

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

--

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

Email

Shri Dharmendra

Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

From : Mukesh Kumar <mukesh.kr07@gov.in>

Thu, Jul 31, 2025 05:57 PM

Subject : Long Term Domestic Training Programme "Senior Leadership Programme" (SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

1 attachment

To : K. Vijayanand, IAS <cs@ap.gov.in>, Chief Secretary, Bihar <cs-bihar@nic.in>, Chief Secretary Office Chhattisgarh <csoffice.cg@gov.in>, Dr. V Candavelou IAS <cs-go@nic.in>, Manish Kumar Gupta <cs-arunachal@nic.in>, Dr. Ravi Kota <cs-assam@nic.in>, cs@guj@gujarat.gov.in, Prabodh Saxena <cs-hp@nic.in>, Sh. Anurag Rastogi, IAS <cs@hry.nic.in>, branchtrg@gmail.com, Alka Tiwari <cs-jharkhand@nic.in>, cs@karnataka.gov.in, cheifsecy@kerala.gov.in, Anurag jain <cs@mp.nic.in>, chiefsecy@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 OFFICE GOVT OF UP <csup@nic.in>, chief secretary <cs-uttaranchal@nic.in>, Dr. Manoj Pant <cs-westbengal@nic.in>, Dr. Chandra Bhushan Kumar IAS <cs-andaman@nic.in>, admn-chandigarh@nic.in, Administrator DNH DD <administrator-dd-dnh@nic.in>, Shri Dharmendra <csdelhi@nic.in>, Praful Patel <lk-admin@nic.in>, Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry <cs.pon@nic.in>, cs-jandk <cs-jandk@nic.in>, Advisor to LG <advisor-lg-ladakh@gov.in>, Tanu Shree <directordhti@caomod.nic.in>

Cc : Manoj Kataria <manoj.kataria14@nic.in>, UMA MAGESH (US-PSU) <uma.magesh@nic.in>, Vijay S <vijays@cag.gov.in>

Respected Ma'am/Sir,

Kindly find the attachment on the subject mentioned above.


With Regards,

31.7.25
Pr. Secy. (Secy)

1/18



Mukesh Kumar,
ASO (LTDP),
Training Division,
DoPT, New Delhi 110067

 **Circular of 1st SLP Rescheduled.pdf**
57 KB

No. T-13017/4/2025-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
 New Mehrauli Road, New Delhi-110067,

Dated: 31st July, 2025

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: Long Term Domestic Training Programme "Senior Leadership Programme"
(SLP) - by Indian Institute of Management, Lucknow – 2025-26 – Rescheduled.

Madam/Sir,

In continuation of this Department's circular of even number dated 29th May, 2025. It is informed that the Commencement date for the above mentioned programme has been extended to **09th November, 2025** instead of 03.08.2025 as notified earlier. Accordingly, the last date of receiving applications has also been revised to **20th October, 2025** instead of 28.07.2025.

2. This may please be brought to the notice of all eligible officers in your Ministry/ Department/ Organisation. The officers may be directed to download the application form either from [https://dopttrg.nic.in/SLP%20 Lucknow.html](https://dopttrg.nic.in/SLP%20Lucknow.html) or <https://www.iiml.ac.in/slp-programme>. All other terms and conditions contained in the circular dated 29th May, 2025 mentioned above remain unchanged.

Yours faithfully,

Uma Magesh

(Uma Magesh)
 Under Secretary to the Government of India
 Telephone: 011-26706382

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N.Delhi
13. Mr. Abhishek Shukla, Programme Coordinator, Senior Leadership Programme, Indian Institute of Management, Lucknow, Prabandh Nagar, IIM Road Lucknow - 226013 with request to consider applications received on or before October 20th, 2025.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.

Uma Magesh
(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706382

Fwd: Right to Information - Public Information Officers by ISTM

Shri Dharmendra <csdelhi@nic.in>

Wed, 30 Jul 2025 4:48:07 PM +0530

To "arupdate"<arupdate@nic.in>,"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 30, 2025 3:24:49 PM

Subject: Right to Information - Public Information Officers 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 : Right to Information - Public Information Officers

Course Code : RTI-PIO-42

Date : 08 Sep 2025 to 09 Sep 2025

Mode : Offline

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

Regards

Balaji N

Deputy 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: Workshop on e-Procurement & GeM by ISTM

Shri Dharmendra <csdelhi@nic.in >

Wed, 30 Jul 2025 4:48:56 PM +0530

To "ACS Finance & Planning"<psfin@nic.in>,"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 30, 2025 4:24:24 PM

Subject: Workshop on e-Procurement & GeM 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 e-Procurement & GeM

Course Code : WEP&GeM-03

Date : 29 Sep 2025 to 01 Oct 2025

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy 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: NPC Residential Training Program on “Procurement Management & Financial Management” (Sept 08-12, 2025)- Gangtok, Sikkim - Request for Nominations

Shri Dharmendra <csdelhi@nic.in>

Tue, 29 Jul 2025 3:00:28 PM +0530

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

From: "rajesh sund" <rajesh.sund@npcindia.gov.in>

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

Sent: Tuesday, July 29, 2025 11:39:45 AM

Subject: NPC Residential Training Program on “Procurement Management & Financial Management” (Sept 08-12, 2025)- Gangtok, Sikkim - Request for Nominations

T2526ESG04
28th July 2025

**Sub: NPC Residential Training Program on “Procurement Management & Financial Management”
(Sept 08-12, 2025)- Gangtok, Sikkim -Request for Nominations**

Sir/Madam,

National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on “Procurement Management & Financial Management” during Sept 08-12, 2025 at Gangtok, Sikkim.

The NPC Training Program has been designed to inculcate the importance of Public Procurement & Financial Management by updating skills, knowledge on best practices needed to effectively manage procurements and contracts in the public sector environment within the organization. The Training shall also emphasize various aspects of managing financial resources more productively in improving managerial effectiveness and performance.

The Residential Training Programme has been designed with conceptual deliberations, case studies, success stories and group discussions for Executives/Officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Cooperatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE), RAMP (Raising and Accelerating MSME Performance) & MNCs etc., for improving their Administrative and Financial Capabilities.

The participation fee is Rs. 70,000/- for Residential Participants and Rs. 55,000/- for Non-Residential Participant. GST 18% per participant is applicable on Participation fees.

We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Officials to participate in the Residential Training Program.

Please confirm the participations latest by **Aug. 25th, 2025**. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours faithfully,

(Rajesh Sund/राजेश सण्ड)

Director (Economic Services)/निर्देशक (इकनोमिक सर्विसेज)

और/and कार्यक्रम संचालक/Program Coordinator

राष्ट्रिय उत्पादकता परिषद/ National Productivity Council

नई दिल्ली - ११०००३/ New Delhi - 110003

दूरभाष - ०११- २४६०७३०३/८७९९७८४७१५

Phone -011-24607303/8799784715

Email: rajesh.sund@npcindia.gov.in

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

- To understand the kind of system and practices existing in Procurement Management and to evolve better methods.
- To understand the General Financial Rules in Public Procurement
- To understand the importance of early resolution of disputes related to supply chain and the mechanisms to deal.

- To understand the pitfalls of Financial Management.
- To enable the participants to use qualitative and quantitative tools and measures to distinguish the key Financial Risks;

2. BROAD PROGRAMME COVERAGE

- Concept of Public Procurement Management
- Procurement of Consulting Services
- Contract Management & Vendor Selection
- Approaches to Financial Management
- Tools and Techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

3. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

4. PARTICIPANTS' PROFILE

Officials awarding public contracts or new to the process of procuring public work, or, who wants an understanding of the foundations of the procurement process from various functions in Centre & State Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Boards, Financial Institutions & Autonomous Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume this role in future.

5. FACULTY

The faculty for the training programme will comprise of Senior NPC Experts & other Renowned and Experienced Trainers from the respective field.

6. PROGRAMME FEE & VENUE

Programme Code	T2526ESG04
Programme Fees	For Residential Participants-- Rs. 70,000 (Rupees Seventy Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit. For Non-Residential Participants-- Rs. 55,000 (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.
Program Schedule	Gangtok, Sikkim (Sept. 08-12, 2025) Programme starts on 08- 09-2025 at 1530 hrs. Programme closes on 11- 09-2025 at 1800 hrs. Check in for Residential Participants: 08- 09-2025 (AN) Check out for Residential Participants: 12- 09-2025 (FN)
NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost. The accommodation will be booked on first-come-first-served basis subject to realization of participation fee before the last date of submission of nominations. For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.9,000 and Rs.8,000 respectively for the entire duration, payable directly to the hotel by the participant. Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.	

7. PAYMENT DETAILS

Programme Fee inclusive of GST to be paid in advance and proof of payment to be attached.	
• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265	
• In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.	
• Programme Fees per Participant plus GST to be paid in advance.	
• NPC'S PAN No: AAATN0402F,	
• NPC'S GSTIN: 07AAATN0402F1Z8	

8. HOW TO APPLY

Please fill the following details of Nominated Participants

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee

(RTGS / NEFT Details; Cheque, DD):

Also provide **GST No. of Organization/Institution** along with details of UTR No. towards Participation fees including GST @18%

Tick, if Organization is GST Exempted

OR if Organization is Not GST Exempted**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- I/We hereby declare that we meet all the conditions stipulated in the a forementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

DECLARATION

I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

9. GENERAL INSTRUCTIONS

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Attendance is mandatory for all participants.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- NPC shall offer a 5% discount on participation fees to organizations sponsoring more than 10 participants in any program.
- **Nominations may be sent to the following address:**

Shri Rajesh Sund
Director (Economic Services), NPC
Faculty & Programme Coordinator
Ph.91-11-24607303/8799784715
Email: rajesh.sund@npcindia.gov.in

➤ **Last date for Receiving of Nominations:****25-08-2025**

FORTHCOMING RESIDENTIAL TRAINING PROGRAMS

Effective Office Administration and Financial Management	Oct 13-17, 2025	Gangtok, Sikkim
Stress Management and Strategic Financial Planning for Organizational Excellence	Nov 17-21, 2025	Port Blair, A & N
Project Management and Financial Management	Dec 15-19, 2025	Gangtok, Sikkim
Effective Office Administration and Financial Management	Jan 19-23, 2026	Port Blair, A & N
Procurement Management and Financial Management	Feb 23-27, 2026	Port Blair, A & N

--

Regards
O/o The Chief Secretary, Delhi

Fwd: Workshop on Cyber Security by ISTM

Shri Dharmendra <csdelhi@nic.in>

Wed, 30 Jul 2025 10:39:56 AM +0530

To "A Anbarasu"<pshome@nic.in>,"Secretary (IT)"<secyit@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

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

To: "csoffice cg" <csoffice.cg@gov.in>

Sent: Wednesday, July 30, 2025 10:19:59 AM

Subject: Workshop on Cyber Security 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 Cyber Security

Course Code : W-CS-10

Date : 22 Sep 2025 to 23 Sep 2025

Mode : Offline

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

Regards

Kishore .

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: Data Analytics using MS-Excel by ISTM

Shri Dharmendra <csdelhi@nic.in>

Wed, 30 Jul 2025 11:22:34 AM +0530

To "Secretary (IT)"<secyit@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

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

To: "csoffice cg" <csoffice.cg@gov.in>

Sent: Wednesday, July 30, 2025 11:14:34 AM

Subject: Data Analytics using 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 : Data Analytics using MS-Excel

Course Code : DA-Ex-10

Date : 18 Aug 2025 to 19 Aug 2025

Mode : Offline

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

Regards

Balaji N

Deputy 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: Handling RTI Matters by ISTM**Shri Dharmendra** <csdelhi@nic.in >

Wed, 30 Jul 2025 10:42:53 AM +0530

To "arupdate"<arupdate@nic.in>,"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 30, 2025 10:35:59 AM**Subject:** Handling RTI Matters 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 : Handling RTI Matters

Course Code : H-RTIM-04

Date : 27 Oct 2025 to 28 Oct 2025

Mode : Offline

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

Regards

Rooshan Kumar Mishra

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: Workshop on e-Procurement & GeM by ISTM

Shri Dharmendra <csdelhi@nic.in >

Wed, 30 Jul 2025 4:48:56 PM +0530

To "ACS Finance & Planning"<psfin@nic.in>,"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 30, 2025 4:24:24 PM

Subject: Workshop on e-Procurement & GeM 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 e-Procurement & GeM

Course Code : WEP&GeM-03

Date : 29 Sep 2025 to 01 Oct 2025

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy 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: Workshop on Emerging Technology and Dashboard by ISTM

Shri Dharmendra <csdelhi@nic.in>

Wed, 30 Jul 2025 1:57:20 PM +0530

To "Secretary (IT)"<secyit@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

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

To: "csoffice cg" <csoffice.cg@gov.in>

Sent: Wednesday, July 30, 2025 12:10:01 PM

Subject: Workshop on Emerging Technology and Dashboard 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 Emerging Technology and Dashboard

Course Code : WETD-08

Date : 25 Aug 2025 to 26 Aug 2025

Mode : Offline

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

Regards

Balaji N

Deputy 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: Workshop on effective Presentation Skills by ISTM

Shri Dharmendra <csdelhi@nic.in>

Fri, 01 Aug 2025 11:54:08 AM +0530

To "Secretary (IT)"<secyit@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

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

To: jsns@ddpmod.gov.in

Sent: Friday, August 1, 2025 11:19:37 AM

Subject: Workshop on effective Presentation Skills 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 effective Presentation Skills

Course Code : WEPS-10

Date : 25 Aug 2025 to 26 Aug 2025

Mode : Offline

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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

25

O/o The Chief Secretary, Delhi

Fwd: Online and In-person Knowledge Co-Creation Program on "Solid Waste Management in Partnership with Private Sector and Civil Society" from 10th November to 25th November, 2025 (online) and 26th November to 17th December, 2025 (In-person) in Japan

Shri Dharmendra <csdelhi@nic.in>

Mon, 04 Aug 2025 12:19:18 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>, "Mr Satyajit Mishra" <satyajit.mishra@nic.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>, "Sh. Kamlesh Chaturvedi" <K.chaturvedi@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>, "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" <jsda-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" <jslegal1@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-goa@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" <csnjl@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 OFFCE 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: Monday, August 4, 2025 12:06:08 PM
Subject: Online and In-person Knowledge Co-Creation Program on "Solid Waste Management in Partnership with Private Sector and Civil Society" from 10th November to 25th November, 2025 (online) and 26th November to 17th December, 2025 (In-person) in Japan

Sir/Madam,

Please find attachment regarding **Online and In-person Knowledge Co-Creation Program on "Solid Waste Management in Partnership with Private Sector and Civil Society" from 10th November to 25th November, 2025 (online) and 26th November to 17th December, 2025 (In-person) in Japan**, 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

2 Attachment(s)

13-7-25-final.pdf
 2.8 MB

AF_202411725J001 (1).xlsx
 255.8 KB

No.13/7/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
Dated the 4th August, 2025.

TRAINING CIRCULAR

Subject:- Online and In-person Knowledge Co-Creation Program on "Solid Waste Management in Partnership with Private Sector and Civil Society" from 10th November to 25th November, 2025 (online) and 26th November to 17th December, 2025 (In-person) in Japan.

The Government of Japan has invited nominations for **Online and In-person Knowledge Co-Creation Program on "Solid Waste Management in Partnership with Private Sector and Civil Society" from 10th November to 25th November, 2025 (online) and 26th November to 17th December, 2025 (In-person) in Japan** under the Technical Assistance Programme with India. The programme is intended for (i) local government and/or regional government in charge of Solid Waste Management (ii) central government and governmental agencies which support local and regional governments for improvement of SWM and (iii) other organisations such as NGOs or public corporations which are engaged in SWM at local level. 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 Japan**, who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department of Govt. of India/State Govts/UTs :

- (i) Sponsoring Government's application form (with information on Military Status) together with the **Medical History Questionnaire**.
- (ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
- (iii) **Inception Report**.
- (iv) A photocopy of the **Passport**.

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 02.09.2025 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

.....2/-

-2-

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. WAKAMATSU Eiji, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on the website of Department of Economic Affairs, Ministry of Finance at www.dea.gov.in in under the link "Foreign Training Programmes [<https://mofapp.nic.in/training/default.aspx>].

(**Pankaj Gangwar**)

Under Secretary to the Govt. of India
Tele: 23095082

1. Joint Secretary (Admn.), Ministry of Housing & Urban Affairs, Nirman Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://mofapp.nic.in/training/default.aspx>].

संख्या.13/7/2025- बीपीसी एंड टी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

नॉर्थ ब्लॉक, नई दिल्ली,
दिनांक 4 अगस्त, 2025।प्रशिक्षण परिपत्र

विषय:- जापान में 10 नवंबर से 25 नवंबर, 2025 (ऑनलाइन) और 26 नवंबर से 17 दिसंबर, 2025 (व्यक्तिगत) तक "निजी क्षेत्र और नागरिक समाज के साथ साझेदारी में ठोस अपशिष्ट प्रबंधन" पर ऑनलाइन और व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम।

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 10 नवंबर से 25 नवंबर, 2025 (ऑनलाइन) और 26 नवंबर से 17 दिसंबर, 2025 (व्यक्तिगत) तक "निजी क्षेत्र और नागरिक समाज के साथ साझेदारी में ठोस अपशिष्ट प्रबंधन" पर ऑनलाइन और व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम (i) स्थानीय सरकार और/या ठोस अपशिष्ट प्रबंधन के प्रभारी क्षेत्रीय सरकार (ii) केंद्र सरकार और सरकारी एजेंसियों के लिए है जो एसडब्ल्यूएम के सुधार के लिए स्थानीय और क्षेत्रीय सरकारों का समर्थन करते हैं और (iii) अन्य संगठन जैसे एनजीओ या सार्वजनिक निगम जो स्थानीय स्तर पर एसडब्ल्यूएम में लगे हुए हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

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

3. यह पाठ्यक्रम जापान सरकार द्वारा प्रायोजित है, जो राउंड-ट्रिप हवाई किराया, आवास और रहने का भत्ता प्रदान करेगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूर्ण किया जाना चाहिए और प्रतिभागी और नामांकनकर्ता मंत्रालय/भारत सरकार/राज्य सरकारों/संघ राज्य क्षेत्रों के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) चिकित्सा इतिहास प्रश्नावली के साथ सरकार के आवेदन पत्र (सैन्य स्थिति पर जानकारी के साथ) को प्रायोजित करना।
- (ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-III)।
- (iii) इनसेप्शन रिपोर्ट।
- (iv) पासपोर्ट की एक फोटोकॉपी।

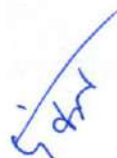
- 2-

5. 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 दिनांक 02.09.2025 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. सभी प्रकार से पूर्ण आवेदन की एक अग्रिम प्रति (डीईए प्रोफार्मा को छोड़कर) श्री वाकामात्सु ईजी, वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16 वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20, कस्तूरबा गांधी मार्ग, नई दिल्ली -110001 को भेजी जाए। हालांकि, जिस अभ्यर्थी के नामांकन को डीईए में चयन समिति द्वारा अनुमोदित किया जाता है, उस पर जेआईसीए द्वारा विचार किया जाएगा।

7. 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 आर्थिक कार्य विभाग, वित्त मंत्रालय की वेबसाइट www.dea.gov.in "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 (प्रशासन)), पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय, इंदिरा पर्यावरण भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
4. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।
5. वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20 कस्तूरबा गांधी मार्ग, नई दिल्ली -1।

एमओएफ की वेबसाइट पर अपलोड किया जाएगा

[<https://mofapp.nic.in/training/default.aspx>].



Online and Face-to-Face (in Japan)

JICA Program GENERAL INFORMATION

Knowledge Co-Creation Program (Group and Region Focus)

Solid Waste Management in Partnership with Private Sector and Civil Society



Course Number: 202411725J001

Course Period:

Online phase: From November 10 to November 25, 2025

In Japan phase: From November 26 to December 17, 2025



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



How to improve municipal solid waste management by citizen participation?

Gain insight to an essence of
sustainable municipal solid waste management
in partnership with private Sector
and Civil Society
from Japanese experiences.



Outline

This program is offered to administrators/municipal officers who are in charge of solid waste management (Hereafter referred to as SWM).

The most suitable personnel are local or regional government officers. Central government officers who support local government for improvement of SWM, or staffs of other organizations such as NGOs or public corporations which are engaged in SWM at local level can be applicable.

The sessions will be held online and in Japan. The online session will include self-study and discussion with web conference.

All sessions are conducted in English.

The period of the program is from 10 November to 17 December 2025.

Course Capacity:10 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, “In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.” JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

Table of Contents

For What?

(Background, Objectives)	6
--------------------------------	---

To Whom?

(Job Areas and Organizations, Targeted Countries)	6
---	---

When?

(Online Program Period, Face-to-Face Program Period)	7
--	---

Where?

(Place Where the Program Take Place)	7
--	---

How?

(How to Learn, Language, Commitment to the SDGs)	8
(Program Structure)	9-10

Eligibility and Procedures

(Expectations to the Applying Organizations, Nominee Qualifications)	11-13
(Required Documents for Application)	13-14
(Procedures for Application and Selection)	14-15
(Additional Document(s) to Be Submitted by Accepted Participants)	15
(Conditions for Participation)	15-16

Administrative Arrangements

(Organizer (JICA Center in Japan), Implementing Partner, Travel to Japan, Accommodation in Japan, Expenses, Pre-departure Orientation, Other information) ..	17-20
---	-------

Annex

(Inception Report)	21
(Action Plan)	22

For Your Reference

(JICA and Capacity Development, Japanese Development Experience)	23
--	----

Correspondence

(For Enquiries and Further Information)	24
---	----

For What?

Background

Population increase and economic growth have brought about increasing amounts of waste. Especially in developing countries, a variety of problems such as illegal dumping, open dumping of untreated waste, improper treatment of hazardous waste are threatening public health and sanitation conditions and resulting in the loss of precious natural resources and ecosystem.

Japan experienced similar problems and it has come close to achieve a sound material-cycle society in recent years. This has been realized through joint efforts of national government, local governments, private companies, associations, and citizens who have worked and played respective roles to optimize collection, transport, recycling, intermediate treatment, final disposal of waste, and more. In the course of these efforts, Japan has also set up extensive systems to promote technological innovation and 3R (reduce, reuse, recycle) initiatives while raising social awareness on waste reduction.

This program provides participants

with knowledge on SWM policy instruments, technologies, stakeholder participation based on Japan's experience in collaboration with Japanese local governments in Kansai region.

Objectives

To clarify the issues and enhance the capacity of SWM, focusing on resource circulation, 3Rs, social awareness, and citizen participation. Participants will formulate action plans towards a sustainable recycle-oriented society.

To Whom?

Job Areas and Organizations

- 1) local government and/or regional government in charge of SWM
- 2) central government and governmental agencies which support local and regional governments for improvement of SWM
- 3) other organizations such as NGOs or public corporations which are engaged in SWM at local level.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.



Targeted Countries

Dominican Republic, India, Iran, Moldova, Mozambique, Palestinian Authority, Papua New Guinea, Solomon Islands, Sudan and Thailand

When?

Program Period

Overall Period: From
10 November to 17 December
2025

This program consists of two types of study.

1. The Online Phase

(10 - 25 November *):



Online

Total learning hours**: 8 hours

- Self-study on on-demand materials: around 4 hours
- Online real-time lecture/workshop: 4 hours

* Those who have completed the online phase satisfactorily can attend the phase in Japan.

**Average under stable internet connection for working on the key contents (Except for homework)

The participating organization is expected to ensure the participant's attendance at every real-time online session. Because the lecturers will devote each real-time online lecture/workshop as knowledge exchange among participants, all participants shall finish watching designated on-demand materials beforehand.

Start Time of Online Real-time sessions

The participants are required to attend every online real-time session at designated date and time except for urgent and uncontrollable matter. Accepted participants receive detailed time schedule after acceptance notification.

2. The in Japan Phase

(26 November - 17 December*):

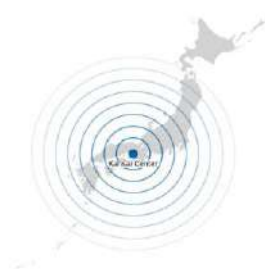


Face-to-Face in Japan

*If the program cannot be conducted in Japan, online contents will be provided during the above period.

Where?

This program is conducted online and face-to-face in Japan. In the first phase you will watch/read essential on-demand materials for your self-study at your own pace. As the online real-time lectures/workshops and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment. For detail, see page 12-13.



How?

How to Learn

- Online Self-Study
- Online Real-time Sessions
- Online Interactive Q&A Session
- Discussion



In Japan

- Observation
- Discussion
- Workshop
- Presentation



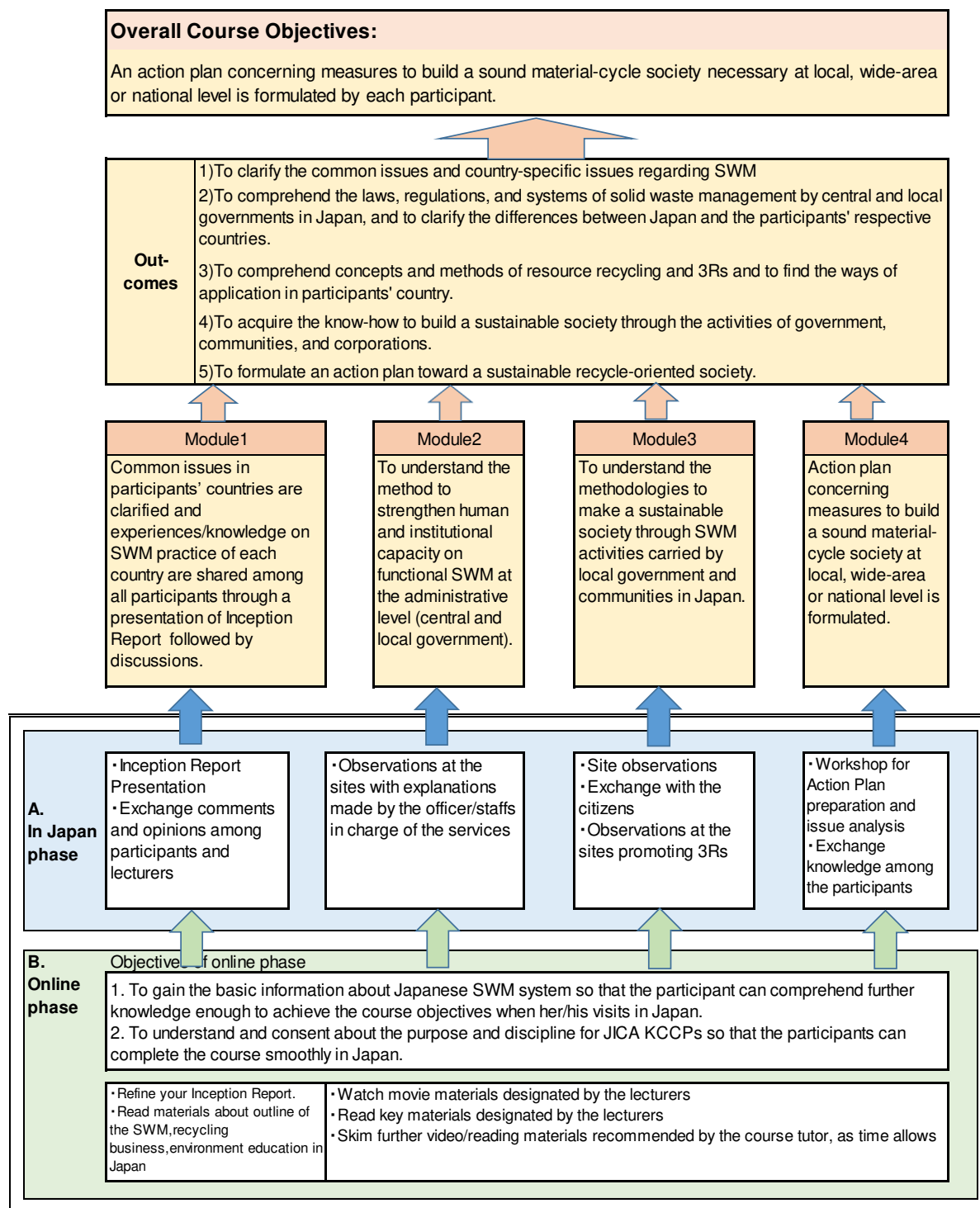
Language

English

Commitment to the SDGs



Program Structure



Details on each component are given below:

(1) Online phase in a participant's home country (From November 10 to 25, 2025)

- Participants acquire basic information on solid waste management, recycling business, environment education in Japan.
- Participants and their organization prepare for visit in Japan in the respective countries.



- Read/watch materials provided in various styles of media such as online storage etc. at their own pace. Detailed information will be given after acceptance notification.)
- Online and Q & A session about distance learning contents among other participants.
- Preparation of the presentation data of each inception report which shall be presented on the commencement of the session in Japan.

(2) In Japan phase (From November 26 to December 17, 2025)

- *Participants attend the sessions implemented in Japan.*
- *A part of contents that are basic or theoretical information of the modules shall be covered during the online phase. In this phase, participants will learn at first hand by means of site visit or exchange with colleagues in Japan.*

Expected Module Output	Subjects/Agendas	Methodology
Module1: Common issues in participants' countries are clarified and experiences/knowledge on SWM practice of each country are shared among all participants through a presentation of Inception Report followed by discussions.	<ul style="list-style-type: none"> • Inception Report presentation • Exchange comments and opinions among participants and lecturers 	Presentation Discussion
Module2: To understand the method to strengthen human and institutional capacity on functional SWM at the administrative level (central and local government).	<ul style="list-style-type: none"> • Solid waste management and waste reduction plan in Nishinomiya City • Solid waste storage and management • Plastic and paper waste, glass bottle, e-waste recycling, a compactor production manufacturer and so on. 	Lecture Observation Discussion
Module3: To understand the methodologies to make a sustainable society through SWM activities carried by private companies and communities in Japan.	<ul style="list-style-type: none"> • Advanced Applications of Incineration Ash in Soil and Water Pollution Control • Waste and Environmental education at a nursery or elementary school • Waste reduction efforts in household and communities • Environmental education and ESD (Education for Sustainable Development) 	Lecture Observation Discussion
Module4: Action plan concerning measures to build a sound material-cycle society at local, wide-area or national level is formulated.	<ul style="list-style-type: none"> • Instruction for action plan formulation 	Exercise Presentation Discussion

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
 - (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
 - (3) Participating organizations are required to support participants to be able to attend the online lectures/workshops and allocate enough time and self-disciplined learning environment to learn with the on-demand study materials.
-

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications.

【Remarks】Each Organizations is requested to strongly encourage female candidates to apply for acceleration of gender Equality and women's empowerment.

(1) Essential Qualifications

1) Current Duties:

- Officers of local government/municipality and/or regional government who are in charge of SWM,
- Officers of central government and governmental agencies which support local and regional government for improvement of SWM, and/or
- Staff of other organizations such as NGOs and/or public corporations which

are engaged in SWM at local level

2) Experience in the Relevant Field: have more than 3 years' experience in the field of SWM or have equivalent level of knowledge.

3) Educational Background: be a graduate of university

4) Language Proficiency: have a competent command of spoken and written English which is equal to TOEFL iBT 100 or more (This KCC program includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible.)

5) Online self-study environment and technical proficiency

- a. can spend around one to two (1-2) hours per week for learning materials designated by the course tutors.
- b. can contact regularly with Japanese tutor/lecturer by e-mail without serious obstacles
- c. can have commitment with self-discipline for studying planned learning contents and contribute to the knowledge exchanging among the participants.
- d. If internet access charge would be incurred for this program, it shall be borne by the participating organization or participant her/himself.

*Technical Requirements for the online self-study (Computer)

Technology Proficiency:

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online self-study materials may be delivered using the following services, Cloud Storage (JICA -VAN, Google Workplace, GIGAPOD), and YouTube. (Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.)

Internet Connection:

- High Speed Broadband Connection (at least 2Mbps).

Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space

-Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)

*In some cases, Smartphone (Android OS or Apple iOS) can be used as substitute of PC.

Software :

-Microsoft office, PDF reader (e.g. Adobe, movie player)

(which may be required):

-Zoom Client for Meeting (<https://zoom.us/download>)

*In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

6) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

1) Expectations for the Participants

- Age: between the ages of twenty-five (25) and fifty (50) years
- Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

(1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

(2) **Photocopy of Passport or ID:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you

obtain it.

* The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

*It is recommended that your passport be valid for more than 6 months after the last day of the program.

- (3) **English Score Sheet(photocopy):** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) **Inception Report:** each participant is required to submit an Inception Report together with Application Form. Inception Report will be used for screening of applicants, and applications without completed Inception Report will not be considered as duly qualified. Please refer to Annex 1 (P 19) of this General Information.

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by **September 16, 2025.**)

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than **October 10, 2025.**

5. Additional Document(s) to Be Submitted by Accepted Participants

Accepted participants are required to prepare an Inception Report (Please see of Inception Report Presentation in ANNEX 1 (p.21) for details.

6. Conditions for Participation

The participants of KCCP are required.

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants'

accommodation, and
(12) to refund allowances or other benefits paid by JICA in the case of a change
in schedule.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Kansai Center (JICA Kansai)
 - (2) **Contact:** Ms. ARIE Yuki (Arie.Yuki2@jica.go.jp)
-

2. Implementing Partner

Name : Learning and Ecological Activities Foundation for Children(LEAF)
 Web site : www.leaf.or.jp/english/etop.htm

3. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodation(s) for the participants.

JICA Kansai Center (JICA Kansai)
 Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan
 TEL: +81-78-261-0383, 81-78-261-0341 FAX: +81-78-261-0342
 (where “81” is the country code for Japan, and “78” is the local area code)

5. Expenses

The following expenses in Japan will be provided by JICA.

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment **are not included**).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see “III. ALLOWANCES” of the brochure for participants titled “KENSU-IN GUIDEBOOK,” which will be given before departure for Japan.

[The Knowledge Co-Creation Program \(KCCP\)](#) | [What We Do - JICA](#)

6. Pre-departure Orientation

A pre-departure orientation will be held at respective country’s JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WlQSDjI
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html

7. Reference

JICA KENSU-IN GUIDEBOOK

[The Knowledge Co-Creation Program \(KCCP\)](#) | [What We Do - JICA](#)



Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://www.youtube.com/watch?v=SLurfKugrEw>



Website: JICA

English/French/Spanish/Russian

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



8. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are required to bring laptop computers. During the program, participants are required to work on the computers, including preparation of Action Plan (AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access.
4. Allowances for living will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
5. It is important that some of your currency must be exchanged to Japanese

Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.

Annex 1

Inception Report

This Inception Report is considered to be very useful not only for adjusting the details of course items to fit for the needs of each participant but also for understanding the different situations among the participating organizations/countries.

The volume may be no more than 10 pages of slide or 1,500 words.

This Inspection Report is required to be submitted with the Application Form.
Inception Report will be used for screening of applicants, and application without completed Inception Report will not be considered as duly qualified.

Required Contents in Inception Report

- (1) Name of applicant and email address
- (2) Name of your organization, department and your professional job status
 * * Please attach an organizational chart and indicate the division which you belong to.
- (3) Detailed description of your duties
- (4) Current situation and problems/issues in your country regarding promotion of SWM.
 Please also describe actions or countermeasures being taken in your organization to deal with such situation.
 * Please describe the existing practical programs for solving said problems and cooperative relationships among citizen, administration and industry.
 <An example of items>
 - Current situation of SWM
 - Legislative and administrative systems for SWM
 - Quantity and composition (Organic, plastic...) of municipal waste discharge,
 - Systems and methodologies of collection, transportation, intermediate treatment, storage, final disposal
 - Effort for 3Rs promotion (reduce, reuse and recycle) and promotion of citizen awareness/ participation
 - Collaboration with private enterprises and so on.
- (5) Subjects in the curriculum of this program that you would like to learn and you think important for your job

Inception Report Presentation (ONLY FOR ACCEPTED PARTICIPANTS)

The presentation of the Inception Report for about 15 minutes per participant will be carried out at the beginning of the phase in Japan. The detail will be later informed to accepted participants.

Annex 2

Action Plan

What is Action Plan?

During the program, all participants are required to prepare an Action Plan (AP). Participants are expected to make a presentation of Action Plan at the end of the program and in their organization after completion of the program.

The purpose of its preparation is to identify a specific problem and a corresponding concrete solution. The participants are recommended to focus on one topic she/he is able to carry out under the support of their organization.

<Contents of Action Plan (Recommended)>

- a. Title
- b. Explanation of target area and your office
- c. Problems and causes
- d. Stakeholders
- e. Objectives (Goals)
- f. Activities and responsible bodies
- g. Policies
- h. Budget
- i. Implementation schedule
- j. Others

Tips for making more implementable Action Plan

According to the JICA Institution's research report '*An Empirical Study of the Conditions for Successful Knowledge Transfer in Training Programs*'

(https://www.jica.go.jp/jica-ri/publication/workingpaper/jrft3q00000025y5-att/JICA-RI_WP_No.85.pdf), more APs were observed to have been

implemented in the participating organizations when;

- the organizations had identified problems to be solved and encouraged the participants to explore on it through the program, and
- The participants communicated with their organization bilaterally during the program period.

It is recommendable for the participants to consult their superior and/or colleagues about which topics she/he will choose for the AP as well as to communicate with them while preparing their draft of AP.

Note:

Participants will have more detailed guidance during the program.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.



Correspondence

For enquiries and further information, please contact the JICA overseas office or the Embassy of Japan.

Further, address correspondence to:

JICA Kansai Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0383/0341 FAX: +81-78-261-0342

("81" is the country code for Japan, and "78" is the local area code)

Annex 1

Inception Report

This Inception Report is considered to be very useful not only for adjusting the details of course items to fit for the needs of each participant but also for understanding the different situations among the participating organizations/countries.

The volume may be no more than 10 pages of slide or 1,500 words.

This Inspection Report is required to be submitted with the Application Form.

Inception Report will be used for screening of applicants, and application without completed Inception Report will not be considered as duly qualified.

Required Contents in Inception Report

- (1) Name of applicant and email address
- (2) Name of your organization, department and your professional job status
 - * * Please attach an organizational chart and indicate the division which you belong to.
- (3) Detailed description of your duties
- (4) Current situation and problems/issues in your country regarding promotion of SWM. Please also describe actions or countermeasures taken in your organization to deal with such situation.
 - * Please describe the existing practical programs for solving said problems and cooperative relationships among citizen, administration and industry.
 - <An example of items>
 - Current situation of SWM
 - Legislative and administrative systems for SWM
 - Quantity and composition (Organic, plastic...) of municipal waste discharge,
 - Systems and methodologies of collection, transportation, intermediate treatment, storage, final disposal
 - Effort for 3Rs promotion (reduce, reuse and recycle) and promotion of citizen awareness/ participation
 - Collaboration with private enterprises and so on.
- (5) Subjects in the curriculum of this program that you would like to learn and you think important for your job

Inception Report Presentation (ONLY FOR ACCEPTED PARTICIPANTS)

The presentation of the Inception Report for about 15 minutes per participant will be conducted at the beginning of the phase in Japan. The details will be given to the accepted participants later.

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)				



Application Guideline for the JICA Knowledge Co-Creation Program

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	<ul style="list-style-type: none"> To be filled by you and your supervisor* To be signed by your supervisor Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

*Supervisor: the head of the department/division of your organization

Please be advised:

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the () options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

In submitting the Application Forms and attached documents, please make sure:

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

*Supervisor: the head of the department/division of your organization

Note for Applicants from Latin American and the Caribbean Countries:

- (1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

- (2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM***To be signed by your supervisor (the head of the relevant department / division of your organization).****1. Course Title** (as shown in the GI)
2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)
3. Course Duration
 From to (DD/MM/YYYY)
4. Country

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:			Signature:		
Name:					
Title / Position				Official Stamp	
Department / Division					
Office Address and Contact Information	Address:				
	Tel:	E-mail:	Fax:		

(If necessary) Confirmation by the organization in charge

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:			Signature:		
Name:				Official Stamp	
Title / Position					
Department / Division					



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

***To be signed by your supervisor (the head of the relevant department / division of your organization).**

1. Reason for nominating the Applicant

Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

2. Expectation and Future Plan of Actions

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date

Name and
Title/Position

Signature



Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM***To be filled by Applicant.****1. Course Title:** (as shown in the GI)
2. Course Number: (the number as "xxxxxxxxJxxx" shown in the GI)
Attach here
your photo(taken within
the last six months)

Size: 4.5x3.5cm

3. Personal Information on Applicant**1) Name of Applicant (as shown in the passport)**

*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No		<input type="text"/>	<input type="text"/>	<input type="text"/>

***Applicants from Latin American and the Caribbean Countries only.**

**6) Contact Information**

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

*Please fill it out from country code for telephone, mobile, and fax number.

7) Present Position

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other : _____	
Number of employees		
Home Page Address		

【Questionnaire on Relationship with the Military】 (FOR ALL THE APPLICANTS)

Please mark Yes or No about your status.

(YES / NO) Personnel of the military or organizations under the military (active military personnel or military personnel listed in the muster roll/military register)
(YES / NO) Personnel of the Ministry of Defense, or organizations under the Ministry of Defense
(YES / NO) Personnel of organizations that are specified by law under the military or the Ministry of Defense in case of an emergency
(YES / NO) Persons listed in the muster roll/military register who are not currently affiliated with the military, the Ministry of Defense, or affiliated organizations
(YES / NO) Personnel of civilian organizations which have divisions to conduct military-related activities

**4. Experience and Eligibility****1) Career Background (After graduation and before taking the present position)**

***Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.**

Organization	City/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		

2) Academic Background (University, College or Higher Education)

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		

3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)

***Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.**

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

4) Language Proficiency (Self-Assessment)

1) Language to be used in the course (as shown in GI)					
Listening	() Excellent	() Good	() Fair	() Poor	
Speaking	() Excellent	() Good	() Fair	() Poor	
Reading	() Excellent	() Good	() Fair	() Poor	
Writing	() Excellent	() Good	() Fair	() Poor	
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)					
2) Mother Tongue					



3) Other languages ()	() Excellent	() Good	() Fair	() Poor
---------------------------	---------------	----------	----------	----------

Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

5. Background and Purpose of Application

- 1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:**
Describe the issues that your organization/department intends to tackle by participating in this program.

- 2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

- 3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

- 4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.



- 5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.

By Applicant

Date

Name and
Title/Position

Signature



Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

[] No	[] Yes:
	Name of illness (), Name of medicine () <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>

(b) Do you have any allergies with medicine, food, pollen, etc.?

[] No	[] Yes:
	What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.? ()

(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

()
<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>

2. Medical History

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

[] No	[] Yes:
	Please specify ()

(b) Have you or/and your family members had tuberculosis?

[] No	[] Yes:
	Please specify ()

(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

[] No	[] Yes:
	Please specify ()

(d) Have you ever had any sleeping, eating or other disorders?

[] No	[] Yes:
	Please specify ()
	Name of medicine taken if any ()



Form5. TERMS AND CONDITIONS

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal



Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.
If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.
(https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.



JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the following terms and conditions set forth above.
 1. General Rule
 2. Privacy Policy
 3. Copyright Policy
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on “4.Portrait Right Policy” mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:
☐ Agree / ☐ Disagree
- I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature