



MOST IMMEDIATE
BY E-MAIL/SPEED POST



Govt. of India, Ministry of Defence
Directorate General, Defence Estates
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No. 124/ADM/ DE/TP FMS ID-(4252)

Dated: 14 Nov, 2019

To

The Principal Director, DE
Ministry of Defence
Central/ Eastern/ Northern/Southern/Western/South- Western Command
Lucknow/Kolkata/Jammu/Pune/Chandigarh/Jaipur

SUBJECT : Singapore Cooperation Programme: Workshop on "Social Cohesion and Racial Harmony" in Singapore from 6th to 10th January, 2020

Ministry of Finance has invited nomination of eligible officers for attending Singapore Cooperation Training Workshop on "Social Cohesion and Racial Harmony" in Singapore dated 24.10.2019.(Copy enclosed)

2. This information may be disseminated to all eligible officers for invitation of willingness for the course. The application received from eligible officers may be forwarded to this Directorate General latest by **18.11.2019**.

Encl. As above

(Sharmistha Maitra)

Dy. Director General (Adm & Coord)
for Director General, Defence Estates

Copy to:-

Director, NIDEM
DMS/Website/ AU&RC

62/A

No.12/38/2019-BPC&TRG.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC & Trg. Section)

North Block, New Delhi,
24th October, 2019.

TRAINING CIRCULAR

Subject:- Singapore Cooperation Programme: Workshop on "**Social Cohesion and Racial Harmony**" in Singapore from 6th to 10th January, 2020.

The Republic of Singapore has invited nominations for the above mentioned training workshop to be held in Singapore under the Technical Assistance Programme with India. The workshop is intended for middle to senior level government officials involved in social policymaking and development. 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/scrh-jan2020>). 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 reach this Department through the Administrative Ministry/Department not later than 18.11.2019** positively at the following address:-

Shri R. Murali,
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- murali.r@nic.in

Vikash
Bilal
20/11/2019

23/11/2019
20/11/2019
30/11/19

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 the website of Department of Economic Affairs, Ministry of Finance at www.dea.gov.in under the link "Foreign Training Programme".


(Sanjay Kumar)

Under Secretary to the Govt. of India

Tele: 23095233

Email: kumar.sanjay76@nic.in

1. Joint Secretary(Admn.), Department of Administrative Reform and Public Grievances, Sardar Patel Bhavan, New Delhi.
2. Joint Secretary(Admn.), Ministry of Home Affairs, New Delhi.
3. Joint Secretary(Admn.), Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
4. Joint Secretary(Admn.), Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi.
5. Joint Secretary(Admn.), Ministry of Labour and Employment, Shram Shakti Bhavan, New Delhi.
6. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
7. Chief Secretaries of all States Governments/UTs.
8. All Cadre Controlling Authorities (As per list attached).

TO BE UPLOADED ON MOF'S WEBSITE

List of Cadre Controlling Authorities

S. No.	Services	Cadre Controlling Authorities
1	Indian Police Service	Secretary M/o Home Affairs North Block, New Delhi
2	Indian Forest Service	Secretary Ministry of Environment, Forest & CC Indira Paryavaran Bhawan Jor Bagh Road, New Delhi
3	Indian Foreign Service	Secretary Ministry of External Affairs South Block, New Delhi
4	Indian Revenue Service (C&E)	Chairperson Central Board of Excise & Customs North Block, New Delhi
5	Indian Revenue Service (Income Tax)	Chairperson Central Board of Direct Taxes North Block, New Delhi
6	Indian Audit & Accounts Service	Comptroller and Auditor General Office of Comptroller and Auditor General of India 9, Deendayal Upadhyay Marg New Delhi-110124
7	Indian Railway Traffic Service	Chairman Railway Board
8	Indian Railway Personnel Service	Ministry of Railways
9	Indian Railway Accounts Service	Rail Bhawan, New Delhi
10	Indian Postal Service	Secretary Department of Posts Dak Bhawan, New Delhi
11	Indian Civil Accounts Service	Controller General of Accounts Mahalekha Niyantak Bhavan, M/o Finance, GPO Complex, Block 'E', Aviation Colony, INA, New Delhi
12	Indian Defence Accounts Service	Controller General of Accounts Ulaanbaatar Marg Delhi Cantt-110010
13	Indian Trade Service	Secretary Department of Commerce M/o Commerce & Industry Udyog Bhawan, New Delhi

14	Indian Defence Estate Service	Director General (Defence Estates) Directorate General of Defence Estates Raksha Sampada Bhawan Ulaanbaatar Marg, Delhi Cantt -110010
15	Indian Corporate Law Service	The Secretary Ministry of Corporate Affairs Shastri Bhawan, New Delhi
16	Indian Information Service	Secretary Ministry of Information & Broadcasting Shastri Bhawan, New Delhi
17	Indian P&T Accounts & Finance Service	Secretary D/o Telecommunication Sanchar Bhawan, New Delhi
18	Indian Ordnance Factory Service	Secretary Department of Defence Production South Block, New Delhi
19	Indian Economic Service	Secretary D/o Economic Affairs Ministry of Finance North Block, New Delhi
20	Indian Statistical Service	Chief Statistician of India & Secretary Ministry of Statistics and Program Implementation Sardar Patel Bhawan, New Delhi
21	Indian Legal Service	Secretary Department of Legal Affairs Ministry of Law & Justice Shastri Bhawan, New Delhi
22	Indian Administrative Service	Secretary Department of Personnel and Training North Block, New Delhi
23	Central Secretariat Service	Secretary Department of Personnel and Training North Block, New Delhi

SOCIAL COHESION AND RACIAL HARMONY

6 TO 10 JANUARY 2020

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 127,000 officials from more than 170 countries and territories have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

Course Objectives

This course shares Singapore's multifaceted approach towards building an inclusive, cohesion and harmonious society.

Synopsis

Topics to be covered include:

- Singapore's philosophy and approach to social cohesion;
- Redesigning social service delivery;
- Public housing and universal healthcare;
- Workfare and social assistance schemes;
- Racial diversity and harmony;
- Active citizenry and building resilient communities.

Methodology

The programme is designed with seminars and group presentations by participants to ensure maximum participation and diversity of engagement for the participants such that the key learning points are entrenched well. Relevant site visits will also be included.

Duration

The course will be held from 6 to 10 January 2020.

Application Information

Applicants should be:

- Middle to senior level government officials involved in social policymaking and development;
- 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 (hereafter known as participants) during their training in Singapore. These expenses include:

- Daily training allowance
[Complimentary breakfast is provided in the hotel from the first day to one day after the course.]
- Transportation to course venue and site visits
- Accommodation for the entire duration of the course
- Basic hospitalisation and surgical insurance
[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:

- (a) The nominating Government will be responsible for its participants' round-trip airfares.
- (b) Participants are advised to have money for miscellaneous expenses that might be incurred prior to receiving their training allowance.
- (c) As the basic hospitalisation and surgical insurance coverage is limited, participants are also advised to purchase comprehensive travel insurance which includes medical evacuation in case they encounter any unexpected emergencies.

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions.
- (b) Not bring any member of their family and/or aide for the duration of the course.
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or the Government of Singapore with respect to the course.
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore.
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **25 November 2019**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance to nominate **one (1)** suitable applicant. 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 National Focal Point for Technical Assistance in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/scrh-jan2020> by **Monday, 25 November 2019**. All application forms must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

Note:

- All applications should be completed in full. Incomplete application forms or forms which are not endorsed will not be considered. Please contact [Edmund Koh@mfa.gov.sg](mailto:Edmund.Koh@mfa.gov.sg) if you encounter technical issues during application.

- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- 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 representations in the nominating country.
- Flight arrangements are to be made only upon receipt of the Letter of Acceptance to the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at www.yoursingapore.com



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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 as 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 exempt from the provision 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 nominations 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, applications will not be entertained.
- (ii) Ensure that the application form prescribed by the sponsoring agency is also complete in all respects. Whenever 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 filled 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. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign 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.

Abbreviations:

IICA - Indian International Cooperation Agency, SCPTA - Singapore Association Programme Training Agency
IMF - International Monetary Fund, MTCF - Malagasy Technical Co-operation Programme

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)

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of birth		3. Male/Female		
4. Educational Qualifications				
5. Service to which officer belongs		6. Date of regular appointment		
7. Details of Posts held during the last five years (starting from present):				
S.No.	Post held	Ministry/Department/Organization	Nature of work	
8. Name of training programme applied for and its relevance to the candidate:				
9. Papers etc. if any published by the candidate				
10. 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:				
CERTIFICATE				
Certified that Sri/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 E-mail (along with office seal)				