

North Block, New Delhi,  
Dated 24<sup>th</sup> August, 2017.

**TRAINING CIRCULAR**

Subject:- Singapore-Cooperation Programme Training Award (SCPTA) - Course on "Singapore's Journey: Early Economic Development Policies" in Singapore from 6<sup>th</sup> to 10<sup>th</sup> November, 2017.

The Republic of Singapore has invited nominations for the above mentioned training programme to be held in Singapore under the Technical Assistance Programme with India. The programme is intended for senior level government officers involved in formulation of economic policies. 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 form.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. Application Form **complete in all respects** is to be sent at the following address not later than **15.9.2017 positively**:-

**Shri Sunil Kumar Jassal**, Under Secretary (PMU),  
Department of Economic Affairs, Ministry of Finance,  
Room No. 167, North Block, New Delhi.

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](http://www.finmin.nic.in) under the link "Foreign Training Programmes".

*Sunil K*  
*24/8/17*  
**(Sunil Kumar Jassal)**

Under Secretary to the Govt. of India  
Tele: 23093532/5025

1. Chief Economic Adviser, Department of Economic Affairs, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. JS(Admn.-CBEC)/JS(Admn.-CBDT).
4. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

*Dir (AES)*  
*Pl. circulate / upload on website*  
*Account*  
*28/8*  
*Amayaram*  
*28/8*  
*DD (AES)*  
*Sind*  
*29/8*  
*AD(A)*  
*13/08/17*

## **SINGAPORE'S JOURNEY: EARLY ECONOMIC DEVELOPMENT POLICIES**

**6 TO 10 NOVEMBER 2017**

Sponsored by the

### **SINGAPORE COOPERATION PROGRAMME**

under the

### **SINGAPORE COOPERATION PROGRAMME TRAINING AWARD / SMALL ISLAND DEVELOPING STATES TECHNICAL COOPERATION PROGRAMME**

to be conducted by the

### **CIVIL SERVICE COLLEGE**

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#### **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, Singapore has sponsored training courses and study visits for over 114,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

#### **Civil Service College**

The Civil Service College (CSC) plays a pivotal role in nurturing and developing the Singapore Public Service to meet challenges of the future. Its mission is to develop a first-class Public Service through training and development. CSC endeavours to be the heart of learning excellence and development for the Public Service in Singapore.

CSC works closely with government ministries and public sector agencies to embed values, communicate public sector directions and manage change in individuals and organisations. It also partners public and private sector organisations, academic institutions and international government agencies to exchange best practices and experiences in leadership, policy development, public administration, and public service reform.

## Course Objectives

This course aims to share Singapore's fundamentals of governance and its impact on development. The course will provide an overview of Singapore's key economic development strategies in its development journey from 1965 to 2000. Participants will be able to identify characteristics, milestones, trends, and challenges of the Singapore economy.

By the end of the course, participants should be able to:

- Understand the fundamentals of governance and its impact on development.
- Explain Singapore's whole-of-government approach to developing the economy.
- Identify key economic strategies in Singapore.
- List trends, opportunities, and challenges of Singapore's economy.

## Synopsis

Topics to be covered include:

- Foundations and Frameworks: Singapore's Approach to Governance.
- Whole of Government Approach to Economic Development and Policy Planning.
- Industrialisation and Industrial Relations in Singapore.
- Singapore's Fiscal and Monetary Policy Development.
- Trade Facilitation and Investment Promotion Strategies.
- Trends and Future Challenges for the Singapore Economy.

## Methodology

Using the best mix of training and learning methodologies, this programme will be highly interactive and experiential.

Besides formal lecturing, participants will engage in open discussions, group work, exercises, and other learning methodologies. Participants will also have adequate opportunity to share their experiences, learning points and challenges during this course.

## Duration

The course will be held from **6 to 10 November 2017**.

## Application Information

Applicants should be:

- Senior-level officials involved in the formulation of economic policies;
- 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 and the Small Island Developing States Technical Cooperation Programme.

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:

- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses. [Complimentary breakfast is provided in the hotel from the first day to one day after the course.]
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

### Note:

- (i) The nominating government will be responsible for their participants' round-trip airfares.
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance.

- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

## Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and not miss training sessions.
- Not bring any member of their family and/or aide for the duration of the course.
- 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.
- Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore.
- Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.
- Return to their respective home countries upon completion of the course.

## Application Procedure

(Closing date for nomination: **25 September 2017**)

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 nominations are to be submitted by the respective Government Institutions using the official Application Form. The application forms should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **Monday, 25 September 2017**.

Please address the forms to:

**Director-General  
Technical Cooperation Directorate  
Ministry of Foreign Affairs, Singapore  
Tanglin  
Singapore 248163**

**Attn: Ms Jasmine Loy  
Tel: (65) 6379 8472  
E-mail: Jasmine\_Loy@mfa.gov.sg**

- To expedite the process, a copy of the completed application forms can be scanned and sent via e-mail to the **email address stated above**. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and **must** bear the endorsement of the respective Ministry of Foreign Affairs or National Focal Point for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- 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](http://www.yoursingapore.com)



## 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 58 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 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, applications will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. 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 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:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation 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  
Qualifications5. Service to which  
the officer belongs6. Date of regular  
appointment

7. Details of posts held during the last five years (starting from the present):

S.No.	Post held	Ministry/Department/ Organization	Nature of work/Job profile

8. Name of foreign training  
programme applied for and its  
relevance to the candidate9. 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 the training programme	Subject/title of training	Name of the training Institution	Source of funding

Signature of the candidate:

Office Phone No.

Mobile No.:

E-mail:

## CERTIFICATE

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 E-mail (along  
with office seal)

# SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

AFFIX A RECENT PASSPORT-SIZE PHOTOGRAPH HERE

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

Programme: Singapore Cooperation Programme Training Award (SCPTA) / Small Island Developing States Technical Cooperation Programme (SIDSTEC)  
 Course Title: Singapore's Journey: Early Economic Development Policies  
 Course Dates: 6 to 10 November 2017

## PART ONE: APPLICANT DETAILS (TO BE COMPLETED BY APPLICANT)

### Applicant's Particulars

Title	Dr/Mr/Mrs/Ms/Others (please circle accordingly)		
Family Name			
Given Name			
Gender		Date of Birth (dd/mm/yy)	
Nationality		Representing Government of	
Passport Number		Passport Expiry Date (dd/mm/yy)	
Religion		Dietary Restrictions (if any)	

### Contact Details

Country/Territory		State/Province		City/Town		
Office Address					Postal Code	
	Country Code	Area Code	Number	Personal Email		
Telephone No.				Other Email		
Mobile						
Fax No.						

### Person to be notified in case of emergency

Name		Relationship			
Address		Telephone No.	Country Code	Area Code	Number
		Email			

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.



SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

### Employment History

Organisation	Department	Designation	Nature of Job	From (dd/mm/yy)	To (dd/mm/yy)
					PRESENT

### Educational Qualifications

Educational Qualification Attained	Educational Institution	From (dd/mm/yy)	To (dd/mm/yy)

### Professional Qualifications

Description of Qualification	Date Attained

### Previous Attendance

Have you attended any courses sponsored under the Singapore Cooperation Programme previously? If yes, please state the name and date of course(s).	Yes/No

### PART TWO: DECLARATION (TO BE COMPLETED BY APPLICANT)

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of applicant Representing Country/Territory

Declare that:

- (a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully 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 Singapore;
- (c) **I am proficient in spoken and written English.** (The course will be conducted in English. All participants are expected to have a good working knowledge of the English language.); and
- (d) I will be personally liable for **all** medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.

(IMPORTANT NOTE: All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance, which does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all 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 Singapore.)

- (e) **(For pregnant applicants)** 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 Singapore;

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 Singapore at my own expense.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

**PART THREE: TO BE COMPLETED BY DIRECT SUPERVISOR**

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

_____ Name and Designation	_____ Email Address
_____ Name of Organisation	_____ Country code    Area code    Office tel no.
_____ Signature	_____ Country code    Area code    Office fax no.

Please describe why the applicant has been nominated for this course:

Please describe what skills / knowledge you would like the applicant to gain from this course:

**PART FOUR: ENDORSEMENT (TO BE COMPLETED BY NATIONAL FOCAL POINT FOR TECHNICAL ASSISTANCE / MINISTRY OF FOREIGN AFFAIRS OF NOMINATING GOVERNMENT)**

By signing below, I confirm that I endorse the above nominee and that I believe all the statements in this form to be correct.

_____ Name	(Ministry's Official Stamp)
_____ Designation	_____ Name of Organisation
_____ Signature	_____ Country code    Area code    Office tel no.
_____ Email Address	_____ Country code    Area code    Office fax no.

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.