Affairs, Singapore.

**Course Objectives**

This in-person course is conducted under the auspices of the Singapore Cooperation Programme Training Award (SCPTA).

This course will discuss Singapore's approach to integrated water resource management to manage the effects of extreme weather conditions brought on by climate change.

**Synopsis**

Topics to be covered include:

- Water sustainability and circular economy
- Stormwater management and Active, Beautiful and Clean Waters (ABC Waters) Programme
- Coastal protection for climate resilience
- Adapting water management to climate change

**Methodology**

The course will be conducted in-person in Singapore and will include the delivery of instruction of course sessions, case studies as well as group discussions.

**Course Duration and Venue**

The course will be held over five days from **4 to 8 March 2024** in Singapore.

**Application Information**

Applicants should be:

- Mid- to senior-level government officials involved in integrated water resources management;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

## 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 Twenty Singapore Dollars (S\$120) 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: **19 January 2024**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **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/siwr2023> by **Friday, 19 January 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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## 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 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) :                                                                                               |                              |                                     |                                   |                   |
| 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 :                                                                                                                                                                    |                              |                                     |                                   |                   |
| <b><u>CERTIFICATE</u></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)                               |                              |                                     |                                   |                   |

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)

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

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