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S. B. Deepak Kumar

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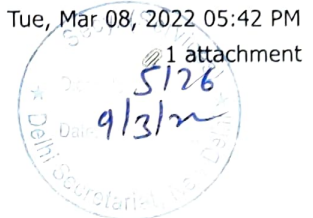
Email

**Fwd: Online Malaysian Technical Cooperation Programme on "Certificate in Co-creative Management and Governance by Co-operative Institute of Malaysia (CIM)" from 22nd to 26th August, 2022**

Tue, Mar 08, 2022 05:42 PM

**From :** Shri Vijay Kumar Dev <csdelhi@nic.in>  
**Subject :** Fwd: Online Malaysian Technical Cooperation Programme on "Certificate in Co-creative Management and Governance by Co-operative Institute of Malaysia (CIM)" from 22nd to 26th August, 2022

**To :** S. B. Deepak Kumar <secservices@nic.in>



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

**To:** "Ashish kumar Bhutani Joint Secretary" <jsgcc-agri@nic.in>, "Shubha Thakur" <sthakur@nic.in>, "JS Shipping" <js-ship@nic.in>, "Ms.Indira Murthy" <js@moes.gov.in>, "JIGMET TAKPA" <takpa.jigmet@gov.in>, "G BALASUBRAMANIAN" <jsad@mea.gov.in>, "MANJU PANDEY" <manju.pandey@nic.in>, "Rakesh Mittal" <rakesh.mit1995-ides@gov.in>, "Mr Sanjay Kumar Sinha" <sanjay.sinha@nic.in>, "Dr. Sameer Sharma, IAS" <cs@ap.gov.in>, "Naresh Kumar" <cs-arunachal@nic.in>, "Jishnu Barua IAS" <cs-assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Chief Secretary" <cs-go@nic.in>, "cs@guj@gujarat.gov.in", "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "Ram Subhag Singh" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, "cs@karnataka.gov.in", "Dr.V.P.Joy IAS" <chiefsecy@kerala.gov.in>, "Iqbal Singh Bains" <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>, "Mr JAN ALAM" <csngl@nic.in>, "Suresh Chandra Mahapatra" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, "csraj@rajasthan.gov.in", "Mr S.C Gupta" <cs-skm@hub.nic.in>, "cs@tn.gov.in", "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY GoUP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "Shri H K Dwivedi" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, "Shri Vijay Kumar Dev" <csdelhi@nic.in>, "Praful Patel" <lk-admin@nic.in>, "Mr Mr G. N. Singh" <gn.singh13@nic.in>, "Mahendra Pratap" <mahendra.pratap23@nic.in>, "Joint Secretary Admin" <jsadmin-doc@gov.in>, "S Balachandra Iyer" <jsa-dot@nic.in>, "Suresh Kumar Vashishth" <vashishth.suresh@nic.in>, "Ms.Sanjukta Mudgal" <jsadmasi-culture@gov.in>, "GOEL SANJAY" <js.sgoel@meity.gov.in>, "Shri Prakash" <jsadmin-mha@nic.in>, "RAJENDRA" <rsingh.dhfw@nic.in>, "Venudhar Reddy Nukala" <nv.reddy@nic.in>, "N P JOSHI Deputy Secretary MoWR RD GR" <np.joshi@nic.in>, "Rajinder Kashyap" <rajinder.kashyap@gov.in>, "Samar Nanda" <samar.nanda@nic.in>, "VENKATESH IYER" <venkatesh.iyer@nic.in>, "pk.thakur" <pk.thakur@nic.in>, "ddgsk nise" <ddgsk.nise@gmail.com>, "SHIVA SHANKAR PRASAD" <ssprasad.ofb@gov.in>, "JOINT SECRETARY Marketing" <jsm.png@nic.in>, "Gaya Prasad" <gaya.prasad@nic.in>, "Anju Bhalla" <anju\_bhalla@nic.in>, "Sh. Lucas L Kamsuan" <lucasl.kamsuan@gov.in>, "JyotsnaSitling JS" <jsitling@gov.in>, "Rashmi Chowdhary" <rashmi.edu@nic.in>, "Nihar Ranjan Dash" <nihar.dash@nic.in>, "Vikas" <rustagi@nic.in>, "JS (Admin), MoTA" <js.adm-tribal@nic.in>, "G S Chitra" <gs.chitra@nic.in>  
**Cc:** "Sanjay K" <kumar.sanjay76@nic.in>, "R MURALI" <murali.r@nic.in>, "SWEETI GARG" <sweeti.garg@gov.in>, "Jagdish Singh Panwar" <panwar.js@nic.in>

**Sent:** Monday, March 7, 2022 10:54:45 PM

**Subject:** Online Malaysian Technical Cooperation Programme on "Certificate in Co-creative Management and Governance by Co-operative Institute of Malaysia (CIM)" from 22nd to 26th August, 2022

Sir/Madam,

Please find attachment regarding Online Malaysian Technical Cooperation Programme on "Certificate in Co-creative Management and Governance by Co-operative Institute of Malaysia (CIM)" from 22nd to 26th August, 2022, for information and necessary action.

With regards,

Assistant Section Officer  
 (BPC&T) Section  
 Department of Economic Affairs  
 Ministry of Finance  
 North Block, New Delhi  
 Tele: 23095135

SS (Services) I  
 10.3.2022  
 9/3



Sh. Yogesh (S.O.)  
 PM  
 11/3/2022

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North Block, New Delhi,  
8<sup>th</sup> March, 2022.

**TRAINING CIRCULAR**

Subject:- Online Malaysian Technical Cooperation Programme on "**Certificate in Co-creative Management and Governance by Co-operative Institute of Malaysia (CIM)**" from **22nd to 26th August, 2022**.

The Republic of Malaysia has invited nominations for online course on "**Certificate in Co-creative Management and Governance by Co-operative Institute of Malaysia (CIM)**" from **22nd to 26th August, 2022** at Malaysia under the Technical Assistance Programme with India. The programme is intended for middle-to-senior government officers with minimum of three years working experience supervising co-operative movement in their respective countries and age between 26 - 50 years. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **two**.

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

3. **The course is sponsored by Government of Malaysia**, who will provide course fees under the MTCP. All nominees are to submit their applications prescribed MTCP forms available at: [http://mtcpcoms.kln.gov.my/mtcpcoms/upload/MTCP\\_2022\\_Application\\_Form.pdf](http://mtcpcoms.kln.gov.my/mtcpcoms/upload/MTCP_2022_Application_Form.pdf).

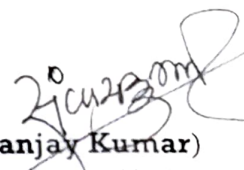
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department :

- (i) Sponsoring Government's application form along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-III**).

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 15.07.2022** positively at the following address:-

**Shri R. Murali,**  
Section Officer(BPC&T),  
Department of Economic Affairs, Ministry of Finance,  
Room No. 271 B, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5135  
Email- murali.r@nic.in

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

  
(Sanjay Kumar)

Under Secretary to the Govt. of India

Tele: 23095233

Email:- [kumar.sanjay76@nic.in](mailto:kumar.sanjay76@nic.in)

1. Joint Secretary(Admn.), Ministry of Agriculture & Farmers Welfare, Krishi Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Cooperation, Krishi Bhavan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE





# MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) CERTIFICATE IN CO-OPERATIVE MANAGEMENT AND GOVERNANCE

22-26 AUGUST 2022  
09.00-17.00 Malaysia Time (GMT +8)

## MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 17 September 1964 by the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the South-South Cooperation. In particular, the Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasizes on the development of human resources through the knowledge training in various areas which are essential for a country's development such as agriculture, economy, finance, public management and administration, science & technology and ICT, health, democracy, security and security including cyber security, cultural diplomacy, social development, environment related to SDG2030, education, industrial and technical training. Annually, Malaysia offered more than 40 technical and capacity building programs under the MTCP, which have benefited more than 65,500 participants from 144 countries.

### OBJECTIVES OF MTCP:

- To share the development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC); and
- To promote technical cooperation among Developing Countries.

## CO-OPERATIVE INSTITUTE OF MALAYSIA (CIM)

As the sole co-operative education institution in Malaysia, CIM has been entrusted by the Ministry of Foreign Affairs to conduct the Certificate in Co-operative Management and Governance course. This serves as recognition by the government of Malaysia to advocate the co-operative sector as the third engine of growth for Malaysia after the public and private sectors. The main functions of CIM are:

- To organize training and education programmes for co-operative movement in the country;
- To disseminate and publish information related to co-operatives;
- To conduct research and consultancy services with regard to co-operative movement.

## CERTIFICATE IN CO-OPERATIVE MANAGEMENT AND GOVERNANCE

In managing co-operatives in the 21st century, leaders and managers of co-operatives are challenged with not only demand and expectation from its members but also challenges from emerging business environment. Managing co-operative to suit modern needs but stay grounded with co-operative philosophy and principle is crucial in ensuring sustainability and identity of a co-operative is maintained. Thus, this course focuses on sharing the proper knowledge and comprehensive management concept that applies to co-operatives. In addition to promote a good conduct of co-operatives operation, governance should be strengthened and this is the spotlight in the course. Apart from focusing on issues related to movements, principles, product and services, it also promotes exchange of knowledge and experiences between participants.

### Objectives:

Participants will gain understanding and upgrade their knowledge and skills in co-operative management, finance and governance in accordance with the co-operative principle and co-operative legislation.

### Course Content:

To achieve objectives of the course mentioned, the following topics are covered:

1

#### Malaysia and Its Socio-Economic Development

- Introduction to Malaysian Development Structure
- Economic and Social Development of Malaysia
- National Entrepreneurship Policy 2030
- National Co-operative Policy

2

#### Co-operative Movement in Malaysia

- Introduction to Co-operative Organisation & Management: The Co-operative Advantage
- The Co-operative Purpose, Values and Principles
- Members' Role in Co-operatives

3

#### Issues and Challenges facing the Co-operative Movement

- Leadership: Managerial and Financial management skills
- Entrepreneurial Perspectives in Co-operatives
- Members Participation
- Crises management

4

#### Governance

- Co-operative Governance
- Role and Responsibility of Board Members
- Internal Control System
- Dispute Settlement in Co-operative

5

#### Sustainable Cooperative Business Development

- SDGs in Malaysia Co-operative Perspective
- Social Enterprise and Co-operative Innovation
- Strategic Planning and Performance Evaluation

6

#### Project Evaluation and Business Plan

- Feasibility Studies
- Business Plan Development
- Outcome and Impact Analysis

7

#### Financial Management

- Analysis of Financial Statements for Decision Making
- Working Capital Management

### Methodology:

Integrated approach online teaching learning methodology through:

- Formal online classroom lectures
- Online interactive session
- Case study
- Online study visits thru video streaming

### Qualification:

Participants of this course should comply with the following pre-requisites:

- Nominated by respective government
- Co-operative leaders with minimum of three years experience as a board or manager of co-operatives
- Government officers with minimum of three years working experience supervising co-operative movement in their respective countries
- Age between 26 to 50 years; Kindly include Middle to Senior Officer
- Proficiency in English language

### Application and Enquiries:

- The course fees are fully sponsored by the Government of Malaysia
- Applications should be made using the prescribed MTCP forms available at [www.mtcip.gov.my](http://www.mtcip.gov.my)

MTCP application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries

All application forms must be duly completed and endorsed by the Ministry of Foreign Affairs of National Focal/Ad Coordinator Agency in the respective countries and submitted ONLY through the diplomatic channel via the Embassy/High Commission of Malaysia.

Only successful applicants will receive the Official Invitation notification one (1) week from the course date by the Training Institute via email.

The closing date is 22 July 2022

### MTCP SECRETARIAT CERTIFICATE IN CO-OPERATIVE MANAGEMENT AND GOVERNANCE

(Mr. Mohd Fikri Ab Rahman)

Centre of International & Collaboration,  
CO-OPERATIVE INSTITUTE OF MALAYSIA,  
103, Jalan Tempayan, 46700 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia.  
Phone : + 603 7964 9000/9030

Fax : + 603 7964 9957

Email : [info@ciam.edu.my](mailto:info@ciam.edu.my)

Website: [www.ciam.edu.my](http://www.ciam.edu.my)

ORGANIZED BY

CO-OPERATIVE INSTITUTE OF MALAYSIA

Creative training, towards Progressive Co-operatives



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## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:

### Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit as on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

**Note:-** Project-related training/official visits abroad are exempt from the provision of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nominations to DEA.

### HOW TO APPLY

#### 3. Filling up of application forms:-

- Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.
- Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.
- The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- 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:-

- 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.
- Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are **not to be sent** to the sponsoring foreign country/agency **direct** unless the same has been endorsed by the Nodal Department i.e. DEA.

#### 5. Clearances:-

Once the nomination forwarded by DEA to the sponsoring foreign Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

### Abbreviations:-

JICA - Japan International Cooperation Agency, **SCPTA** - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, **MTCP** - Malaysian Technical Cooperation Programme





# MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please affix  
passport size  
photograph

## APPLICATION FORM (ONLINE) 2022

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

### FOR OFFICIAL USE ONLY

Reference no : \_\_\_\_\_  
 Received : \_\_\_\_\_  
 Checked : \_\_\_\_\_  
 Recommendation: ☐ YES  
 by Mission ☐ NO

Title of Course:	Date of Course:
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### 1. PERSONAL DETAILS

Family Name (surname):	Date of birth : Day   Month   Year
First Name:	Citizenship:
Other Names:	Gender:
City and country of birth:	Marital status:
Passport No.: Type of Passport: (Diplomatic/Official/Regular) Expiry Date:	Religion:

### 2. CONTACT DETAILS

Mailing Address:	Office Address:
Mobile: Country   Area   Number	Home: Country   Area   Number
Office: Country   Area   Number	Fax: Country   Area   Number
Email:	
Person to be contacted in case of emergency :	
<b>Family</b> Name: Relation: Mobile Number: Address: Email:	<b>Office</b> Name: Position: Mobile Number: Address: Email:

**NOTE :** This application form should be duly completed and endorsed by the National Focal Point incharge of Technical Cooperation in your country. Forms which are incomplete or not endorsed will not be accepted.



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## EDUCATION

Name of institution and place of study	Major/Field of study	Years	Degree

## 4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service ( from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Type of organization: Government / Semi Government / Private / NGO	Type of organization: Government / Semi Government / Private / NGO

Please describe briefly your work including your responsibility.

\*Please continue on supplementary pages if necessary

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## 5. REASONS FOR APPLYING THIS COURSE

Have you participated in any training programme in Malaysia before?: YES/NO

Name of Programme:

Organiser:

Year:

Have you participated in any MTCP training programme in Malaysia before?: YES/NO

Name of Course:

Name of Training Institute:

Year:

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

## 6. ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : \_\_\_\_\_



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## APPLICANT'S DECLARATION

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

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training; and
- c) I grant my portrait right licence to MTCP, which is to allow MTCP to shoot photographs and/or videos of my participation to the MTCP and utilize them for the public relation materials of MTCP where and when necessary.

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain; and
- e) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect.

Date

Signature of applicant

\_\_\_\_\_

\_\_\_\_\_

# **APPLICANT'S DECLARATION**

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

Declare that:

- All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- I am medically fit and free from any medical problems which may impair my ability to attend and complete the training; and
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Date

Signature of applicant

\_\_\_\_\_

\_\_\_\_\_



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8. TO: GOVERNMENT OF MALAYSIA

## LETTER OF INDEMNITY

I \_\_\_\_\_, Passport Number: \_\_\_\_\_ having an address at

\_\_\_\_\_, hereby declare that I shall be personally liable for and shall indemnify the

Government of Malaysia and \_\_\_\_\_ against all liabilities, claims, losses, demands,

Name of training institute

actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or

common law which may be made or taken against the Government of Malaysia and/or \_\_\_\_\_

Name Of Training Institute

or incurred or become payable by the Government of Malaysia and/or \_\_\_\_\_ in respect of

Name of training institute

any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my

carelessness, negligence, omission or default, in the course of my training with \_\_\_\_\_ which

Name of training institute

is appointed by the Government of Malaysia. Dated this \_\_\_\_ day \_\_\_\_ of 2022.

Signature of applicant

)

Name of applicant

)

Date

)

In the presence of

Signature of Witness

)

Name of Witness

)

Designation of Witness

)

I/C or Passport No.

)

**NOTE : This application form should be duly completed and endorsed by the National Focal Point incharge of Technical Cooperation in your country. Forms which are incomplete or not endorsed will not be accepted.**

9. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION BY THE NOMINATING AGENCY

On behalf of the Government of \_\_\_\_\_, I \_\_\_\_\_  
Country Name of Official

Certify that :

- I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant;
- The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history; and
- The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

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

\_\_\_\_\_  
Name and Designation

\_\_\_\_\_  
Signature and Official Stamp

\_\_\_\_\_  
Name and Organisation

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_  
Email address

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Country code Area code Office tel no.

ENDORSEMENT BY THE NATIONAL FOCAL POINT INCHARGE OF TECHNICAL COOPERATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address  
 (Official Stamp)

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of Organisation

\_\_\_\_\_  
Signature

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Country code Area code Office tel no.

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Country code Area code Office tel no.