

No.42/10/2023-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 1st June, 2026

To

All the Administrative Secretaries to Government, Haryana.

Subject:- In-person Singapore Cooperation Programme on "Smart Nation Governance" from 16th to 20th November, 2026 in Singapore.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of e-mail dated 12.05.2026 received from Sh. Pankaj Gangwar, Under Secretary (BPC&T), Department of Economic Affairs, Ministry of Finance, Hall No.15076, Kartavya Bhavan-1, New Delhi alongwith enclosures for further necessary action. This letter has also been uploaded on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>).

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

Yours faithfully,



Deputy Superintendent, Training

Endst. No. 42/10/2023-5Trg.

Dated Chandigarh, the 1st June, 2026

A copy of the above is forwarded to Sh. Pankaj Gangwar, Under Secretary (BPC&T), Department of Economic Affairs, Ministry of Finance, Hall No.15076, Kartavya Bhavan-1, New Delhi -110001 w.r.t e-mail dated 12.05.2026 for information.

—sd—

Deputy Superintendent, Training

Fwd: In-person Singapore Cooperation Programme on "Smart Nation : Cybersecurity Governance" from 16th to 20th November, 2026 in Singapore

1 message

SPS Haryana <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

12 May 2026 at 13:25

Handwritten signature and date: 13/5/26
5 Tg.

==== Forwarded message =====

From: Anurag Rastogi <cs@hry.nic.in>
To: "SPS Haryana" <ssps@hry.nic.in>
Date: Tue, 12 May 2026 12:56:21 +0530
Subject: Fwd: In-person Singapore Cooperation Programme on "Smart Nation : Cybersecurity Governance" from 16th to 20th November, 2026 in Singapore

==== Forwarded message =====

Anurag Rastogi

Training Branch
CFMS/Diary No. 54656
Dated 14/05/26

==== Forwarded message =====

From: ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance <chourasia.anil@nic.in>
To: "Aparna Sinha" <aparna.sinha@nic.in>, "Bhuvnesh Kumar Kumar" <bhuvnesh.k@meity.gov.in>, "RAJEEV KUMAR" <jsadmin-mha@nic.in>, "ash-mohfw" <ash-mohfw@nic.in>, "rohitmathur" <rohit.mathur@nic.in>, "jspc-cpc" <jspc-cpc@gov.in>, "jschem-cpc" <jschem-cpc@gov.in>, "jssk-dst" <jssk-dst@gov.in>, "Kchaturvedi" <K.chaturvedi@gov.in>, "jsupa-mhupa" <jsupa-mhupa@gov.in>, "js-mowr" <js-mowr@nic.in>, "jshe-mhrd" <jshe-mhrd@nic.in>, "jsad-moe" <jsad-moe@gov.in>, "jscc-agri" <jscc-agri@nic.in>, "js1tourism" <js1.tourism@gov.in>, "js-ship" <js-ship@nic.in>, "sureshkumar1972" <suresh.kumar1972@gov.in>, "jsdpiitbd" <jsdpiit.bd@gov.in>, "jssme" <js.sme@nic.in>, "satyajitmishra" <satyajit.mishra@nic.in>, "jsrc-mord" <jsrc-mord@gov.in>, "amstaff" <amstaff@rb.railnet.gov.in>, "crb" <crb@rb.railnet.gov.in>, "KS REJIMON" <ks.rejimon@nic.in>, "pallaviagarwal" <pallavi.agarwal@gov.in>, "js" <js@moes.gov.in>, "samirkumar" <samirkumar@nic.in>, "djagdale" <d.jagdale@gov.in>, "Vijay Kumar Sinha" <sinha.vijay@nic.in>, "jscd-msje" <jscd-msje@nic.in>, "RAJEEV SHARMA" <wb113@ifs.nic.in>, "Jyotsana Ekka" <ddgtrg-dot@nic.in>, "srinivasdanda" <srinivas.danda@gov.in>, "Abhijit Phukon" <eaap-dfs@nic.in>, "jse" <jse@nic.in>, "jsskmmoca" <jsskm.moca@nic.in>, "jsnavy-dma" <jsnavy-dma@gov.in>, "raghurajmr" <raghurajmr@ias.nic.in>, "sagarmehra" <sagar.mehra@nic.in>, "hkajong" <hk.hajong@nic.in>, "sthakur" <sthakur@nic.in>, "jsadmasi-culture" <jsadmasi-culture@gov.in>, "jsestt" <jsestt@mea.gov.in>, "Sanjayroy14" <Sanjay.roy14@nic.in>, "satishkj" <satish.kj@nic.in>, "SD Sharma" <js.admn-dopt@gov.in>, "js-ca" <js-ca@nic.in>, "Dushyant Mudgal" <ddgestt@indiapost.gov.in>, "anandsunita" <anand.sunita@nic.in>, "nkmishra" <nk.mishra@nic.in>, "js2-mopr" <js2-mopr@gov.in>, "jslr-dolr" <jslr-dolr@nic.in>, "shailendrak" <shailendra.k@nic.in>, "js-skj-dpe" <js-skj-dpe@gov.in>, "js-establishmentmoc" <js-establishment.moc@gov.in>, "vijaymittal" <vijay.mittal@nic.in>, "rpthakur25" <rp.thakur25@nic.in>, "ara-hccg" <ara-hc.cg@gov.in>, "masaldangaurav" <masaldan.gaurav@nic.in>, "Praveen D" <d.praveen@nic.in>, "information" <information@cbi.gov.in>, "arindammodak" <arindam.modak@gov.in>, "jslegal1" <jslegal1@mea.gov.in>, "jsfilmsinb" <jsfilms.inb@nic.in>, "gnsingh13" <gn.singh13@nic.in>, "jsaa" <jsaa@dae.gov.in>, "js-dor" <js-dor@gov.in>, "cs" <cs@ap.gov.in>, "cs-arunachal" <cs-arunachal@nic.in>, "cs-assam" <cs-assam@nic.in>, "csofficecg" <csoffice.cg@nic.in>, "cs-bihar" <cs-bihar@nic.in>, "csdelhi" <csdelhi@nic.in>, "chiefsecretary" <chiefsecretary@gujarat.gov.in>, "cs-goa" <cs-goa@nic.in>, "cs" <cs@hry.nic.in>, "cs-hp" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "cs-jharkhand" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "chiefsecy" <chiefsecy@kerala.gov.in>, "cs" <cs@mp.nic.in>, "cs" <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "csngl" <csngl@nic.in>, "csori"

<csom@nic.in>, "cs" <cs@punjab.gov.in>, csraj <csraj@rajasthan.gov.in>, cs-skm <cs-skm@nic.in>, "cs-tripura" <cs-tripura@nic.in>, "cs-uttaranchal" <cs-uttaranchal@nic.in>, "csup" <csup@nic.in>, "cs-westbengal" <cs-westbengal@nic.in>, "cs-andaman" <cs-andaman@nic.in>, "cspon" <cs.pon@nic.in>, "cs" <cs@tn.gov.in>

Cc: "Pankaj Gangwar Gangwar" <pankaj.gangwar@gov.in>

Date: Tue, 12 May 2026 12:11:13 +0530

Subject: In-person Singapore Cooperation Programme on "Smart Nation : Cybersecurity Governance" from 16th to 20th November, 2026 in Singapore


===== Forwarded message =====

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on "**Smart Nation : Cybersecurity Governance**" from **16th to 20th November, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,
ASO, BPC&T Section,
Bilateral Cooperation Division,
Department of Economic Affairs,
Ministry of Finance,
Kartavya Bhavan -1.
Telephone no. : 24012886

 12-24-26-final.pdf
3297K

No.12/24/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

.....

Kartavya Bhavan-I, New Delhi,
Dated the 11th May, 2026.

TRAINING CIRCULAR

Subject:- **In-person Singapore Cooperation Programme on "Smart Nation : Cybersecurity Governance" from 16th to 20th November, 2026 in Singapore.**

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Smart Nation : Cybersecurity Governance" from 16th to 20th November, 2026 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in cybersecurity policy planning and enforcement. 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/scptasncg2026>). 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 04.09.2026 positively at the following address:-**

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 - 2401 2878,
Email- pankaj.gangwar@gov.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.dea.gov.in under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].



(Pankaj Gangwar)

Under Secretary to the Govt. of India

1. Adviser(FS&CS), Department of Economic Affairs, Kartavya Bhavan-1, New Delhi.
2. Joint Secretary (Admn.), Ministry of Electronic & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
3. Joint Secretary (Admn.), Ministry of Home Affairs, Kartavya Bhavan-III, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[<https://dea.gov.in/foreign-training-and-employee-corner>].

संख्या.12/24/2026-बीपीसीएंडटी

भारत सरकार
वित्त मंत्रालय
आर्थिक कार्य विभाग
(बीपीसी एंड टी अनुभाग)

.....

कर्तव्य भवन-1, नई दिल्ली,
दिनांक 11 मई, 2026.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 16 से 20 नवंबर, 2026 तक " स्मार्ट राष्ट्र: साइबर सुरक्षा शासन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 16 से 20 नवंबर, 2026 तक " स्मार्ट राष्ट्र: साइबर सुरक्षा शासन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम का उद्देश्य मध्यम स्तर के वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो साइबर सुरक्षा नीति योजना और प्रवर्तन में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (अनुलग्नक III) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/scptasncg2026>) पर उपलब्ध। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

.....2/-

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 04.09.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,
अवर सचिव (बीपीसी एंड टी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।
पीएच:- 011 - 2401 2878,
ईमेल- pankaj.gangwar@gov.in
chourasia.anil@nic.in

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट www.dea.gov.in पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://dea.gov.in/foreign-training-and-employee-corner>] लिंक के तहत अपलोड किया जाता है।

(पंकज गंगवार)

अवर सचिव, भारत सरकार

1. सलाहकार (एफएस एंड सीएस), आर्थिक मामलों के विभाग, कार्तव्य भवन - 1, नई दिल्ली ।
2. संयुक्त सचिव (एडीएमएन), इलेक्ट्रॉनिक और सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, नई दिल्ली ।
3. संयुक्त सचिव (एडीएमएन), गृह मंत्रालय, कार्तव्य भवन - iii, नई दिल्ली ।
4. संयुक्त सचिव (प्रशासन) भारत सरकार की सभी मंत्रालयों/विभागों, ।
5. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा

[<https://dea.gov.in/foreign-training-and-employee-corner>]

SMART NATION: CYBERSECURITY GOVERNANCE

16 TO 20 NOVEMBER 2026

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, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

Course Objectives

This course will draw on Singapore's Smart Nation experience and examine the concepts, strategy, policy, governance and technological aspects of cybersecurity through the sharing of perspective on current cybersecurity threats, challenges and best practices.

Synopsis

Topics to be covered include:

- Cybersecurity and smart nation
- Cyber threat landscape
- Cybersecurity governance framework, policies and technologies
- Role of public institutions in cybersecurity
- Singapore's cybersecurity best practices in both the public and private sectors

Methodology

The course will be conducted in-person in Singapore and will include briefings, case studies, country presentations as well as group discussions.

Course Duration and Venue

The course will be held over 5 days from 16 to 20 November 2026 in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in cybersecurity policy planning and enforcement;
- 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 Thirty Singapore Dollars (S\$130) 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;
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; 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: **11 September 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (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/scptasncg2026> by **Friday, 11 September 2026**. 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
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

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

ANNEX-IV**CHECK LIST**

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

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)