

No. 42/07/2024-3Trg
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 7th March, 2024

II

Subject :- In-person Malaysian Technical Cooperation Programme (MTCP) Courses on "Cultural Diplomacy 2024" from 21st to 30th May, 2024 Kuala, Lampur.

Will all the Administrative Secretaries to Govt. Haryana kindly refer to the subject noted above ?

1. A copy of the letter No. 17/2/2024-BPC&T, dated 22nd February, 2024 received by e-mail from Shri Jagdish Singh Panwar, Section Officer (BPC&T), Department of Economic Affairs, Ministry of Finance, Room No. 271-B, North Block, New Delhi-110001, has been uploaded on the Chief Secretary Haryana Website (<http://csharyana.gov.in>).
2. It is, therefore, requested to take further necessary action keeping in view of letter No. 22/38/2010-4Trg, dated 21.12.2022.


Superintendent, Training
20/03/24

To

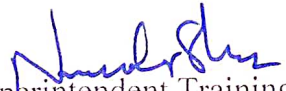
All the Administrative Secretaries to Govt. Haryana State.

U.O. No. 42/07/2024-3Trg.
Endst. No. 42/07/2024-3Trg.

Dated, Chandigarh the 7th March, 2024
Dated, Chandigarh the 7th March, 2024

II

A copy is forwarded to Shri Jagdish Singh Panwar, Section Officer (BPC&T), Department of Economic Affairs, Ministry of Finance, Room No. 271-B, North Block, New Delhi-110001 w.r.t. his letter No. 17/2/2024-BPC&T Section, dated 22nd February, 2024 for information.


Superintendent Training
20/03/24

दिनांक, चण्डीगढ़ 21 दिसम्बर, 2022

सेवा में,

1. हरियाणा के अतिरिक्त मुख्य सचिव एवं वित्तायुक्त सचिव/ सभी प्रधान सचिव, हरियाणा सरकार।
2. सभी विभागाध्यक्ष, हरियाणा सरकार।
3. सभी मण्डल आयुक्त, हरियाणा सरकार।
4. सभी उपायुक्त/अतिरिक्त उपायुक्त /उपमण्डल अधिकारी (नागरिक)।

विषय:- अधिकारियों को प्रशिक्षण कार्यक्रम/विचारगोष्ठियों तथा कार्यशालाओं (भारत वर्ष के भीतर/बाहर) हेतु खर्च की सीमा बढ़ाने बारे।

....

महोदय,

मुझे निर्देश हुआ है कि मैं आपका ध्यान सरकार के पत्र क्रमांक 4/38/2010-4प्रशिक्षण दिनांक 14 अक्टूबर, 2016 की और दिलाऊँ तथा सूचित करूँ कि अधिकारियों को प्रशिक्षण कार्यक्रम/ विचारगोष्ठियाँ तथा कार्यशालाओं में (भारत वर्ष के भीतर/बाहर) भाग लेने के लिये भेजने हेतु निर्धारित खर्च की सीमा को बढ़ाने वाले मामला सरकार के विचारधीन था। विचारोपरान्त अब सरकार ने यह निर्णय लिया है कि निम्नलिखित वर्गों के अधिकारियों के मामले में प्रशिक्षण का कुल खर्च (अनिवार्य प्रशिक्षण के अतिरिक्त) की सीमा को निम्नानुसार बढ़ाने वाले निर्णय लिया जाए:-

A)

Sr. No.	Category	Ceiling of Course fee (in Rs.)
1.	All India Service Officers, Administrative Secretaries & Head of Departments from other services	Rs. 3,00,000/-
2.	All other Class-1 Officers	Rs. 2,00,000/-
3.	All Group-B Officers	Rs. 1,00,000/-
4.	Other employees	Rs. 50,000/-

B) उपरोक्त पाठ्यक्रम शुल्क केवल भारत सरकार/कार्मिक एवं प्रशिक्षण विभाग द्वारा अनुमोदित संस्थानों के लिए उसी दर पर स्वीकृत किया जाना चाहिए जो उनके द्वारा सभी विदेशी और घरेलू प्रशिक्षण कार्यक्रमों के लिए अनुमोदित है।

तदनुसार अनुरोध है कि भविष्य में अधिकारियों के आवेदन-पत्र अग्रेषित करते समय खर्च की उक्त सीमा को दृष्टिगत रखा जाये।

यह हिदायतें सभी प्रशिक्षण कार्यक्रमों इत्यादि के लिये सभी विभागों के अधिकारियों द्वारा भाग लेने पर लागू होंगी तथा प्रशिक्षण पर खर्च की सीमा बढ़ाने वाले यह हिदायतें अतिरिक्त मुख्य सचिव, हरियाणा सरकार, वित्त विभाग की उनके अशा: क्रमांक 12/53/2022-1FGI/24575 दिनांक 01.12.2022 द्वारा प्रदान की गई सहमति उपरान्त जारी की गई हैं।

अधीक्षक, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार

AG
21/12/22

प्र0 क्रमांक, 22/38/2010-4प्रशिक्षण

दिनांक, चण्डीगढ़ 21 दिसम्बर, 2022

इसकी एक-एक प्रति सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को भेजी जाती है:-

1. अतिरिक्त मुख्य सचिव, हरियाणा सरकार वित्त विभाग को उनके अशा: क्रमांक 12/53/2022-1FGI/24575 दिनांक 01.12.2022 के संदर्भ में।
2. अवर सचिव, सामान्य (लेखा शाखा)।

अधीक्षक, प्रशिक्षण

कृते: मुख्य सचिव, हरियाणा सरकार

AG
21/12/22

No.17/2/2024-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
Dated the 22nd February, 2024.

TRAINING CIRCULAR

Subject:- **In-person** Malaysian Technical Cooperation Programme (MTCP) Courses on "**Cultural Diplomacy 2024**" from 21st to 30th May, 2024 in Kuala Lumpur, Malaysia.

The Republic of Malaysia has invited nominations for **In-person** course on "**Cultural Diplomacy 2024**" from 21st to 30th May, 2024 in Kuala Lumpur, Malaysia under the Technical Assistance Programme with India. The programme is intended for foreign diplomatic officers and practitioners whose nature of work is related to diplomacy. 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 Malaysia**, who will provide round-trip air fare, accommodation meals and daily allowance. All nominees are to submit their applications prescribed MTCP forms available at: <https://mtcp.kln.gov.my>.

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 Governments application form together with the Medical Report.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) A photocopy of the Passport.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 22.03.2024 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

.....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

Tele: 23095233

1. Joint Secretary(Admn.), Ministry of External Affairs, South Block, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://mofapp.nic.in/training/default.aspx>].

FOR COURSE ENQUIRIES, CONTACT US:

Email: mtcp@idfr.gov.my

MR. HARIS SYARWANI RAZALI
+603 21491032
hariseidfr.gov.my

MS. AFIDA IBRAHIM
+603 21491036
afida@idfr.gov.my

CENTRE FOR LANGUAGES AND CULTURAL DIPLOMACY, IDFR

RULES AND REGULATIONS

- All participants must arrive in Malaysia no later than the date of commencement of the course, unless given permission by the Institute.
- Absence from any of the scheduled sessions during the course, including study visits for any reason is strictly prohibited without prior permission from the Institute.
- All participants are expected to maintain a high level of participation during the lectures, and conduct themselves in an agreeable manner amongst their peers. Any show of poor conduct will be treated seriously and immediate notification will be sent to the participants' mission in Malaysia and to their respective Ministry of Foreign Affairs.
- All participants must observe punctuality at all times. Those who are late or miss the IDFR transport must find their own way to the Institute to attend the session, or otherwise will be considered absent.
- Participants are required to dress in formal or office attire throughout the class sessions as well as during official visits to Government Ministries/Agencies.
- After the course, all participants must return to their home country and the Ministry and the Institute will not entertain any requests to travel to neighbouring countries.

COURSE FEES, ACCOMMODATION AND MEALS

- All course fees are borne by the Government of Malaysia.
- Accommodation and meals will be provided throughout the duration of the course. Participants are not allowed to bring any family members during the course and change any arrangements done by the Institute.
- All participants will be provided with a daily allowance based on the MTCP regulations which is appropriate for the course duration and subjected to current changes.

AIR FARES

A return flight ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided for participants.

VISA AND VACCINATION

- All participants must enter Malaysia with Visa With Reference (VWR). Participants for the programme will receive a copy of the approval letter from the Institute. Participants are required to obtain the VWR stamping from the nearest Malaysian Embassy/High Commission. Expenditures on all visa-related fees, airport tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees, phone charges, private purchases, etc. are borne by the participants.
- Participants are required to be vaccinated for Covid-19 prior to arriving in Malaysia. Participants from countries listed in <https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country/> are required to take mandatory vaccination for Yellow Fever at least ten (10) days prior to their departure to Malaysia. Yellow Fever Vaccination certificate is required upon landing in Malaysia.

MEDICAL

Participants should be certified medically and physically fit to participate in this programme. In the case of emergencies and need of medical treatment, medical expenses at a government hospital will be borne by the Government of Malaysia. However, medical expenses at private clinics shall be borne by the participants.

WHO SHOULD ATTEND

The course is offered to foreign diplomatic officers and practitioners whose nature of work is related to diplomacy. The course is sponsored by the Malaysian Technical Cooperation Programme (MTCP) and is **only open to MTCP recipient countries**.



CENTRE FOR LANGUAGES AND CULTURAL DIPLOMACY (CLCD)
INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS (IDFR)
MINISTRY OF FOREIGN AFFAIRS, MALAYSIA

MALAYSIAN TECHNICAL COOPERATION PROGRAMME

CULTURAL DIPLOMACY 2024

21 - 30 MAY 2024
KUALA LUMPUR, MALAYSIA

APPLICATION DEADLINE:
29 March 2024

LEARNING OUTCOMES

At the end of the course, participants should be able to: display knowledge on cultural diplomacy in preparation for effective diplomatic duties, present a deeper understanding of cultural diplomacy, and exhibit their skills by utilising the tools of Cultural Diplomacy to effectively promote national interest.

COURSE METHODOLOGY

Lectures and interactive activities make up the bulk of this MTCP course with cultural diplomacy awareness as the cornerstone for the programme.

COURSE CONTENT

This course is designed to help participants in coping with cross culture shock situations and readiness in facing cultural sensitivities. There will also be analyses and case studies to be discussed among the participants for a better understanding on the influence of culture towards diplomacy, bilateral and multilateral relations.

PREREQUISITE / ELIGIBILITY

Interested applicants must fulfill the following criteria:

- Nominated by their respective Ministries of Foreign Affairs;
- 50 years and below;
- Minimum one (1) year working experience in international affairs / relations or international trade;
- Posses a basic university degree; and
- Proficient in English language

HOW TO APPLY

- All applications should be made using the prescribed MTCP forms available through <https://mtcp.kln.gov.my>
- MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries.
- Submitted application forms must be accompanied by the following documents:
 - a. Copy of Passport (all colored pages including blank pages, front & back cover)
 - b. 2 copies Passport sized photo (3.5cm x 5cm) (White background)
 - c. 6 months passport validity
 - d. Medical Report (with clinics' official seal)
- **All application forms must be duly completed and endorsed by the Ministry of candidates' respective countries and should be submitted only through the diplomatic channel via Malaysian Embassy/High Commission of Malaysia.**
- **Incomplete and/or unendorsed forms will not be considered.**
- **Successful candidates will be notified by IDFR one (1) month before the commencement of the course.**
- All applications will be subjected to a strict selection process by the Ministry of Foreign Affairs Malaysia under the purview of the International Cooperation and Development Division.

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS (IDFR)
MINISTRY OF FOREIGN AFFAIRS MALAYSIA

ABOUT MALAYSIA

Malaysia is a Southeast Asian country occupying the Malaysian Peninsula and part of the island of Borneo. It is known for its beaches, rainforests, and mix of Malay, Chinese, Indian, and European influences. The sprawling capital, Kuala Lumpur, is home to colonial buildings, modern skyscrapers, lively shopping districts, and dotted with green spaces.

Nestled in between Thailand to the north and Singapore to the south, Malaysia is a federation that consists of 13 states (11 in West Malaysia, and two in East Malaysia) and three federal territories. As a federation, the governance of the country is divided between the federal and the state governments. Malaysia is a parliamentary democracy with a federal constitutional monarch, in which the DYMM Yang di-Pertuan Agong is the head of state and the Prime Minister of Malaysia is the head of government.

Since the early 1980s, Malaysia has steadily diversified its economy. Major changes include a departure from a reliance on the cultivation and export of raw materials, in particular natural rubber, to a focus on services, construction, manufacturing, and tourism. Tourism, in particular, has had a significant impact and, as a generator of foreign exchange.

Malaysia is also a tropical holiday destination, where temperatures fluctuate between 25 and 35 degree Celsius throughout the year. Nice breezes can be enjoyed on the many islands surrounding Malaysia, while the highlands offer cooler temperatures that do not exceed 25 degree Celsius.



BUNGA RAYA :
The National Flower
of Malaysia

ABOUT MTCP

The Malaysian Technical Cooperation Programme (MTCP) was initiated at the First Commonwealth Heads of Government Meeting (CHOGM) for Asia Pacific Region held in Sydney in February 1978. It was officially launched on 7th September 1980 at the 2nd CHOGRM in New Delhi, India to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasises on the development of human resources through the provision of training in various areas which is essential for a country's development. These areas include diplomacy and diplomatic practices, economy, good governance, education, tourism, environment, social development, halal industry, safety and security as well as technology, among others. As of 31st December 2023, 37,815 participants from 144 recipient countries have benefited from the various programmes offered under the MTCP.

For more information;

- MTCP Official Portal: <https://mtcp.kln.gov.my>
- MTCP Official Facebook Page: <https://www.facebook.com/MTCPMalaysia>

OBJECTIVES

- To share development experiences with other developing countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC); and
- To promote Technical Cooperation among Developing Countries (TCDC)

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS

The Institute of Diplomacy and Foreign Relations, also known as IDFR, was established on 1 July 1991 under the Prime Minister's Department following a Cabinet decision dated 6 March 1991. It was officially launched that same year on 12 August by Prime Minister Dato' Seri Dr Mahathir Mohamad. On 27 March 2001, IDFR officially became part of the Ministry of Foreign Affairs of Malaysia. Located in Kuala Lumpur, IDFR is housed in the former building of the Foreign Ministry. Its new campus was opened in 2006.

As the Ministry's training arm, IDFR conducts training programmes for Malaysian diplomatic officers as well as officers from other government ministries and agencies. Apart from the main diplomatic training courses, IDFR provides mid-career and follow up professional skills training to enhance the professionalism of serving officers.

The training programmes are practitioner-oriented and are aimed at equipping officers with the skills and knowledge to meet the challenges they face in the conduct of their professional duties. The Institute provides training in two broad areas which are diplomacy and foreign relations, as well as foreign languages.

IDFR also offers training courses to more than 136 countries worldwide, namely to participants from developing countries under the Malaysian Technical Cooperation Programme (MTCP), ASEAN, Colombo Plan and Commonwealth countries.

IDFR trainees have numerous opportunities to participate in seminars, workshops and round table discussions, and benefit from keynote addresses and lectures by distinguished visiting scholars and international leaders. Speakers under IDFR's Lecture Series have included Ban Ki Moon, Lee Hsien Loong, Sultan Hassanal Bolkiah, the late Kofi Annan, the late Nelson Mandela, the late Benazir Bhutto, the late Yasser Arafat, Mr. Pascal Lamy, Sir Mark Moody Stuart, and most recently, the Honourable Nanaia Mahuta.

MTCP: CULTURAL DIPLOMACY 2024

Overview

Effective communication happens only when you are aware of the differences on how people perceive the world. Individuals who work with different people from a variety of backgrounds and cultures need to fully understand the relationship between cultural awareness and interactions. This course is designed to sensitise participants to differences that exist and help them become better communicators and country reps.

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 :				
<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.	



Please affix
passport
size
photograph

APPLICATION FORM

COURSE CONDUCTED UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please type in capital letters using only English Language.
Do not leave any space blank. Use "NIL" or "N/A" where
applicable

FOR OFFICIAL USE ONLY

Reference no : _____
Received : _____
Checked : _____
Recommendation : ☐ YES
by Mission ☐ NO

Title of Course:	Date of Course:
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1. PERSONAL DETAILS

Family Name (surname):	Date of birth: Day Month Year
First Name:	Citizenship:
Other Names:	Gender:
City and country of birth:	Marital status:
Passport No.: Type of Passport: (Diplomatic/Official/Regular) Expiry Date:	Religion:

2. CONTACT DETAILS

Office Address:	Postal / Home Address:
Mobile: Country Area Number	Home: Country Area Number
Office: Country Area Number	Fax: Country Area Number
Email:	
Person to be contacted in case of emergency:	
Family Name: Relation: Mobile Number: Address: Email:	Office Name: Position: Mobile Number: Address: Email:

3. EDUCATION

Name of institution and place of study	Major/Field of study	Years	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Type of organization: Government / Semi Government / Private / NGO	Type of organization: Government / Semi Government / Private / NGO

Job description:

Please continue on supplementary pages if necessary

5. REASONS FOR APPLYING THIS COURSE

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

Please continue on supplementary pages if necessary

Have you participated in any training programme in Malaysia before? YES/NO

Name of Programme:

Organiser:

Year:

Have you participated in any MTCP training programme in Malaysia before? YES/NO

Name of Course:

Name of Training Institute:

Year:

6. ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

7. MEDICAL REPORT

Name of Applicant:			
Age:	Gender:	Height: cm	Weight: kg
Blood Pressure:			
Blood Group: ☐ A ☐ B ☐ AB ☐ O ☐ Other ()			
Any history of surgery?		Is the person examined physically and mentally able to carry out intensive training away from home?	
a) Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases, COVID - 19, etc.)? b) Please attach the vaccine certificate as proof that you have completed the COVID vaccination.		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray:		Pregnancy Test:	
I certify that the applicant is medically fit to undertake a course in Malaysia. Name of Physician : _____ Address of Clinic : _____ (printed) _____ Telephone : _____ (printed) _____ Email : _____ Date: _____ Signature of Physician : _____ Seal of Clinic: _____			

8. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not willfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Malaysia;
- c) I will be personally liable for **all** medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. **As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia;** and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain;
- e) return to my home country upon completion of the training; and
- f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Malaysia at my own expense.

Date

Signature of applicant

9. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia.

Dated this _____ day _____ of 20 _____

Signature of applicant)
Name of applicant)
Date)

In the presence of
Signature of Witness)
Name of Witness)
Designation of Witness)
I/C or Passport No.)

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

11. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION BY THE NOMINATING AGENCY

On behalf of the Government of _____, I _____
Country Name of Official

Certify that:

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his/her period of stay in Malaysia, he/she would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; an
- d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No.: _____
for the training course.

Name and Designation

Signature and Official Stamp

Name and Organization

_____-_____-_____
Country code Area code Office tel no.

Email address

_____-_____-_____
Country code Area code Office tel no.

ENDORSEMENT BY THE MINISTRY OF FOREIGN AFFAIRS

Name

Email Address

(Ministry's Official Stamp)

Designation

Name of Organization

Signature

_____-_____-_____
Country code Area code Office tel no.

_____-_____-_____
Country code Area code Office tel no.