

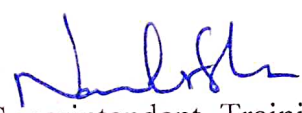
No. 42/09/2024-3Trg
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 12th March, 2024

Subject :- In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training programme on "Innovations in Governance" from 13th to 16th May, 2024 in Doha, Qatar.

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

1. A copy of the letter No. 12/5/2024-BPC&T, dated 21st 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
4/2/03/24

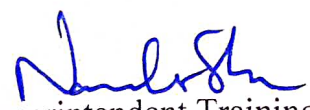
To

All the Administrative Secretaries to Govt. Haryana State.

U.O. No. 42/09/2024-3Trg.
Endst. No. 42/09/2024-3Trg.

Dated, Chandigarh the 12th March, 2024
Dated, Chandigarh the 12th March, 2024

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. 12/5/2024-BPC&T Section, dated 21st February, 2024 for information.


Superintendent Training
4/2/03/24

मुख्य सचिव कार्यालय
प्रशिक्षण शाखा

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 संपायुक्त/अतिरिक्त संपायुक्त / उपमण्डल अधिकारी (नागरिक)।

विषय:- अधिकारियों को प्रशिक्षण कार्यक्रम/विचारमोष्ठियों 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 4/38/2010-2 प्रशिक्षण दिनांक 14 अक्टूबर, 2016 की और दिलाऊँ तथा सूचित करूँ कि अधिकारियों को प्रशिक्षण कार्यक्रम/ विचारमोष्ठियों तथा कार्यशालाओं में (भारत वर्ष के भीतर/बाहर) भाग लेने के लिये भेजने हेतु निर्धारित खर्च की सीमा को बढ़ाने बारे 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 बारे 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 अग्रेपित 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 बारे 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

प्र० क्रमांक, 22/38/2010-4 प्रशिक्षण

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

North Block, New Delhi,
Dated the 21st February, 2024.

TRAINING CIRCULAR

Subject:- **In-person** Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "**Innovations in Governance**" from 13th to 16 May, 2024 in Doha, Qatar.

The Republic of Singapore has invited nominations **In-person** Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "**Innovations in Governance**" from 13th to 16 May, 2024 in Doha, Qatar under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in leading and overseeing public sector reforms. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **Three**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.
3. **The course is sponsored by Government of Singapore and the Government of Qatar under the Singapore-Qatar Asia-Middle East Dialogue (AMED) Training Programme**, 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/rtcpainnovationsingov>). 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 15.03.2024 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

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

- (i) Joint Secretary (Admn.), Deptt. Of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
- (ii) Joint Secretary (Admn.), Ministry of Statistics & Programme implementation, 1 Tyag Raj Marg, New Delhi.
- (iii) Joint Secretary (Admn.), NITI Aayog, Sansad Marg, New Delhi.
- (iv) Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
- (v) 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>].

INNOVATIONS IN GOVERNANCE

13 TO 16 MAY 2024

Jointly Sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

INSTITUTE OF PUBLIC ADMINISTRATION, QATAR

under the

**SINGAPORE – QATAR
ASIA-MIDDLE EAST DIALOGUE (AMED) TRAINING PROGRAMME**

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, more than 150,000 officials from more than 180 countries, territories and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

Institute of Public Administration, Qatar

The Institute of Public Administration (IPA) was established in 1964 and has achieved significant milestones throughout its journey. In 2021, a

notable transformation occurred with the establishment of the Civil Services and Government Development Bureau, which the IPA became affiliated with, demonstrating the IPA's essential role in developing the public sector. This evolution was not just a change in structure but also a reinforcement of its role in enhancing governmental operations and services.

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

Civil Service College, Singapore

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

CSC offers a comprehensive suite of programmes that build strategic capability in the public service,

focusing particularly on core areas in public governance, leadership, public administration and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

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

Course Objectives

This course will highlight Singapore's experience in various public policy and service delivery innovations, as well as the capabilities that public services need in order to stay relevant.

Course Outline

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

- Singapore's approach to governance and public service transformation;
- Challenges and innovations in the formulation of socio-economic policies;
- Building a digital economy and a digitally inclusive society;
- Use of technology and data to improve public service delivery; and
- The public service as a platform for citizenry engagement and ground-up innovation.

Methodology

This course will be conducted through lectures and discussions and will include group discussions, sharing sessions, case studies, experiential activities, and other learning methodologies.

Course Duration and Venue

This course will be conducted from 13 to 16 May 2024 at the AMED Regional Training Centre for Public Administration (RTPCA) in Doha, Qatar.

Address:

Institute of Public Administration –



Invited Countries

Asia and the Middle East Dialogue (AMED) members.

Application Information

Applicants should be:

- Mid-to-senior level government officials who are involved in leading and overseeing public sector reforms.
- Nominated by their government.
- Proficient in written and spoken English.
- In good health.
- Prepared to participate actively in the programme.

Terms of Award

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

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

These expenses include:

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

Note:

- The nominating government will be responsible for its participants' round-trip airfares, accommodation, and other local and incidental costs.
- Participants are to bear their personal expenses.
- As insurance will not be provided, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

Regulations

Participants are required to comply with the following:

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

- Please refrain from making telephone and email inquiries on the status of your applications while your application is being processed.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The National Focal Point will also be informed directly or through Singapore's diplomatic representation in the nominating country.

Follow us at:

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

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Application Procedure

(Closing date for nomination: **22 March 2024**)

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

Selection of candidates for the limited number of training awards will be based on merit. The Governments of Singapore and Qatar seek the understanding of the respective National Focal Points for Technical Assistance in the event that their nominee is not selected.

All nominations are to be submitted **online at** <https://go.gov.sg/rtcpainnovationsingov> **by Friday, 22 March 2024**. All applications must also be **endorsed** by the respective National Focal Point for Technical Assistance.

Note:

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

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)				

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)

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.	