

Fwd: Training on Environmental Law Essentials: Tools for Today's Changemakers

Shri Dharmendra <csdelhi@nic.in >

Fri, 25 Jul 2025 11:49:25 AM +0530

To "Sh. A.K Singh"<senv@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

From: "ahana ghosh" <ahana.ghosh@cseindia.org>

To: "Shri Dharmendra" <csdelhi@nic.in>

Sent: Friday, July 25, 2025 10:36:13 AM

Subject: Training on Environmental Law Essentials: Tools for Today's Changemakers

Dear Sir/Madam,

The Centre for Science and Environment (CSE) is pleased to announce its upcoming **Training on Environmental Law Essentials: Tools for Today's Changemakers**. India has built a strong legal foundation to tackle environmental challenges—but staying up to date with the country's evolving regulatory landscape is essential for all professionals working in this space.

From waste management rules to the expanding role of environmental courts, this course offers a comprehensive overview of the legal tools shaping environmental governance today. Whether you work in industry, research, civil society, or government, this **10-day programme** will equip you with the legal know-how to navigate India's environmental landscape and make an impact in your field.

TRAINING FORMAT: ONLINE | SELF-PACED | September 8–17, 2025

- Gain a thorough foundational knowledge through daily video lectures (approximately 2 hours per day), along with **two live Q&A sessions** with subject matter experts.
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- Two live Q&A sessions with legal and policy experts.

Certificate awarded upon successful completion!

To see more details and access the brochure , [click here!](#)

TRAINING FEES

INR 4,000 (Indian participants) | USD 100 (International participants) |

REGISTRATION DEADLINE: September 5, 2025.

To register for the **TRAINING** , [CLICK HERE](#)

We look forward to your participation!

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[Click Here](#) to unsubscribe from this newsletter.

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Regards
O/o The Chief Secretary, Delhi

Fwd: Rescheduling of the Workshop on Chapter 7 of EFTA-India TEPA and Request for Nominations

Shri Dharmendra <csdelhi@nic.in >

Fri, 25 Jul 2025 6:51:18 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Commissioner of Industries"<comind@nic.in>,"mddsiidc"<mddsiidc@gmail.com>

From: "IC (Europe & CIS) Section" <ipic2-dipp@nic.in>
To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Dr. V Candavelou IAS" <cs-go@nic.in>, csguj@gujarat.gov.in, cs-haryana@nic.in, "Prabodh Saxena" <cs-hp@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, chiefsecy@gmail.com, westbengal@nic.in, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, admn-chandigarh@nic.in, devcom-d@nic.in, "Shri Amit Singla" <advisor-dnh-dd@daman.nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Advisor to the Administrator UTL" <lk-advisor@gov.in>, cs-pondicherry@nic.in, "cs-jandk" <cs-jandk@nic.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>, "Director Plan Coordination" <director-planning@assam.gov.in>
Cc: "GurneetTej" <jsdpiit-gt@gov.in>, "BHUVNESH PRATAP SINGH" <dseodb.dpiit@gov.in>, "Kapil Meena" <kapil.meena@nic.in>, aceo@investup.org.in, gminvestmentpromotion@investup.org.in, advantageup@investup.org.in, sikkimindustries@gmail.com, varghese@ksidcmil.org, "export investment" <export.investment@mpidc.co.in>, "Managing Director" <md@siidcul.com>, mpr@doiuk.org, pssecretary76@gmail.com, "Bureau Of Investment Promotion" <bip.raj@nic.in>, sanjayb@riico.co.in, "edtsiic edtsiic" <ed-p-iic@telangana.gov.in>
Sent: Friday, July 25, 2025 5:37:53 PM
Subject: Re: Rescheduling of the Workshop on Chapter 7 of EFTA-India TEPA and Request for Nominations

Respected Sir/Madam,

This has reference to the proposed **Workshop on Promoting Chapter 7 of the**

EFTA-India Trade and Economic Partnership Agreement (TEPA) and the establishment of the EFTA Desk, being organized by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, in collaboration with Invest India.

2. At the outset, we express our sincere appreciation to the States/UTs that have already shared nominations for participation in the aforementioned Workshop.

However, it is observed that nominations from several States/UTs are still awaited. The Workshop is envisaged as a strategic platform to facilitate engagement between States/UTs and senior representatives of the EFTA member countries - namely, **Iceland, Liechtenstein, Norway, and Switzerland**; and to showcase the respective investment potential, priority sectors, and opportunities for cooperation under Chapter 7 of the TEPA, which focuses on **trade and sustainable development**.

3. To enable wider participation and ensure meaningful deliberations from all stakeholders, it has been decided to **reschedule the Workshop until further notice**. **The revised date shall be communicated in due course.**

4. In this regard, States/UTs that are yet to share their nominations are kindly requested to do so at the earliest, by nominating senior officers from the Departments of Industries, Investment Promotion, and other relevant departments. The nomination form and session details may be accessed at the following link: <https://docs.google.com/spreadsheets/d/1Mao32IGQN5gZYBoBdFR2JaGVqx2WMNsX4FhQSZAB34/edit?usp=sharing>

5. Kindly note that this communication is being **resent to the full group with additional email addresses added in CC**, to ensure all concerned officials are informed appropriately. This may kindly be treated as **urgent**.

सादर/With Regards,

आई.सी.(यूरोप)अनुभाग/IC (Europe) Section,
डीपीआईआईटी वाणिज्य भवन/DPIIT, Vanijya Bhawan
दूरभाष/Tel No.-23038937

---- On Wed, 23 Jul 2025 16:33:20 +0530 IC Europe DPIIT <ipic2-dipp@nic.in> wrote

Respected Sir/Madam,

This has reference to the proposed Workshop on *Promoting Chapter 7 of the EFTA-India Trade and Economic Partnership Agreement (TEPA)* and the establishment of the *EFTA Desk*, being organized by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, in collaboration with Invest India.

2. At the outset, we express our sincere appreciation to the States/UTs that have already shared nominations for participation in the aforementioned Workshop.
3. It is, however, observed that nominations from some States/UTs are still awaited. The Workshop is envisaged as a strategic platform to facilitate engagement between States/UTs and senior representatives of the EFTA member countries — namely, Iceland, Liechtenstein, Norway, and Switzerland, and to showcase respective investment potential, priority sectors, and opportunities for cooperation under the scope of Chapter 7 of the TEPA, which focuses on *trade and sustainable development*.
4. To enable wider participation and to ensure meaningful deliberations from all stakeholders, it has been decided to **reschedule the Workshop until further notice**. The revised date shall be communicated in due course.

5.

In this regard, States/UTs that are yet to share nominations are **respectfully requested** to kindly do so at the earliest, by nominating senior officers from the Departments of Industries, Investment Promotion, and other relevant departments. The nomination form and session details may be accessed at the following link:

<https://docs.google.com/spreadsheets/d/1Mao32IGQN5gZYBoBdFR2JaGVqx2WMNsX4FhQSZAB34/edit?usp=sharing>

6. Kindly note that this communication is being **resent to the full group with one additional email address included**, to ensure all concerned officials are informed appropriately.

7. This may kindly be treated as urgent.

सादर/With Regards,

आई.सी.(यूरोप)अनुभाग/IC (Europe) Section,
डीपीआईआईटी वाणिज्य भवन/DPIIT, Vanijya Bhawan
दूरभाष/Tel No.-23038937

---- On Tue, 22 Jul 2025 15:53:19 +0530 IC Europe DPIIT <ipic2-dipp@nic.in> wrote

Respected Sir/Madam,

This has reference to the proposed Workshop on *Promoting Chapter 7 of the EFTA-India Trade and Economic Partnership Agreement (TEPA)* and the establishment of the EFTA Desk, being organized by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, in collaboration with Invest India.

2. At the outset, this Department conveys its sincere thanks to those States/UTs that have kindly shared nominations for participation in the aforementioned Workshop.

3. It is, however, observed that nominations from certain States/UTs are still awaited. The Workshop is envisaged as a strategic platform for States/UTs to engage with senior representatives of the EFTA member countries, namely Iceland, Liechtenstein, Norway, and Switzerland, and to present their respective investment potential, priority sectors, and areas of cooperation under the scope of Chapter 7 of the TEPA, which relates to trade and sustainable development.

4. In order to ensure wider participation and meaningful deliberation by all stakeholders, it has been decided to **reschedule the Workshop until further notice**. The revised date shall be communicated in due course.

5. In this regard, States/UTs that are yet to share nominations are requested to kindly do so at the earliest by nominating senior officers from the Departments of Industries, Investment Promotion, and other concerned line departments. The nomination form and session details may be accessed at the following link: <https://docs.google.com/spreadsheets/d/1Mao32IGQN5gZYBoBdFR2JaGVqx2WMNsX4FhQSZAB34/edit?usp=sharing>

6. **This communication may kindly be treated as urgent.**

सादर/With Regards,

आई.सी.(यूरोप)अनुभाग/IC (Europe) Section,
डीपीआईआईटी वाणिज्य भवन/DPIIT, Vanijya Bhawan
दूरभाष/Tel No.-23038937

---- On Fri, 18 Jul 2025 12:15:21 +0530 IC Europe DPIIT <ipic2-dipp@nic.in> wrote

Sir/Madam,

This is with reference to our earlier communication regarding the **Workshop on Promoting Chapter 7 of the EFTA-India Trade and Economic Partnership Agreement (TEPA)** and the proposed establishment of the **EFTA Desk**, being organized by the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, in collaboration with Invest India.

2. As the event draws near, it is respectfully submitted that **nominations from your State/UT are still awaited**. The workshop presents a key opportunity for States and Union Territories to directly engage with senior representatives of the **EFTA member countries** – Iceland, Liechtenstein, Norway, and Switzerland – and to present your region's investment potential and priority sectors in alignment with Chapter 7 of the EFTA-India TEPA, which pertains to trade and sustainable development cooperation.
3. In this regard, it is requested that **senior officers from the Departments of Industries, Investment Promotion, and other relevant line departments** may kindly be nominated for participation in the workshop.

4.

The **link to the nomination form** and relevant session details is provided here for ease of reference and submission:

<https://docs.google.com/spreadsheets/d/1Maao32IGQN5gZYBoBdFR2JaGVqx2WMNsX4FhQSZAB34/edit?usp=sharing>

5. As **today is 18th July 2025**, and in order to facilitate timely finalization of logistical and programmatic arrangements, **nominations may kindly be submitted by 4:00 PM IST today**.
6. We look forward to your esteemed participation and continued support in making the Workshop a meaningful and impactful engagement with our EFTA partners.
7. This may kindly be treated as **urgent!**

सादर/With Regards,

आई.सी.(यूरोप)अनुभाग/IC (Europe) Section,
डीपीआईआईटी वाणिज्य भवन/DPIIT, Vanijya Bhawan
दूरभाष/Tel No.-23038937

---- On Tue, 15 Jul 2025 09:50:25 +0530 IC Europe DPIIT <ipic2-dipp@nic.in> wrote ---

Respected Sir/Madam,

This is in continuation of our earlier communication regarding the Workshop on Promoting Chapter 7 of the EFTA-India Trade and Economic Partnership Agreement (TEPA) and the establishment of the EFTA Desk, being organized by the Department for Promotion of Industry and Internal Trade (DPIIT) in collaboration with Invest India, now rescheduled to **30th July 2025 (Wednesday)** at **Vanijya Bhawan, New Delhi**.

2. As the workshop draws closer, we would like to respectfully reiterate that **nominations from your State/UT are still awaited**. Given the strategic opportunity to engage with representatives of **EFTA member countries- Iceland, Liechtenstein, Norway, and Switzerland**, and showcasing your State's **investment potential**, your esteemed participation is crucial!
3. In this regard, we request that **senior officials from the Industries, Investment Promotion, and other relevant departments** kindly be nominated at the earliest. The link to the thematic session and nomination form is provided here for ease of submission: <https://docs.google.com/spreadsheets/d/1Mao32IGQN5gZYBoBdFR2JaGVqx2WMNsX4FhQSZAB34/edit?usp=sharing>
4. As today is **15th July 2025**, and in order to proceed with logistical and programmatic finalization, we would be most grateful if the **nominations could kindly be shared by 3:00 PM IST today**.

सादर/With Regards,

आई.सी.(यूरोप)अनुभाग/IC (Europe) Section,
डीपीआईआईटी वाणिज्य भवन/DPIIT, Vanijya Bhawan
दूरभाष/Tel No.-23038937

---- On Fri, 11 Jul 2025 09:47:00 +0530 IC Europe DPIIT <ipic2-dipp@nic.in> wrote ---

Respected Sir/Madam,

This is in continuation of our earlier communication regarding the **Workshop on**

Promoting Chapter 7 of the EFTA-India Trade and Economic Partnership Agreement (TEPA) and the establishment of the **EFTA Desk**, originally scheduled for 22nd July 2025 at Vanijya Bhawan, New Delhi.

2. Kindly note that the date of the Workshop has now been **rescheduled to 30th July 2025 (Wednesday)** to enable broader participation from stakeholders.

3. Despite earlier requests, it is observed that **nominations from certain States/UTs are still pending**. As this Workshop presents a strategic opportunity to directly engage with representatives of the **EFTA member countries**-Iceland, Liechtenstein, Norway, and Switzerland, and to showcase your State/UT's investment landscape, we once again request you to kindly **nominate senior officials from relevant departments** (Industries, Investment Promotion, and key sectoral ministries).

4. The link to the thematic sessions and nomination form is provided here for ease of reference: <https://docs.google.com/spreadsheets/d/1Maao32IGQN5gZYBoBdFR2JaGVqx2WMNsX4FhQSZAB34/edit?usp=sharing>

5. May we kindly request that the **nominations be submitted by Monday, 14th July 2025**, to enable us to make necessary logistical and programmatic arrangements.

Your kind cooperation in this regard is sincerely appreciated!

सादर/With Regards,

आई.सी.(यूरोप)अनुभाग/IC (Europe) Section,
डीपीआईआईटी वाणिज्य भवन/DPIIT, Vanijya Bhawan
दूरभाष/Tel No.-23038937

---- On Tue, 08 Jul 2025 10:58:25 +0530 **IC Europe DPIIT** <ipic2-dipp@nic.in> wrote

Dear Sir/Madam,

This is with reference to our earlier communication regarding the Workshop on Promoting Chapter 7 of the EFTA-India Trade and Economic Partnership Agreement (TEPA) and the establishment of the EFTA Desk, scheduled to be held on 22nd July 2025 (Tuesday) at Vanijya Bhawan, New Delhi.

2. In this regard, **may we kindly remind your Department to nominate senior officials** from relevant departments including Industries, Investment Promotion, and key sectoral ministries to participate in the Workshop and thematic sessions: <https://docs.google.com/spreadsheets/d/1Maao32IGQN5gZYBoBdFR2JaGVqx2WMNsX4FhQSZAB34/edit?usp=sharing> by today, 08th July 2025, end of the day.

3. **Given the significance of this engagement, your kind support and timely nominations will be instrumental in ensuring effective participation and in showcasing the investment potential of your State/UT to EFTA stakeholders.**

सादर/With Regards,

आई.सी.(यूरोप)अनुभाग/IC (Europe) Section,
डीपीआईआईटी वाणिज्य भवन/DPIIT, Vanijya Bhawan
दूरभाष/Tel No.-23038937

--- On Thu, 03 Jul 2025 08:54:19 +0530 IC Europe DPIIT <ipic2-dipp@nic.in> wrote

Dear Sir/Madam,

I am directed to inform you that the Department for Promotion of Industry and Internal Trade (DPIIT), in collaboration with Invest India, is organizing a Workshop on Promoting Chapter 7 of the EFTA-India Trade and Economic Partnership Agreement (TEPA) and the EFTA Desk on 22nd July 2025 (Tuesday) at Vanijya Bhawan, New Delhi.

2. The EFTA-India TEPA, signed on 10th March 2024, includes a landmark legal commitment by the four EFTA member countries – Iceland, Liechtenstein, Norway, and Switzerland – to invest USD 100 billion in India over the next 15 years, generating one million jobs. This workshop presents a significant opportunity for Indian States/UTs to engage directly with EFTA stakeholders and pitch their key sectors, investment policies, and incentive frameworks.

3. It is requested to kindly **nominate senior officials from the Industries, Investment Promotion, and sectoral departments** to participate in the event and the thematic sessions detailed in the attachments: <https://docs.google.com/spreadsheets/d/1Maao32IGQN5gZYBoBdFR2JaGVqx2WMNsX4FhQSZAB34/edit?usp=sharing> by coming Friday, 04th July 2025 end of the day. The Workshop Agenda and the draft concept note on EFTA Desk is attached for your kind reference.

4. The Workshop will serve as a platform for States to present investment-ready projects, highlight sector-specific incentives, and establish direct connections with EFTA missions and business representatives.

5. Given the potential scale and long-term impact of this USD 100 billion commitment, we request your kind support in ensuring meaningful representation and

engagement from your State.

6. For any further details or coordination, our office will be pleased to assist.

सादर/With Regards,

आई.सी.(यूरोप)अनुभाग/IC (Europe) Section,
डीपीआईआईटी वाणिज्य भवन/DPIIT, Vanijya Bhawan
दूरभाष/Tel No.-23038937



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Regards
O/o The Chief Secretary, Delhi

Fwd: Inviting Nominations for 5 day in-service residential Capacity Building Programme on 'Perspectives on Urban Finance' at IIHS Bangalore City Campus from 8th to 12th September 2025 under the aegis of DoPT

Shri Dharmendra <csdelhi@nic.in>

Mon, 28 Jul 2025 4:06:54 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Prashant Goyal"<psud@nic.in>

From: upp@iihs.ac.in

To: "Shri Dharmendra" <csdelhi@nic.in>

Cc: "amit mohapatra" <amit.mohapatra@iihs.co.in>, "subhamuthu kumar" <subhamuthu.kumar@iihs.ac.in>

Sent: Monday, July 28, 2025 3:33:51 PM

Subject: Inviting Nominations for 5 day in-service residential Capacity Building Programme on 'Perspectives on Urban Finance' at IIHS Bangalore City Campus from 8th to 12th September 2025 under the aegis of DoPT

Dear Sir,

Greetings from the Indian Institute for Human Settlements (IIHS - iihs.co.in).

We are pleased to share the letter of invitation for nominations of **a 5-day In Service Residential Training Programme on ' Perspectives on Urban Finance'** scheduled from **8th to 12th September 2025 at IIHS Sadashivanagar , Bangalore.**

The programme is conducted under the aegis of the Department of Personnel and Training and specially curated for AIS (IAS, IPS & IFoS) Officers, Officer from such organised Group A Central Civil Services specified in the OM ibid and Officers working under the Central Staffing Scheme, Central Secretariat Service (CSS) and Central Secretariat Stenographer Service (CSSS) Officers.

We kindly invite you to nominate a few officers who would most benefit from the key insights and learnings offered through this programme. Your thoughtful nominations will help us build a cohort enriched with diverse experience, fostering deeper peer learning and collaborative exchange.

Eligible and interested officers will have to register their participation on the e- HRMS 2.0 website (<https://e-hrms.gov.in/login>, as per DoPT norms latest, by **1st September, 2025.**

The cover letter, programme details and the DoPT letter are enclosed for your reference.

The course fee, accommodation and meal charges will be reimbursed to IIHS by DoPT.

For further clarifications, please get in touch with **Ms. Ayesha Khanam, Course Coordinator Basavaraj H & Bhavya, Logistics coordinator : Mobile: +91 9611911169 | Email: upp@iihs.ac.in.**

Enclosures:

Department OM- F. No. T-22012/13/2024-IST/IIPA

Invitation Letter from IIHS

Programme Brochure

Thank you & with Regards,
Bhavya

Capacity Development

IIHS

+91 9611911169


iihs.co.in


IIHS BANGALORE CITY CAMPUS :: 197/36, 2nd Main Road,
Sadashivanagar, Bangalore 560 080. India. T: +91 80 6760 6666 | F: +91 80
2361 6814

IIHS CHENNAI :: Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T
Nagar, Chennai 600 017. India. T +91 44 6630 5500/6555 6590

IIHS DELHI :: 803 Surya Kiran, 19 Kasturba Gandhi Marg, New Delhi 110
001. India. T: +91 11 4360 2798

IIHS MUMBAI :: Flat No.2, Purnima Building, Patel Compound, 20-C,
Napean Sea Road, Mumbai 400 006. India. T: +91 22 6525 3874

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Regards

O/o The Chief Secretary, Delhi

3 Attachment(s)

IIHS-DoPT 2025-26_Nominati...
371.1 KB

DoPT Brochure_Urban Financ...
768.1 KB

Dopt Confirmation letter - 2025...
79.6 KB

Fwd: Seminar on Right to Information by ISTM

Shri Dharmendra <csdelhi@nic.in >

Thu, 24 Jul 2025 10:22:02 AM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"arupdate"<arupdate@nic.in>

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>

To: jsns@ddpmod.gov.in

Sent: Thursday, July 24, 2025 9:56:28 AM

Subject: Seminar on Right to Information by ISTM



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Seminar on Right to Information

Course Code : S-RTI-23

Date : 06 Oct 2025 to 06 Oct 2025

Mode : Online

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Anjali Rana

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

Fwd: In-person Singapore Cooperation Programme on “Urban Development Towards A Smart Nation Vision” from 3rd to 7th November, 2025 in Singapore

Shri Dharmendra <csdelhi@nic.in>

Wed, 23 Jul 2025 3:21:48 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Prashant Goyal"<psud@nic.in>

From: "Anil Kumar Chourasia" <chourasia.anil@nic.in>

To: "Rahul Kapoor" <jsupa-mhupa@gov.in>, "Sh. Kamlesh Chaturvedi" <k.chaturvedi@gov.in>, "Roli Singh" <ash-mohfw@nic.in>, "RAJEEV KUMAR" <jsadmin-mha@nic.in>, "Mr Rohit Mathur" <rohit.mathur@nic.in>, "Deepak Mishra" <jspc-cpc@gov.in>, "Deepankar Aron" <jschem-cpc@gov.in>, "Mr Bhuvnesh Kumar" <bhuvnesh.k@meity.gov.in>, "Sunil Kumar JS DST" <jssk-dst@gov.in>, "Subodh Yadav" <js-mowr@nic.in>, "Mrs Kamini" <jshe-mhrd@nic.in>, "Dr Amarpreet Duggal" <jsad-moe@gov.in>, "Ashish kumar Bhutani Joint Secretary" <jssc-agri@nic.in>, "MR Synrem" <js1.tourism@gov.in>, "Vikram Singh" <js-ship@nic.in>, "Mr S Kumar" <suresh.kumar1972@gov.in>, "Balamurugan Devaraj" <jsdpiit.bd@gov.in>, "Mercy Epao" <js.sme@nic.in>, "Mr Satyajit Mishra" <satyajit.mishra@nic.in>, "T.K. Anil Kumar, AS(RD)" <jsrc-mord@gov.in>, "A M Staff RailwayBoard" <amstaff@rb.railnet.gov.in>, "ChairmanRailwayBoard RailwayBoard" <crb@rb.railnet.gov.in>, "pallavi agarwal" <pallavi.agarwal@gov.in>, "Sh. Senthil Pandiyan" <js@moes.gov.in>, "Mr Samir Kumar" <samirkumar@nic.in>, "Dinesh Jagdale" <d.jagdale@gov.in>, "Vijay Kumar Sinha" <sinha.vijay@nic.in>, jscd-msje@nic.in, "Rajesh Yadav, JS-DEPwD" <jstda-msje@nic.in>, "DDG CBT DoTHQ" <ddgtrg-dot@nic.in>, "Srinivas Danda" <srinivas.danda@gov.in>, "Sameer Shukla" <jsbo@nic.in>, "Shri Manish Tripathi" <jse@nic.in>, "Mr Satyendra Mishra" <jsskm.moca@nic.in>, "Joint Secretary Navy" <jnavy-dma@gov.in>, "Raghuraj Rajendran" <raghurajmr@ias.nic.in>, "Sagar Mehra" <sagar.mehra@nic.in>, "Mr. Hara Kumar Hajong" <hk.hajong@nic.in>, "Shubha Thakur" <sthakur@nic.in>, "Gurmeet Singh Chawla" <jsadmasi-culture@gov.in>, "N.J. Gangte" <jsestt@mea.gov.in>, "Sanjay Roy" <Sanjay.roy14@nic.in>, "Satish Jadhav" <satish.kj@nic.in>, "S.D. Sharma" <js.admn-dopt@gov.in>, "Anupam Mishra" <js-ca@nic.in>, "DDG Establishment" <ddgestt@indiapost.gov.in>, "Sunita Moorti Anand" <anand.sunita@nic.in>, "Nitesh Mishra" <nk.mishra@nic.in>, "Mukta Shekhar" <js2-mopr@gov.in>, "Sh. Kunal Satyarthi" <jslr-dolr@nic.in>, "Dr(Mr) Shailendra Kumar" <shailendra.k@nic.in>, "SANJAY KUMAR" <js-skj-dpe@gov.in>, "JS Establishment" <js-establishment.moc@gov.in>, "vijay mittal" <vijay.mittal@nic.in>, "Rupesh Kumar Thakur" <rp.thakur25@nic.in>, "Additional Registrar Admin" <ara-hc.cg@gov.in>, "Masaldan Gaurav" <masaldan.gaurav@nic.in>, "minhaj" <minhaj@ias.nic.in>, "Policy Information Desk" <information@cbi.gov.in>, "Arindam Modak" <arindam.modak@gov.in>, "Dr. Luther M. Rangreji" <jlegal1@mea.gov.in>, "Ajay Nagabhushan JS Films" <jsfilms.inb@nic.in>, "Mr Mr G. N. Singh" <gn.singh13@nic.in>, jsaa@dae.gov.in, "Balasubramanian Krishnamurthy" <js-dor@gov.in>, "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, chiefsecretary@gujarat.gov.in, "Dr. V Candavelou IAS" <cs-goat@nic.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@nic.in>, cs@tn.gov.in, "cs-tripura" <cs-tripura@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>

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

Sent: Wednesday, July 23, 2025 2:52:24 PM

Subject: In-person Singapore Cooperation Programme on “Urban Development Towards A Smart Nation Vision” from 3rd to 7th November, 2025 in Singapore

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on “**Urban Development Towards A Smart Nation Vision**” from 3rd to 7th November, 2025 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
Telephone no. : 23095135

--

Regards
O/o The Chief Secretary, Delhi

1 Attachment(s)

12-39-25-final.pdf
4 MB

No.12/39/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
Dated the 23rd July, 2025.

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on "Urban Development Towards A Smart Nation Vision" from 3rd to 7th November, 2025 in Singapore.

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Urban Development Towards A Smart Nation Vision" from 3rd to 7th November, 2025 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in urban development projects. 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 **Two**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. **The course is sponsored by Government of Singapore and Japan under the Japan-Singapore Partnership Programme for the 21st Century (JSPP21), who will provide accommodation, local transport, medical insurance and daily allowance. An Economy Class round-trip air ticket between the respective international airports designated by JICA.**

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/jsppud2025>). 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 18.08.2025 positively at the following address:-**

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi-110001.
Ph:- 011 - 2309 5082,
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.finmin.nic.in under the link "Foreign Training Programmes" [<https://mofapp.nic.in/training/default.aspx>].



(Pankaj Gangwar)

Under Secretary to the Govt. of India

1. Joint Secretary(Admn.), Ministry of Housing and Urban Affairs, Nirman Bhavan, New Delhi.
2. Joint Secretary (Transport), Ministry of Road Transport & Highway, Transport Bhavan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[<https://mofapp.nic.in/training/default.aspx>].

संख्या.12/39/2025-बीपीसीएंडटी

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

नॉर्थ ब्लॉक, नई दिल्ली,
दिनांक 23 जुलाई, 2025.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 3 से 7 नवंबर, 2025 तक "स्मार्ट राष्ट्र के दृष्टिकोण के लिए शहरी विकास" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 3 से 7 नवंबर, 2025 तक "स्मार्ट राष्ट्र के दृष्टिकोण के लिए शहरी विकास" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। इस कार्यक्रम का उद्देश्य शहरी विकास परियोजनाओं में शामिल वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है। 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 दो 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. यह पाठ्यक्रम 21 वीं सदी के लिए जापान-सिंगापुर साझेदारी कार्यक्रम (जेएसपीपी21) के तहत सिंगापुर और जापान सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। जेआईसीए द्वारा नामित संबंधित अंतर्राष्ट्रीय हवाई अड्डों के बीच एक इकोनॉमी क्लास राउंड-ट्रिप एयर टिकट ।

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/jsppud2025>) 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 18.08.2025 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,
अवर सचिव (बीपीसीएंडटी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001
फोन:- 011 - 2309 5082,
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.finmin.nic.in पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।



(पंकज गंगवार)
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन)), आवास और शहरी कार्य मंत्रालय, निर्माण भवन, नई दिल्ली।
2. संयुक्त सचिव (परिवहन), सड़क परिवहन और राजमार्ग मंत्रालय, परिवहन भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
4. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[<https://mofapp.nic.in/training/default.aspx>]

URBAN DEVELOPMENT TOWARDS A SMART NATION VISION

3 TO 7 NOVEMBER 2025

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

JAPAN INTERNATIONAL COOPERATION AGENCY

under the

**JAPAN-SINGAPORE PARTNERSHIP PROGRAMME FOR THE 21ST
 CENTURY**

to be conducted by

CENTRE FOR LIVEABLE CITIES (CLC)

Singapore Cooperation Programme

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

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

To date, more than 158,000 officials from over 180 countries, territories and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Japan International Cooperation Agency

The Japan International Cooperation Agency (JICA), one of Japan's Official Development Assistance (ODA) implementing bodies, has been extending technical cooperation in human resource development to facilitate the autonomous, sustainable development of developing countries since its establishment in 1974. From 2008, JICA was further strengthened to incorporate all activities of Japan's Official Development including concessional ODA loans and grant aid in an effective and efficient manner.

JICA will enhance the impact of assistance through (a) A More Strategic Framework to achieve medium-to-long term development goals of developing countries (b) More Predictable Aid as operational "rolling" plans will be utilised in policy dialogue with developing countries (c) Speedier Project Formulation through "Preparatory Survey" to ensure flexibility and speed at the project preparation stage (d) Assistance Tailored to Real Needs: Synergy of Aid Schemes to offer assistance that most effectively addresses the needs of developing countries.

Japan - Singapore Partnership Programme for the 21st Century (JSPP21)

As countries whose prime resources are their people, Singapore and Japan believe that human resource development is important for economic and social progress. With this mutual understanding, Singapore and Japan signed a Memorandum of Understanding in January 1994 to train participants from developing countries by sharing each country's expertise and experience from their economic development under the Japan - Singapore Partnership Programme (JSPP).

The Japan-Singapore Partnership Programme for the 21st Century (JSPP21) was established through a Memorandum of Discussion (MOD) signed in May 1997, to signify a widening of the scope of technical cooperation between Singapore and Japan. Since then, the MOD has been renewed three times, most recently in December 2018.

With a view to enhancing ASEAN integration and sharing the two countries' experience in their areas of expertise, both governments recognised, as areas of priority, training and capacity building for third countries in the fields of (a) security and peace, (b) addressing vulnerability, (c) private sector development, (d) connectivity, and (e) smart initiatives.

Since 1994, Singapore and Japan have implemented more than 400 training courses for more than 7,300 participants in diverse fields such as public governance, trade promotion, climate change and environment, community policing, disaster management, maritime navigation, tourism, and urban planning.

Centre for Liveable Cities

Set up in 2008 by the Ministry of National Development and the Ministry of Environment and Water Resources, the Centre for Liveable Cities (CLC) has as its mission "to distil, create and share knowledge on liveable and sustainable cities".

CLC's work spans four main areas – Research, Capability Development, Knowledge Platforms, and Advisory. Through these activities, CLC hopes to provide urban leaders and practitioners with the knowledge and support needed to make our cities better.

Course Objectives

This course is conducted under the auspices of the Japan-Singapore Partnership Programme for the 21st Century (JSPP21). The course will allow participants to better understand the driving forces, challenges and opportunities for resilient and sustainable urban development and management, as well as smart nation development in both Japan and Singapore. By the end of the course, participants will be equipped with knowledge and skills in understanding and planning resilient urban development based on good practices in Singapore and Japan.

Synopsis

Topics to be covered include:

- Overview of Urban Development in Singapore and Japan;
- Housing and Transportation;
- Infrastructure Financing;
- Sustainability and Environment; and
- Smart Infrastructure.

Methodology

This course will be delivered for up to **30 participants**. It will include lectures, group discussions, site visits, country presentations and Q&A sessions.

Participants should bring along their own internet-enabled learning devices such as laptops or tablets (mobile phones are not recommended) for this course.

Course Duration and Venue

The course will be conducted daily from **3 to 7 November 2025** in-person in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in urban development projects;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

In addition, as stipulated by the Government of Japan:

If your organisation and/or your status is related to the Military, you are required to send an email to 1rtd2@jica.go.jp with your name, country, organisation, the course name, and choose one option from below that best describes your relationship with the Military:

- the Military, an active military personnel or military personnel listed in the muster roll/military register;
- an organisation affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register;
- the Department or the Ministry of Defense, and organisation affiliated with the Ministry of Defense, or staff of the Ministry of Defense;
- a civilian organisation but with military personnel or a military division within the organization;
- an organisation which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment.

Qualifications of applicants who belong to the military or other military-related organisations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organisation, and other relevant information in a comprehensive manner.

Terms of Award

The course is sponsored by the Governments of Japan and Singapore under the Japan-Singapore Partnership Programme for the 21st Century.

Under this programme arrangement, the Governments of Japan and Singapore will bear the following expenses for successful applicants, thereafter known as "participants", during their training in Singapore.

These expenses include:

- Course fees;
- An Economy Class round-trip air ticket between the respective international airports designated by JICA;
- Per diem of One Hundred and Thirty Singapore Dollars (130 SGD) from the first day to the last day of the course. A proportionate reduction in the per

diem will be made if the participant is unable to attend the full duration of the course;

- Accommodation for the entire duration of the course. Complimentary breakfast is provided in the accommodation from the first day of the course to one day after the course;
- Local transportation between hotel and site visits (if any); 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. [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:

- For entry into Singapore, participants are required to adhere to the latest travel requirements and advisories as indicated at www.ica.gov.sg/enter-transit-depart;
- Participants are to bear their personal expenses that might be incurred prior to receiving the per diem; and
- As the basic insurance coverage is limited, 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.

Application Procedure

(Closing date for nomination: **25 August 2025**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **two (2)** 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 NFP in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/jsppud2025> by **Monday, 25 August 2025**. 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 JSPP21 certificate of completion upon completion of the course;
- Please refrain from making telephone and email inquiries on the status of your application your application is being processed; and
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly.

Follow Us at:

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- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

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ANNEX-II**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)

Either Part A or Part B (whichever is applicable) to be filled

Page 2



Fwd: Training Programme on MS-Excel by ISTM

Shri Dharmendra <csdelhi@nic.in >

Wed, 23 Jul 2025 11:50:22 AM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>

To: jsns@ddpmod.gov.in

Sent: Wednesday, July 23, 2025 10:19:40 AM

Subject: Training Programme on MS-Excel by ISTM



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : MS-Excel

Course Code : MS-Ex-19

Date : 15 Sep 2025 to 16 Sep 2025

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Regards

O/o The Chief Secretary, Delhi

Fwd: Workshop on Office Procedure & Noting & Drafting by ISTM**Shri Dharmendra** <csdelhi@nic.in >

Thu, 24 Jul 2025 10:26:39 AM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"arupdate"<arupdate@nic.in>

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>**To:** jsns@ddpmod.gov.in**Sent:** Thursday, July 24, 2025 9:55:39 AM**Subject:** Workshop on Office Procedure & Noting & Drafting by ISTM

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on Office Procedure & Noting & Drafting

Course Code : WOP&ND-03

Date : 01 Sep 2025 to 03 Sep 2025

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Anjali Rana

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Regards

O/o The Chief Secretary, Delhi