

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

Dated, Chandigarh the 18th December, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - In person Singapore Cooperation Programme of "Fostering the Digital Economy through AI and Data Governance" from 26th February, 2024 to 1st March, 2024 in Singapore.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 11.12.2023 received vide No. 12/38/2023-BPC&T dated 08.12.2023 received from Ms Parvathy Kataria, Under Secretary to the Govt. of India, Department of Economic Affairs, Ministry of Finance, Room No. 271-B, North Block, New Delhi-110001. This e-mail has been uploaded on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>).

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

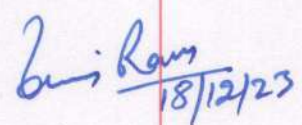
Yours faithfully,

Deputy Superintendent, Training

Endst. No. 42/03/2023-3Trg.

Dated Chandigarh, the 18th December, 2023.

A copy of the above is forwarded to Ms Parvathy Kataria, 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 Email letter dated 11.12.2023 received vide No. 12/38/2023-BPC&T dated 08.12.2023 for information.


18/12/23
Deputy Superintendent, Training



Fwd: In-person Singapore Cooperation Programme on "Fostering the Digital Economy through AI and Data Governance" from 26th February, 2024 to 1st March, 2024 in Singapore

1 message

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

11 December 2023 at 07:51

2
12/12/23
3 Trg

From: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>
To: "Prabhjot Singh" <ssps@hry.nic.in>
Sent: Friday, December 8, 2023 10:03:30 AM
Subject: Fwd: In-person Singapore Cooperation Programme on "Fostering the Digital Economy through AI and Data Governance" from 26th February, 2024 to 1st March, 2024 in Singapore

From: "Anil Kumar Chourasia" <chourasia.anil@nic.in>
To: "Reetu Jain" <reetuj@gov.in>, "Mr Bhuvnesh Kumar" <bhuvnesh.k@meity.gov.in>, "Arindam Modak" <arindam.modak@gov.in>, "Sameer Shukla" <jsbo@nic.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>, "Sunil Kumar JS DST" <jssk-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>, "Vipin Kumar" <jscord-mhrd@nic.in>, "Ashish kumar Bhutani Joint Secretary" <jscg-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>, "JS RC & DG NRIDA" <jsrc-mord@gov.in>, "A M Staff RailwayBoard" <amstaff@rb.railnet.gov.in>, "Chairman RailwayBoard 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>, "Mr Samir Kumar" <samirkumar@nic.in>, "Sh. Sudeep Jain" <jssolar-mnre@gov.in>, "Vijay Kumar Sinha" <sinha.vijay@nic.in>, "Mr Surendra Singh" <jssmsje@nic.in>, "Rajesh Yadav, JS-DEPwD" <jsda-msje@nic.in>, "Shri Sunil Kumar Verma" <jsa-dot@nic.in>, "Srinivas Danda" <srinivas.danda@gov.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>, "Sh Sonmoni Borah IAS" <jslr-dolr@nic.in>, "Dr(Mr) Shailendra Kumar" <shailendra.k@nic.in>, "SANJAY KUMAR" <js-skj-dpe@gov.in>, "Shyam Bhagat" <jsestablishment.moc@gov.in>, "vijay mittal" <vijay.mittal@nic.in>, "Rupesh Kumar Thakur" <rp.thakur25@nic.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>, "kvr murthy" <kvr.murthy@gov.in>, "Dr. Luther M. Rangreji" <jslegal1@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-goa@nic.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" <chiefsecy@kerala.gov.in>, "Veera Rana" <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 Pradeep Kumar Jena" <csori@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>, "Mr Rajeev Verma IAS" <cs.pon@nic.in>
Cc: "PARVATHY KATARIA" <pk.kataria@gov.in>, "Jagdish Singh Panwar" <panwar.js@nic.in>

Sent: Friday, December 8, 2023 3:12:41 PM

Subject: In-person Singapore Cooperation Programme on "Fostering the Digital Economy through AI and Data Governance" from 26th February, 2024 to 1st March, 2024 in Singapore

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on "**Fostering the Digital Economy through AI and Data Governance**" from **26th February, 2024 to 1st 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.



 **12-38-23-final.pdf**
3703K

North Block, New Delhi,
Dated the 8th December, 2023.

TRAINING CIRCULAR

Subject:- **In-person** Singapore Cooperation Programme on "**Fostering the Digital Economy through AI and Data Governance**" from 26th February, 2024 to 1st March, 2024 in Singapore..

The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme Training Award(SCPTA) Course on "**Fostering the Digital Economy through AI and Data Governance**" to be held in Singapore from 26th February, 2024 to 1st March, 2024 under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in developing the digital economy in their country. 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 **Two**.

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 Japan under the Japan-Singapore Partnership Programme for the 21st Century**, who will provide accommodation, local transport, medical insurance and daily allowance. **An Economy Class round-trip air ticket between the respective international airports designated by JICA.**

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/jspp21de>). 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 10.01.2024 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
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>].

Parvathy Kataria

(Parvathy Kataria)

8/12/2023

Under Secretary to the Govt. of India

1. Adviser (Investment), Department of Economic Affairs, North Block, New Delhi.
2. Joint Secretary (Admn.), Ministry of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi.
3. Joint Secretary (Admn.), Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi.
4. Joint Secretary (Admn.), Department of Financial Services, Jeevandeep Building, Sansad Marg, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. 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>].

FOSTERING THE DIGITAL ECONOMY THROUGH AI AND DATA GOVERNANCE

26 FEBRUARY TO 1 MARCH 2024

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

JAPAN INTERNATIONAL COOPERATION AGENCY

under the

**JAPAN-SINGAPORE PARTNERSHIP PROGRAMME FOR THE 21ST
CENTURY**

to be conducted by the

INTELLECTUAL PROPERTY OFFICE OF 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, 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.

Japan International Cooperation Agency

The Japan International Cooperation Agency (JICA), one of Japan's Official Development Assistance (ODA) implementing bodies, has been extending technical cooperation in human resource development to facilitate the autonomous, sustainable development of developing countries since its establishment in 1974. From 2008, JICA was further strengthened to incorporate all activities of Japan's Official Development including concessional ODA loans and grant aid in an effective and efficient manner.

JICA will enhance the impact of assistance through (a) A More Strategic Framework to achieve medium-to-long term development goals of developing countries (b) More Predictable Aid as operational "rolling" plans will be utilised in policy dialogue with developing countries (c) Speedier Project Formulation through "Preparatory Survey" to ensure flexibility and speed at the project preparation stage (d) Assistance Tailored to Real Needs: Synergy of Aid Schemes to offer assistance

that most effectively addresses the needs of developing countries.

Japan-Singapore Partnership Programme for the 21st Century (JSPP21)

As countries whose prime resources are their people, Singapore and Japan believe that human resource development is important for economic and social progress. With this mutual understanding, Singapore and Japan signed a Memorandum of Understanding in January 1994 to train participants from developing countries by sharing each country's expertise and experience from their economic development under the Japan-Singapore Partnership Programme (JSPP).

The Japan-Singapore Partnership Programme for the 21st Century (JSPP21) was established through a Memorandum of Discussion (MOD) signed in May 1997, to signify a widening of the scope of technical cooperation between Singapore and Japan. Since then, the MOD has been renewed three times, most recently in December 2018.

With a view to enhancing ASEAN integration and sharing the two countries' experience in their areas of expertise, both governments recognised, as areas of priority, training and capacity building for third countries in the fields of (a) security and peace, (b) addressing vulnerability, (c) private sector development, (d) connectivity, and (e) smart initiatives.

Since 1994, Singapore and Japan have implemented close to 400 training courses for more than 7,000 participants in diverse fields such as public governance, trade promotion, climate change and environment, community policing, disaster management, maritime navigation, tourism, and urban planning.

Intellectual Property Office of Singapore

The Intellectual Property Office of Singapore (IPOS) is a government agency under the Ministry of Law. Our mission is to use our intellectual property (IP) expertise and networks to drive Singapore's future growth, and build Singapore into a hub where innovative enterprises use IP and intangible assets to grow.

In August 2019, IPOS launched its new subsidiary, IPOS International, that brings together over 100 IP experts under one roof with strengths in IP strategy and management, patent search and analysis, and IP education and training within the IPOS Group. The new

entity supports enterprise and industry growth through the management and commercialisation of their intangible assets (IA) and intellectual property (IP).

An IP office for the future, IPOS is building the innovation ecosystem together with IPOS International, and anchoring Singapore as a hub for global innovation flows where intangible asset-rich enterprises can grow today's ideas and become tomorrow's assets.

Course Objectives

The increasing usage of artificial intelligence (AI) for various applications and the development of big data tools have allowed countries to benefit from opportunities brought by the digital economy. However, this has also led to challenges in areas such as safeguarding citizens' privacy and protecting the intellectual property (IP) rights of businesses and citizens. Countries need to formulate effective AI and data governance frameworks to deal with such challenges effectively.

This course aims to cultivate an innovative mindset towards AI and data governance among government officials such that they can better formulate governance frameworks to maximise benefits from the digital economy. This program is designed to benefit participants from countries at all stages of development.

Synopsis

Topics to be covered include:

- Understand trends and challenges in AI and data governance.
- Gain an overview of cross-border data transfer tools.
- Identify effective strategies for the creation, protection and enforcement of Digital Economy centric IP rights.
- Learn about Singapore's and Japan's respective approaches towards AI and data governance.



Methodology

This course will be delivered for up to **25 participants**. It will include lectures, group discussions and Q&A sessions.

Participants should bring along their own internet-enabled learning devices such as laptops or tablets (mobile phones are not recommended) for this course.

Course Duration and Venue

The course will be conducted daily in Singapore from **26 February to 1 March 2024**.

Application Information

Applicants should be:

- Mid-to-senior level government officials involved in developing the digital economy in their country;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

In addition, as stipulated by the Government of Japan:

If your organisation and/or your status is related to the Military, you are required to email to 1rtd2@jica.go.jp with your name, country, organisation, the course name, and choose one option from below that best describes your relationship with the Military:

- A) the Military, an active military personnel or a military personnel listed in the muster roll/military register
- B) an organisation affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register
- C) the Department or the Ministry of Defense, and organisation affiliated with the Ministry of Defense, or staff of the Ministry of Defense
- D) a civilian organisation but with military personnel or a military division within the organisation
- E) an organisation which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment

Qualifications of applicants who belong to the military or other military-related organisations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent

with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organisation, and other relevant information in a comprehensive manner.

Terms of Award

The course is sponsored by the Governments of Japan and Singapore under the Japan-Singapore Partnership Programme for the 21st Century.

Under this programme arrangement, the Governments of Japan and Singapore will bear the following expenses for successful applicants, thereafter known as "participants", during their training in Singapore.

These expenses include:

- Course fees;
- An Economy Class round-trip air ticket between the respective international airports designated by JICA;
- A daily training allowance of One Hundred and Twenty Singapore Dollars (120 SGD) from the first day to the last day of the course. A proportionate reduction in the daily training allowance will be made if the participant is unable to attend the full duration of the course;
- Accommodation for the duration of the course. Complimentary breakfast is provided in the hotel from the first day to one day after the course;
- Transportation between hotel, training venue and site visits (if any); 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

- For entry into Singapore, participants would be required to adhere to the latest travel requirements and advisories as indicated at www.ica.gov.sg/enter-transit-depart;

- Participants are to bear their personal expenses that might be incurred prior to receiving the per diem, and
- As the basic insurance coverage is limited, 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 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: **17 January 2024**)

The Governments of Japan and Singapore are pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **two (2)** suitable applicants. Selection of candidates will be based on merit. Should there be more applicants than training places, the Governments of Japan and Singapore seek 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/jspp21de> by **Wednesday, 17 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:

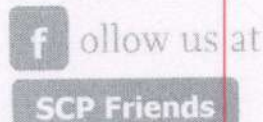
- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

Note:

- Participants will receive a JSPP21 certificate of completion 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; and
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly.

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- Facebook: www.facebook.com/SCPFriends



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 APPLY3. 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 :				
<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)				

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.	