No.12/28/2017-PMU&TRG,
Government of India
Ministry of Finance
Department of Economic Affairs

North Block, New Delhi,

TRAINING CIRCULAR


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 under the link “Foreign Training Programmes”.

(Sunil Kumar Jassal)
Under Secretary to the Govt. of India
Tele: 23093532/5025

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.
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

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.
- 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:

(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 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

follow us at
SCP Friends
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 Period of Training Programme (PTP) prescribed by the Department of Economic Affairs (DEA) summarized below:

**Eligibility Conditions**

<table>
<thead>
<tr>
<th>Duration of Training</th>
<th>No. of years of service completed in Govt. as on the date of FTP</th>
<th>Upper age limit as on the date of FTP</th>
<th>Cooling off period</th>
<th>Limit on participation in number of trainings in a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to one week</td>
<td>9 years</td>
<td>Less than 58 years</td>
<td>Six months</td>
<td>Two FTPs of duration of less than one week in a calendar year</td>
</tr>
<tr>
<td>One to two weeks</td>
<td>7 years</td>
<td>Less than 58 years</td>
<td>One year</td>
<td>One FTP of duration of one to two weeks in a calendar year</td>
</tr>
<tr>
<td>More than two weeks</td>
<td>9 years</td>
<td>Less than 58 years</td>
<td>Two years</td>
<td>One FTP of duration more than two weeks in a period of two years</td>
</tr>
</tbody>
</table>

*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, SCPTPA - 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)

Either Part A or Part B (whichever is applicable) to be filled
# DEA PROFORMA FOR FOREIGN TRAINING

## ANNEX IV

1. **Name**

2. **Date of Birth**

3. **Male/Female**

4. **Educational Qualifications**

5. **Service to which the officer belongs**

6. **Date of regular appointment**

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Post held</th>
<th>Ministry/Department/Organization</th>
<th>Nature of work/job profile</th>
</tr>
</thead>
</table>

8. **Name of foreign 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**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Dates &amp; Duration of the training programme</th>
<th>Subject/title of training</th>
<th>Name of the training Institution</th>
<th>Source of funding</th>
</tr>
</thead>
</table>

---

**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

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

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

Contact Details

<table>
<thead>
<tr>
<th>Country/Territory</th>
<th>State/Province</th>
<th>City/Town</th>
</tr>
</thead>
</table>

Office Address

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Area Code</th>
<th>Number</th>
<th>Postal Code</th>
<th>Personal Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone No.</th>
<th>Mobile</th>
<th>Fax No.</th>
<th>Other Email</th>
</tr>
</thead>
</table>

Person to be notified in case of emergency

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Country Code</th>
<th>Area Code</th>
<th>Number</th>
<th>Telephone No.</th>
<th>Email</th>
</tr>
</thead>
</table>

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.
### Employment History

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Department</th>
<th>Designation</th>
<th>Nature of Job</th>
<th>From (dd/mm/yy)</th>
<th>To (dd/mm/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PRESENT</td>
</tr>
</tbody>
</table>

### Educational Qualifications

<table>
<thead>
<tr>
<th>Educational Qualification Attained</th>
<th>Educational Institution</th>
<th>From (dd/mm/yy)</th>
<th>To (dd/mm/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Professional Qualifications

<table>
<thead>
<tr>
<th>Description of Qualification</th>
<th>Date Attained</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 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 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.
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

__________________________
Designation

__________________________
Signature

__________________________  ______________________
Country code  Area code    Office tel no.

__________________________
Name of Organisation

__________________________  ______________________  ______________________
Country code  Area code    Office fax no.

Email Address

_MINISTRY's OFFICIAL STAMP_