

**Fwd: In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 in Japan****Shri Rajeev Verma** <csdelhi@nic.in >

Mon, 25 May 2026 2:04:28 PM +0530

To "Nandini Paliwal"&lt;secservices@nic.in&gt;

===== Forwarded message =====

From: ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance

<[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)>

To: "A M RailwayBoard"<[amstaff@rb.railnet.gov.in](mailto:amstaff@rb.railnet.gov.in)>, "ash-mohfw"<[ash-mohfw@nic.in](mailto:ash-mohfw@nic.in)>, "RAJEEV KUMAR"<[jsadmin-mha@nic.in](mailto:jsadmin-mha@nic.in)>, "rohitmathur"<[rohit.mathur@nic.in](mailto:rohit.mathur@nic.in)>, "jspc-cpc"<[jspc-cpc@gov.in](mailto:jspc-cpc@gov.in)>, "jschem-cpc"<[jschem-cpc@gov.in](mailto:jschem-cpc@gov.in)>, "Bhuvnesh Kumar Kumar"<[bhuvnesh.k@meity.gov.in](mailto:bhuvnesh.k@meity.gov.in)>, "jssk-dst"<[jssk-dst@gov.in](mailto:jssk-dst@gov.in)>, "Kchaturvedi"<[K.chaturvedi@gov.in](mailto:K.chaturvedi@gov.in)>, "jsupa-mhupa"<[jsupa-mhupa@gov.in](mailto:jsupa-mhupa@gov.in)>, "js-mowr"<[js-mowr@nic.in](mailto:js-mowr@nic.in)>, "jshe-mhrd"<[jshe-mhrd@nic.in](mailto:jshe-mhrd@nic.in)>, "jsad-moe"<[jsad-moe@gov.in](mailto:jsad-moe@gov.in)>, "jscc-agri"<[jscc-agri@nic.in](mailto:jscc-agri@nic.in)>, "js1tourism"<[js1.tourism@gov.in](mailto:js1.tourism@gov.in)>, "js-ship"<[js-ship@nic.in](mailto:js-ship@nic.in)>, "sureshkumar1972"<[suresh.kumar1972@gov.in](mailto:suresh.kumar1972@gov.in)>, "jsdpiitbd"<[jsdpiit.bd@gov.in](mailto:jsdpiit.bd@gov.in)>, "jssme"<[js.sme@nic.in](mailto:js.sme@nic.in)>, "satyajitmishra"<[satyajit.mishra@nic.in](mailto:satyajit.mishra@nic.in)>, "jsrc-mord"<[jsrc-mord@gov.in](mailto:jsrc-mord@gov.in)>, "crb"<[crb@rb.railnet.gov.in](mailto:crb@rb.railnet.gov.in)>, "KS REJIMON"<[ks.rejimon@nic.in](mailto:ks.rejimon@nic.in)>, "pallaviagarwal"<[pallavi.agarwal@gov.in](mailto:pallavi.agarwal@gov.in)>, "js"<[js@moes.gov.in](mailto:js@moes.gov.in)>, "samirkumar"<[samirkumar@nic.in](mailto:samirkumar@nic.in)>, "djagdale"<[d.jagdale@gov.in](mailto:d.jagdale@gov.in)>, "Vijay Kumar Sinha"<[sinha.vijay@nic.in](mailto:sinha.vijay@nic.in)>, "jscd-msje"<[jscd-msje@nic.in](mailto:jscd-msje@nic.in)>, "RAJEEV SHARMA"<[wb113@ifs.nic.in](mailto:wb113@ifs.nic.in)>, "Jyotsana Ekka"<[ddgtrg-dot@nic.in](mailto:ddgtrg-dot@nic.in)>, "srinivasdanda"<[srinivas.danda@gov.in](mailto:srinivas.danda@gov.in)>, "Abhijit Phukon"<[eaap-dfs@nic.in](mailto:eaap-dfs@nic.in)>, "jse"<[jse@nic.in](mailto:jse@nic.in)>, "jsskmmoca"<[jsskm.moca@nic.in](mailto:jsskm.moca@nic.in)>, "jsnavy-dma"<[jsnavy-dma@gov.in](mailto:jsnavy-dma@gov.in)>, "raghurajmr"<[raghurajmr@ias.nic.in](mailto:raghurajmr@ias.nic.in)>, "sagarmehra"<[sagar.mehra@nic.in](mailto:sagar.mehra@nic.in)>, "hkhajong"<[hk.hajong@nic.in](mailto:hk.hajong@nic.in)>, "sthakur"<[sthakur@nic.in](mailto:sthakur@nic.in)>, "jsadmasi-culture"<[jsadmasi-culture@gov.in](mailto:jsadmasi-culture@gov.in)>, "jsestt"<[jsestt@mea.gov.in](mailto:jsestt@mea.gov.in)>, "Sanjayroy14"<[Sanjay.roy14@nic.in](mailto:Sanjay.roy14@nic.in)>, "satishkj"<[satish.kj@nic.in](mailto:satish.kj@nic.in)>, "SD Sharma"<[js.admn-dopt@gov.in](mailto:js.admn-dopt@gov.in)>, "js-ca"<[js-ca@nic.in](mailto:js-ca@nic.in)>, "Dushyant Mudgal"<[ddgestt@indiapost.gov.in](mailto:ddgestt@indiapost.gov.in)>, "anandsunita"<[anand.sunita@nic.in](mailto:anand.sunita@nic.in)>, "nkmishra"<[nk.mishra@nic.in](mailto:nk.mishra@nic.in)>, "js2-mopr"<[js2-mopr@gov.in](mailto:js2-mopr@gov.in)>, "jslr-dolr"<[jslr-dolr@nic.in](mailto:jslr-dolr@nic.in)>, "shailendrak"<[shailendra.k@nic.in](mailto:shailendra.k@nic.in)>, "js-skj-dpe"<[js-skj-dpe@gov.in](mailto:js-skj-dpe@gov.in)>, "js-establishmentmoc"<[js-establishment.moc@gov.in](mailto:js-establishment.moc@gov.in)>, "vijaymittal"<[vijay.mittal@nic.in](mailto:vijay.mittal@nic.in)>, "rpthakur25"<[rp.thakur25@nic.in](mailto:rp.thakur25@nic.in)>, "ara-hccg"<[ara-hc.cg@gov.in](mailto:ara-hc.cg@gov.in)>, "masaldangaurav"<[masaldan.gaurav@nic.in](mailto:masaldan.gaurav@nic.in)>, "Praveen D"<[d.praveen@nic.in](mailto:d.praveen@nic.in)>, "information"<[information@cbi.gov.in](mailto:information@cbi.gov.in)>, "arindammodak"<[arindam.modak@gov.in](mailto:arindam.modak@gov.in)>, "jslegal1"<[jslegal1@mea.gov.in](mailto:jslegal1@mea.gov.in)>, "jsfilmsinb"<[jsfilms.inb@nic.in](mailto:jsfilms.inb@nic.in)>, "gnsingh13"<[gn.singh13@nic.in](mailto:gn.singh13@nic.in)>, "jsaa"<[jsaa@dae.gov.in](mailto:jsaa@dae.gov.in)>, "js-dor"<[js-dor@gov.in](mailto:js-dor@gov.in)>, "cs"<[cs@ap.gov.in](mailto:cs@ap.gov.in)>, "cs-arunachal"<[cs-arunachal@nic.in](mailto:cs-arunachal@nic.in)>, "cs-assam"<[cs-assam@nic.in](mailto:cs-assam@nic.in)>, "csofficecg"<[csoffice.cg@nic.in](mailto:csoffice.cg@nic.in)>, "cs-bihar"<[cs-bihar@nic.in](mailto:cs-bihar@nic.in)>, "csdelhi"<[csdelhi@nic.in](mailto:csdelhi@nic.in)>, "chiefsecretary"<[chiefsecretary@gujarat.gov.in](mailto:chiefsecretary@gujarat.gov.in)>, "cs-goat"<[cs-goat@nic.in](mailto:cs-goat@nic.in)>, "cs"<[cs@hry.nic.in](mailto:cs@hry.nic.in)>, "cs-hp"<[cs-hp@nic.in](mailto:cs-hp@nic.in)>, "cs-jandk"<[cs-jandk@nic.in](mailto:cs-jandk@nic.in)>, "cs-jharkhand"<[cs-jharkhand@nic.in](mailto:cs-jharkhand@nic.in)>, "cs"<[cs@karnataka.gov.in](mailto:cs@karnataka.gov.in)>, "chiefsecy"<[chiefsecy@kerala.gov.in](mailto:chiefsecy@kerala.gov.in)>, "cs"<[cs@mp.nic.in](mailto:cs@mp.nic.in)>, "cs"<[cs@maharashtra.gov.in](mailto:cs@maharashtra.gov.in)>, "cs-manipur"<[cs-manipur@nic.in](mailto:cs-manipur@nic.in)>, "cso-meg"<[cso-meg@nic.in](mailto:cso-meg@nic.in)>, "cs-mizoram"<[cs-mizoram@nic.in](mailto:cs-mizoram@nic.in)>, "csngl"<[csngl@nic.in](mailto:csngl@nic.in)>, "csori"<[csori@nic.in](mailto:csori@nic.in)>, "cs"<[cs@punjab.gov.in](mailto:cs@punjab.gov.in)>, "csraj"<[csraj@rajasthan.gov.in](mailto:csraj@rajasthan.gov.in)>, "cs-skm"<[cs-skm@nic.in](mailto:cs-skm@nic.in)>, "cs-tripura"<[cs-tripura@nic.in](mailto:cs-tripura@nic.in)>, "cs-uttaranchal"<[cs-uttaranchal@nic.in](mailto:cs-uttaranchal@nic.in)>, "csup"<[csup@nic.in](mailto:csup@nic.in)>, "cs-westbengal"<[cs-westbengal@nic.in](mailto:cs-westbengal@nic.in)>, "cs-andaman"<[cs-andaman@nic.in](mailto:cs-andaman@nic.in)>, "cspon"<[cs.pon@nic.in](mailto:cs.pon@nic.in)>, "cs"<[cs@tn.gov.in](mailto:cs@tn.gov.in)>

Cc: "Pankaj Gangwar Gangwar"<[pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)>

Date: Mon, 25 May 2026 12:43:59 +0530

Subject: In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 in Japan

===== Forwarded message =====

Sir/Madam,

Please find attachment regarding **In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 in Japan**, for information and necessary action.

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With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section,  
Bilateral Cooperation Division,  
Department of Economic Affairs,  
Ministry of Finance,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

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## 2 Attachment(s)

13-4-26-final.pdf

4.8 MB

★【2026年2月版】\_Applicatio...

212.2 KB

No.13/4/2026-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

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Kartavya Bhavan-1, New Delhi,  
Dated the 25<sup>th</sup> May, 2026.

**TRAINING CIRCULAR**

**Subject:- In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 in Japan.**

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 in Japan** under the Technical Assistance Programme with India. The programme is intended for the government officials and railway operators in charge of urban transportation in the target countries. 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) A photocopy of the **Passport**.
- (iv) **English Score Sheet**.

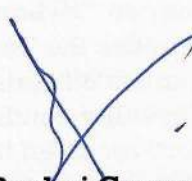
5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 16.07.2026 positively at the following address :-**

**Shri Pankaj Gangwar,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.  
Ph:- 011 – 2401 2878,  
Email- **pankaj.gangwar@gov.in**  
**chourasia.anil@nic.in**

.....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, 16<sup>th</sup> 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 Ministry of Finance's website [www.dea.gov.in](http://www.dea.gov.in) under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].



( Pankaj Gangwar )

Under Secretary to the Govt. of India  
Tele: 24012878

1. Joint Secretary (Admn.), Ministry of Railway, Rail Bhawan, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.
4. Senior Representative, JICA India Office, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://dea.gov.in/foreign-training-and-employee-corner>]

संख्या.13/4/2026- बीपीसी एंड टी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

कर्तव्य भवन-1, नई दिल्ली,

दिनांक 25 मई 2026 ।

प्रशिक्षण परिपत्र

**विषय:- जापान में 11th November से 8th December, 2026 तक "शहरी रेलवे प्रबंधन" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम ।**

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 11th November से 8th December, 2026 तक "शहरी रेलवे प्रबंधन" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम लक्षित देशों में शहरी परिवहन के प्रभारी सरकारी अधिकारियों और रेलवे ऑपरेटरों के लिए है। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या 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) पासपोर्ट की एक फोटोकॉपी।
- (iv) अंग्रेजी स्कोर शीट ।

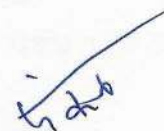
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5. सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र, जैसा भी मामला हो, के माध्यम से इस विभाग को दिनांक 16.07.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,  
अवर सचिव (बीपीसी एंड टी),  
आर्थिक कार्य विभाग, वित्त मंत्रालय,  
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।  
पीएच:- 011 - 2401 2878,  
ईमेल- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto: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 वित्त मंत्रालय की वेबसाइट [www.dea.gov.in](http://www.dea.gov.in) पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://dea.gov.in/foreign-training-and-employee-corner>] लिंक के तहत अपलोड किया जाता है।



( पंकज गंगवार )

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), रेल मंत्रालय, रेल भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।
4. वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20 कस्तूरबा गांधी मार्ग, नई दिल्ली -1।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा  
[<https://dea.gov.in/foreign-training-and-employee-corner>]



**Face-to-Face (in Japan)**

Knowledge Co-Creation Program (Group and Region Focus)

# Urban Railways Management



Course Number: 202515098J001

Course Period: November 11 - December 8, 2026



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.

JICA Knowledge Co-Creation Program (Group and Region Focus)

**Urban Railways Management** 202411676J001

# The way to achieve sustainable management of urban railways

Gain insight from the experiences of Japan.  
More practical, more interactive,  
& more inspirational.

# Outline



This program is designed for government officials and railway operators in charge of urban transportation in the target countries.

In Japan, urban railways systems have been managed sustainably for decades and vast information and experiences are accumulated. In this program, the know-how and lessons learned from this Japan's experiences will be shared to participants to ensure safety and efficient railway operation and management in their respective countries.

All sessions are carried out in English.

The period of the program is from November 11 to December 8, 2026.

Course Capacity:  
13 participants.



## JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “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.” We believe that this ‘Knowledge Co- Creation Program’ will serve as a foundation of mutual learning process.

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# For What?

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## Background

In developing countries with growing populations, social and environmental problems in urban areas, such as traffic congestion and air pollution, are becoming very serious. To address these problems, the construction of urban railway has been promoted in these countries to substitute automobile transportation. However, for sustainable development of urban transportation, sound operation of urban railways (safe and frequent operation, operation and maintenance (O&M), business management, etc.) is necessary.

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## Objectives

To strengthen the planning and implementation capacity of participants from government and railway operators in charge of urban transportation in the target countries.

# To Whom?

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## Job Areas and Organizations

This program is designed for government officials and railway operators in charge of urban transportation in the target countries.

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

---

## Targeted Countries

Bangladesh, Egypt, India, Indonesia, the Philippines, Thailand, Vietnam

There may be participation from countries other than those listed above.

Participants who have successfully completed the program will be awarded a certificate by JICA.

# When?

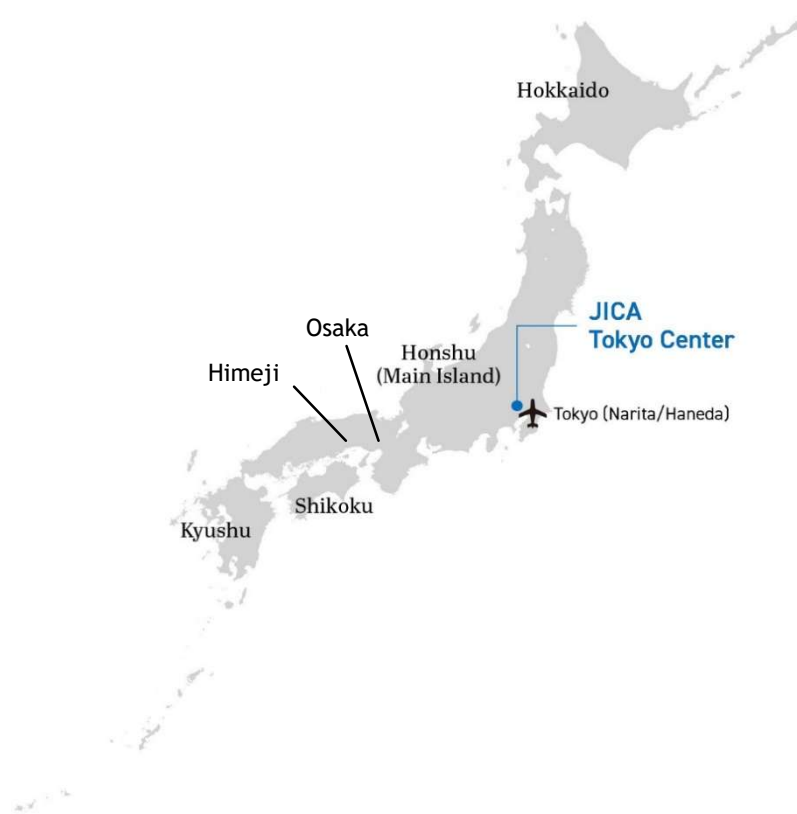
## Program Period

From November 11  
to December 8, 2026



# Where?

This course is organized by JICA Tokyo Center. Programs are primarily conducted in the Tokyo metropolitan area. In addition, one night in the KANSAI region (Himeji and Osaka), southwest of Tokyo, may be planned (approx. 640 km away from Tokyo).



# How?

## How to Learn



Watch



Listen



Study



Present



Experience



Interact



Discuss

- Lectures
- Q&A Session
- Field Visits

- Workshops
- Discussions
- Presentations

## Language

English

## Commitment to the SDGs



## Program Structure

### (1) Objective and Outcome

#### Objective

To strengthen the planning and implementation capacity of participants from government and railway operators in charge of urban transportation in the target countries.

#### Outcome 1

Deepen your understanding of the operation and organizational structure/system and O&M methods of Japanese urban railway companies.

#### Outcome 2

Clarify your problems/issues related to urban railway operation/management in your country through discussions with lecturers, facilitators and other training participants.

#### Outcome 3

Propose a concrete improvement plan for the urban railway management structure/system that is appropriate for your country.

## (2) Contents (Tentative)

| Topic                                                                                                                 | Objective                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The responsibility and the role of the Ministry (MLIT)                                                                | To understand how the "Railway Technical Standards" are set in Japan.<br>To understand the financial support system in Japan for rail transport planning and implementation.                                                                                                            |
| Measures taken to prevent reoccurrence of the railway accidents in Japan                                              | To understand by whom and how the causes of railway accidents are confirmed and analyzed, and also by whom and how recommendations and opinions are issued.                                                                                                                             |
| Design of Railway Business Operation Method, Privatization of The Japanese National Railways                          | To understand the advantages and disadvantages of the typical urban railway operation methods and the characteristics of Japan and other countries and also to gain knowledge on the privatization of the Japanese National Railways.                                                   |
| Lessons Learned from the Development of Urban Railways in Tokyo and PPP Issues for Asian Railways                     | To introduce the history and the experience of urban railways development in the Tokyo metropolitan area and understand the nature of public-private partnerships in urban railway operation in Asia and lessons learned.                                                               |
| Mobility Management                                                                                                   | Using backgammon games, participants will learn about the relationship between private car use and traffic congestion and the social dilemmas that arise when choosing a mode of transportation and understand the importance of measures to promote modal shift in society as a whole. |
| About Safety                                                                                                          | To deepen the knowledge on what is meant by "Safety comes first ", and how to realize it.                                                                                                                                                                                               |
| Human resource development in the railway company-                                                                    | To increase knowledge on human resource development, responsibility of the railway operator.                                                                                                                                                                                            |
| Electrical system                                                                                                     | To deepen understanding of the overview of electric systems of conventional (other than high speed) trains in the metropolitan area.                                                                                                                                                    |
| Rolling Stock Maintenance                                                                                             | To deepen understanding of the outline of electric rail car vehicle maintenance.                                                                                                                                                                                                        |
| Relationship between local government(s), railway companies and others concerned in the city planning and development | To deepen understanding of the relationship between local government(s), railway companies and others concerned in the city planning and development.                                                                                                                                   |

|                                                                         |                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Railway Development and Development of areas along Railway lines        | To understand the relationship between urban railway development and area development along their railway lines, its meaning and effect from the perspective of "those who have already built the urban railway".                                     |
| TOD (Transit Oriented Development; Development in the station vicinity) | To deepen understanding of the importance and possibilities of development of areas around the station through Japanese examples.                                                                                                                     |
| Operation control                                                       | To deepen understanding of the knowledge required for train operations prioritizing safety through understanding of the responsibility and the role of the operations control center, managed by a railway operator.                                  |
| Disaster Management Measures                                            | To understand the outline of disaster management measures for which each railway operator is responsible.                                                                                                                                             |
| Overview of Construction Operations                                     | To understand the general concept of the construction work executed by the railway operator.                                                                                                                                                          |
| DX for railway operators                                                | To understand efforts by urban railway operators to improve customer convenience. (e.g. E-Money)                                                                                                                                                      |
| Country Report Presentation                                             | To deepen each participants' understanding of the various issues that their home countries face and the differences from other countries.                                                                                                             |
| Action Plan Presentation                                                | Present specific improvement plans (Action Plans) for issues in their departments/organizations, utilizing the knowledge they have learned through this course, to help improve the operation/management of urban railways in their own countries.    |
| Sharing of Key Points of "KISS-RAIL"                                    | To understand the outline of the railway infrastructure in Japan and increase knowledge on developing an urban railway business that enables planning, construction and sound and sustainable operations through the reference book, "Kiss-Rail 2.0". |

\*Please note that the Contents is tentative and subject to change.

## Management Members

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### Organizer

**Ms. Nana TAKAHASHI**

Japan International Cooperation Agency (JICA),  
Infrastructure Management Department



**Ms. Midori KAGAYA**

Deputy Director,  
Japan International Cooperation Agency (JICA),  
Economic Infrastructure Development and Environmental Div.

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### Implementing Partner

Japan International Consultants for Transportation Co., Ltd.  
(JIC)

**Ms. Kinuko MITANI (Course Leader)**



# Eligibility and Procedures

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## 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/companies 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.
- 

## 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 the course to accelerate the realization of gender equality and Women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

### (1) Essential Qualifications

- 1) Current Duties: government officers and railway operators in charge of urban transportation, such as commuter rail, underground railway, LRT (Light Rail Transit) and MRT (Mass Rapid Transit), or its equivalent.



- 2) Educational Background: be a university graduate or have an equivalent educational background.
- 3) Language: be proficient in spoken and written English (Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS etc.,).  
Please note that if JICA determines that a selected candidate's English proficiency is insufficient and communication is difficult, JICA may decline his/her participation in the Course.
- 4) Health: must be in good health to participate in the program in Japan. For example, participants are expected to walk about 10,000 steps a day for some days by taking trains or on foot including going up and down stairs. Participant's health and safety should be most respected. Pre-existing conditions<sup>6</sup> and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

1 Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

2 Medical certificate



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Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

a. Chronic diseases (e.g., hypertension, diabetes)

b. Conditions currently under treatment

c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

### 3 Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

### 4 Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

\* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

\* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

## **(2) Recommended Qualifications**

- 1) Age: be at the age 45 years or younger in principle
- 2) Experience in the relevant field: have more than five (5) years of experience in the field of railway business.
- 3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. 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.



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### 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:** 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
- (3) **English Score Sheet:** You should submit any official English examination scores with the application form. (e.g., TOEFL, TOEIC, IELTS etc.,)

### 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 Tokyo Center in Japan by **July 31 (Fri.), 2026**)

#### (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 September 11 (Fri), 2026.

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## **5. Additional Document(s) to Be Submitted by Accepted Candidates**

### **(1) Country Report -- to be submitted by October 9 (Fri.), 2026**

Accepted candidates will be required to submit "Country Report". See Annex "Country Report" for detail.

Country Report should be sent by email to JICA at Kagaya.Midori3@jica.go.jp (Midori KAGAYA) by October 9 (Fri.), 2026.

### **(2) Self-Introduction Sheet**

All Participants are expected to deliver a presentation of Self Introduction at the beginning of the program,

Further instruction and format for preparing the presentation will be given only to the accepted candidates after Notice of Acceptance.

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## **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,



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- (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 any type of immoral conduct including sexual harassment, 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 "3. 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.
- (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).



# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tokyo Center (JICA TOKYO)
  - (2) **Program Officer:** Midori KAGAYA (Kagaya.Midori3@jica.go.jp)
- 

## 2. Implementing Partner

- (1) **Name:** Japan International Consultants for Transportation Co., Ltd.
  - (2) **URL:** <https://www.jictransport.co.jp/en/>
- 

## 3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping 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 GUIDE BOOK,” which will be given before departure for Japan.

\*Link to JICA HP (English/French/Spanish/Russian):

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/accept](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept)



## 4. Items to bring

Please bring the following items with you.

- A) Personal computer (laptop computer)  
(Please note that JICA will not be held any responsible in the event of a breakdown or lost.)
- B) Business attire (e.g., formal suite, jacket, trousers (female participants (for field visits)))
- C) Sneakers: There are some days you are expected to walk around all day. Thus, please bring comfortable shoes (e.g., no heels, no sandals).
- D) Food: There are a few days you are expected to bring your own lunch. Supermarket and/or restaurant may not be available at locations during site surveys (especially, vegan, vegetarian, jain and halal foods).
- E) Travel Bag: This Course includes overnight study trip, so please bring one carry-on size bag (or backpack).
- F) Business Cards: You may provide your business contact information to the organizations and companies you visit for lectures, site visits or other events.

## 5. 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.                                            | <a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>                       |
| French ver.                                             | <a href="https://www.youtube.com/watch?v=v2yU9ISYcTY">https://www.youtube.com/watch?v=v2yU9ISYcTY</a>                       |
| Spanish ver.                                            | <a href="https://www.youtube.com/watch?v=m7l-WlQSDjI">https://www.youtube.com/watch?v=m7l-WlQSDjI</a>                       |
| Russian ver.                                            | <a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a>                       |
| Arabic ver.                                             | <a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a>                       |
| Part II: Introduction of JICA Centers in Japan          |                                                                                                                             |
| JICA Tokyo                                              | <a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a> |



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If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

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## 6. Reference

### KENSU-IN GUIDE BOOK

For more detailed terms and conditions [https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\) |](#)

### Website: JICA

English/French/Spanish/Russian

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

### PDF: Facility Guide for JICA Tokyo Center

[https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities\\_service\\_guide.pdf](https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities_service_guide.pdf)



JICA Knowledge Co-Creation Program (Group and Region Focus)

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# Annex 1.

## Country Report

Accepted candidates are required to submit Country Report and make a presentation during this program to the Japanese side including the management members and Japanese railway companies which has interests for overseas business.

Please prepare and submit your Country Report following the instruction below.

### 1. Submission deadline: October 9 (Fri.), 2026.

Please submit **PPT presentation** to via email: JICA Tokyo Center, [Kagaya.Midori3@jica.go.jp](mailto:Kagaya.Midori3@jica.go.jp) (Midori KAGAYA)

After you submit your manuscript, we will review it and may ask you to make revisions as necessity before you come to Japan.

Please be sure to adhere to the submission deadline above.

### 2. Format: MS Power Point

### 3. What should be included:

#### (1) Organization profile

- 1) Overview of organization (e.g., year of establishment, mandate/mission, location, organizational chart, number of employees)
- 2) Overview of business management (e.g., annual financial resource allocation, annual operation income, annual operation expenditure)
- 3) Total length of rail network
- 4) Train service/route map (actual and planned)
- 5) Overview of facilities (e.g., types of train lines operating in, number of train units, number of stations and rolling stock depots,
- 6) Current operation status (e.g., average number of daily passenger train runs, average number of passenger line network, annual number of passengers of each line, annual passenger-distance of each line, average number of daily train)
- 7) Current status of Master Plan realization (organizational level)

#### (2) Issues to be addressed.

- Railway management issues and problems at your organization (e.g.) sales, finance, human resources development, facilities maintenance.

- Some photos /videos which other participants could understand the issues.  
(promotion photos/videos are NOT required)

**(3) Requests for Japan**

- Any requests for JICA and Japanese companies to solve issues in your country.

**(4) What you want to learn in Japan**

- Your expectation and personal goals for this course



# 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 is 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 office or Embassy of Japan.

Further, address correspondence to:

### **JICA Tokyo Center (JICA Tokyo)**

Address: 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

("81" is the country code for Japan, and "3" is the local area code)

**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**

| <b>Duration of Training</b> | <b>No. of years of service completed in Govt. as on the date of FTP</b> | <b>Upper age limit on the date of FTP</b> | <b>Cooling off period</b> | <b>Limit on participation in number of trainings in a year</b>   |
|-----------------------------|-------------------------------------------------------------------------|-------------------------------------------|---------------------------|------------------------------------------------------------------|
| 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**

|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------|--------------------------------------------|--------------------------|
| <b>1. Name</b>                                                                                                                                                              |                                         |                                  |                                            |                          |
| <b>2. Date of Birth</b>                                                                                                                                                     |                                         |                                  | <b>3. Male/Female</b>                      |                          |
| <b>4. Educational Qualifications</b>                                                                                                                                        |                                         |                                  | <b>5. Date of Entry into Govt. Service</b> |                          |
| <b>6. Service to which Officer belongs</b>                                                                                                                                  |                                         |                                  | <b>7. Date of Regular appointment</b>      |                          |
| <b>8. Details of Posts held during the last five years (starting from present) :</b>                                                                                        |                                         |                                  |                                            |                          |
| <b>S.No.</b>                                                                                                                                                                | <b>Post held &amp; Pay level</b>        | <b>Period of Posting</b>         | <b>Ministry/Department/ Organization</b>   | <b>Nature of Work</b>    |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
| <b>9. Name of training programme applied for and its relevance to the candidate</b>                                                                                         |                                         |                                  |                                            |                          |
| <b>10. Papers etc, if any, published by the candidate</b>                                                                                                                   |                                         |                                  |                                            |                          |
| <b>11. Details of Foreign Training Programmes attended during the last two years :</b>                                                                                      |                                         |                                  |                                            |                          |
| <b>S.No.</b>                                                                                                                                                                | <b>Dates &amp; Duration Of Training</b> | <b>Subject/title of training</b> | <b>Name of the Training Institution</b>    | <b>Source of funding</b> |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
| <b>Signature of the candidate:</b>                                                                                                                                          |                                         |                                  |                                            |                          |
| <b>Office Phone :<br/>Mobile No. :</b>                                                                                                                                      |                                         |                                  |                                            |                          |
| <b>E-mail :</b>                                                                                                                                                             |                                         |                                  |                                            |                          |
| <b><u>CERTIFICATE</u></b>                                                                                                                                                   |                                         |                                  |                                            |                          |
| 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. |                                         |                                  |                                            |                          |
| <b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>                        |                                         |                                  |                                            |                          |



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


|                                                     |                      |                             |                      |                                            |
|-----------------------------------------------------|----------------------|-----------------------------|----------------------|--------------------------------------------|
| <b>2) Nationality</b><br>(as shown in the passport) |                      |                             |                      |                                            |
| <b>3) Sex</b><br>(for VISA application)             | ( ) Male             |                             | ( ) Female           |                                            |
| <b>4) Date of Birth</b>                             | <b>Date</b>          | <b>Month</b><br>(ex. April) | <b>Year</b>          | <b>Age</b><br>(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<br>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<br><input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University<br><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/<br>Country | Period             |                  | Position or Title and<br>Department/Division | Brief Job Description |
|--------------|------------------|--------------------|------------------|----------------------------------------------|-----------------------|
|              |                  | From<br>Month/Year | To<br>Month/Year |                                              |                       |
|              |                  |                    |                  |                                              |                       |
|              |                  |                    |                  |                                              |                       |
|              |                  |                    |                  |                                              |                       |

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

| Institution | City/<br>Country | Period             |                  | Degree | Major |
|-------------|------------------|--------------------|------------------|--------|-------|
|             |                  | From<br>Month/Year | To<br>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/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>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<br>(ex. TOEFL, TOEIC, etc.) |               |          |          |          |  |
| 2) Mother Tongue                                        |               |          |          |          |  |



|                           |               |          |          |          |
|---------------------------|---------------|----------|----------|----------|
| 3) Other languages<br>( ) | ( ) 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 ( )<br><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.?<br>( ) |

(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 ( ) |

**3. Other Medical Issues/Conditions**

If you have any medical issues/conditions that are not described above, please indicate below.

|  |
|--|
|  |
|--|

\* Are you pregnant?

|                             |                                                                               |
|-----------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes:<br>Weeks of pregnancy (                  weeks) |
|-----------------------------|-------------------------------------------------------------------------------|

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand that medical conditions resulting from pre-existing conditions will not be financially compensated by JICA, and may be a reason for termination of the program.

I understand that this questionnaire will be checked by the people who are engaged in the program during my stay in Japan.

By Applicant

|                            |  |
|----------------------------|--|
| Date                       |  |
| Name and<br>Title/Position |  |
| Signature                  |  |

**※ Please notify JICA staff upon any changes in your health condition after submission of the form.**



## 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](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<br>Title/Position |
| Signature                  |

**Fwd: In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 in Japan****Shri Rajeev Verma** <[csdelhi@nic.in](mailto:csdelhi@nic.in)>

Mon, 25 May 2026 2:04:28 PM +0530

To "Nandini Paliwal"<[secservices@nic.in](mailto:secservices@nic.in)>

===== Forwarded message =====

From: ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance

<[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)>

To: "A M RailwayBoard"<[amstaff@rb.railnet.gov.in](mailto:amstaff@rb.railnet.gov.in)>, "ash-mohfw"<[ash-mohfw@nic.in](mailto:ash-mohfw@nic.in)>, "RAJEEV KUMAR"<[jsadmin-mha@nic.in](mailto:jsadmin-mha@nic.in)>, "rohitmathur"<[rohit.mathur@nic.in](mailto:rohit.mathur@nic.in)>, "jspc-cpc"<[jspc-cpc@gov.in](mailto:jspc-cpc@gov.in)>, "jschem-cpc"<[jschem-cpc@gov.in](mailto:jschem-cpc@gov.in)>, "Bhuvnesh Kumar Kumar"<[bhuvnesh.k@meity.gov.in](mailto:bhuvnesh.k@meity.gov.in)>, "jssk-dst"<[jssk-dst@gov.in](mailto:jssk-dst@gov.in)>, "Kchaturvedi"<[K.chaturvedi@gov.in](mailto:K.chaturvedi@gov.in)>, "jsupa-mhupa"<[jsupa-mhupa@gov.in](mailto:jsupa-mhupa@gov.in)>, "js-mowr"<[js-mowr@nic.in](mailto:js-mowr@nic.in)>, "jshe-mhrd"<[jshe-mhrd@nic.in](mailto:jshe-mhrd@nic.in)>, "jsad-moe"<[jsad-moe@gov.in](mailto:jsad-moe@gov.in)>, "jscc-agri"<[jscc-agri@nic.in](mailto:jscc-agri@nic.in)>, "js1tourism"<[js1.tourism@gov.in](mailto:js1.tourism@gov.in)>, "js-ship"<[js-ship@nic.in](mailto:js-ship@nic.in)>, "sureshkumar1972"<[suresh.kumar1972@gov.in](mailto:suresh.kumar1972@gov.in)>, "jsdpiitbd"<[jsdpiit.bd@gov.in](mailto:jsdpiit.bd@gov.in)>, "jssme"<[js.sme@nic.in](mailto:js.sme@nic.in)>, "satyajitmishra"<[satyajit.mishra@nic.in](mailto:satyajit.mishra@nic.in)>, "jsrc-mord"<[jsrc-mord@gov.in](mailto:jsrc-mord@gov.in)>, "crb"<[crb@rb.railnet.gov.in](mailto:crb@rb.railnet.gov.in)>, "KS REJIMON"<[ks.rejimon@nic.in](mailto:ks.rejimon@nic.in)>, "pallaviagarwal"<[pallavi.agarwal@gov.in](mailto:pallavi.agarwal@gov.in)>, "js"<[js@moes.gov.in](mailto:js@moes.gov.in)>, "samirkumar"<[samirkumar@nic.in](mailto:samirkumar@nic.in)>, "djagdale"<[d.jagdale@gov.in](mailto:d.jagdale@gov.in)>, "Vijay Kumar Sinha"<[sinha.vijay@nic.in](mailto:sinha.vijay@nic.in)>, "jscd-msje"<[jscd-msje@nic.in](mailto:jscd-msje@nic.in)>, "RAJEEV SHARMA"<[wb113@ifs.nic.in](mailto:wb113@ifs.nic.in)>, "Jyotsana Ekka"<[ddgtrg-dot@nic.in](mailto:ddgtrg-dot@nic.in)>, "srinivasdanda"<[srinivas.danda@gov.in](mailto:srinivas.danda@gov.in)>, "Abhijit Phukon"<[eaap-dfs@nic.in](mailto:eaap-dfs@nic.in)>, "jse"<[jse@nic.in](mailto:jse@nic.in)>, "jsskmmoca"<[jsskm.moca@nic.in](mailto:jsskm.moca@nic.in)>, "jsnavy-dma"<[jsnavy-dma@gov.in](mailto:jsnavy-dma@gov.in)>, "raghurajmr"<[raghurajmr@ias.nic.in](mailto:raghurajmr@ias.nic.in)>, "sagarmehra"<[sagar.mehra@nic.in](mailto:sagar.mehra@nic.in)>, "hkhajong"<[hk.hajong@nic.in](mailto:hk.hajong@nic.in)>, "sthakur"<[sthakur@nic.in](mailto:sthakur@nic.in)>, "jsadmasi-culture"<[jsadmasi-culture@gov.in](mailto:jsadmasi-culture@gov.in)>, "jsestt"<[jsestt@mea.gov.in](mailto:jsestt@mea.gov.in)>, "Sanjayroy14"<[Sanjay.roy14@nic.in](mailto:Sanjay.roy14@nic.in)>, "satishkj"<[satish.kj@nic.in](mailto:satish.kj@nic.in)>, "SD Sharma"<[js.admn-dopt@gov.in](mailto:js.admn-dopt@gov.in)>, "js-ca"<[js-ca@nic.in](mailto:js-ca@nic.in)>, "Dushyant Mudgal"<[ddgestt@indiapost.gov.in](mailto:ddgestt@indiapost.gov.in)>, "anandsunita"<[anand.sunita@nic.in](mailto:anand.sunita@nic.in)>, "nkmishra"<[nk.mishra@nic.in](mailto:nk.mishra@nic.in)>, "js2-mopr"<[js2-mopr@gov.in](mailto:js2-mopr@gov.in)>, "jslr-dolr"<[jslr-dolr@nic.in](mailto:jslr-dolr@nic.in)>, "shailendrak"<[shailendra.k@nic.in](mailto:shailendra.k@nic.in)>, "js-skj-dpe"<[js-skj-dpe@gov.in](mailto:js-skj-dpe@gov.in)>, "js-establishmentmoc"<[js-establishment.moc@gov.in](mailto:js-establishment.moc@gov.in)>, "vijaymittal"<[vijay.mittal@nic.in](mailto:vijay.mittal@nic.in)>, "rpthakur25"<[rp.thakur25@nic.in](mailto:rp.thakur25@nic.in)>, "ara-hccg"<[ara-hc.cg@gov.in](mailto:ara-hc.cg@gov.in)>, "masaldangaurav"<[masaldan.gaurav@nic.in](mailto:masaldan.gaurav@nic.in)>, "Praveen D"<[d.praveen@nic.in](mailto:d.praveen@nic.in)>, "information"<[information@cbi.gov.in](mailto:information@cbi.gov.in)>, "arindammodak"<[arindam.modak@gov.in](mailto:arindam.modak@gov.in)>, "jslegal1"<[jslegal1@mea.gov.in](mailto:jslegal1@mea.gov.in)>, "jsfilmsinb"<[jsfilms.inb@nic.in](mailto:jsfilms.inb@nic.in)>, "gnsingh13"<[gn.singh13@nic.in](mailto:gn.singh13@nic.in)>, "jsaa"<[jsaa@dae.gov.in](mailto:jsaa@dae.gov.in)>, "js-dor"<[js-dor@gov.in](mailto:js-dor@gov.in)>, "cs"<[cs@ap.gov.in](mailto:cs@ap.gov.in)>, "cs-arunachal"<[cs-arunachal@nic.in](mailto:cs-arunachal@nic.in)>, "cs-assam"<[cs-assam@nic.in](mailto:cs-assam@nic.in)>, "csofficecg"<[csoffice.cg@nic.in](mailto:csoffice.cg@nic.in)>, "cs-bihar"<[cs-bihar@nic.in](mailto:cs-bihar@nic.in)>, "csdelhi"<[csdelhi@nic.in](mailto:csdelhi@nic.in)>, "chiefsecretary"<[chiefsecretary@gujarat.gov.in](mailto:chiefsecretary@gujarat.gov.in)>, "cs-goat"<[cs-goat@nic.in](mailto:cs-goat@nic.in)>, "cs"<[cs@hry.nic.in](mailto:cs@hry.nic.in)>, "cs-hp"<[cs-hp@nic.in](mailto:cs-hp@nic.in)>, "cs-jandk"<[cs-jandk@nic.in](mailto:cs-jandk@nic.in)>, "cs-jharkhand"<[cs-jharkhand@nic.in](mailto:cs-jharkhand@nic.in)>, "cs"<[cs@karnataka.gov.in](mailto:cs@karnataka.gov.in)>, "chiefsecy"<[chiefsecy@kerala.gov.in](mailto:chiefsecy@kerala.gov.in)>, "cs"<[cs@mp.nic.in](mailto:cs@mp.nic.in)>, "cs"<[cs@maharashtra.gov.in](mailto:cs@maharashtra.gov.in)>, "cs-manipur"<[cs-manipur@nic.in](mailto:cs-manipur@nic.in)>, "cso-meg"<[cso-meg@nic.in](mailto:cso-meg@nic.in)>, "cs-mizoram"<[cs-mizoram@nic.in](mailto:cs-mizoram@nic.in)>, "csngl"<[csngl@nic.in](mailto:csngl@nic.in)>, "csori"<[csori@nic.in](mailto:csori@nic.in)>, "cs"<[cs@punjab.gov.in](mailto:cs@punjab.gov.in)>, "csraj"<[csraj@rajasthan.gov.in](mailto:csraj@rajasthan.gov.in)>, "cs-skm"<[cs-skm@nic.in](mailto:cs-skm@nic.in)>, "cs-tripura"<[cs-tripura@nic.in](mailto:cs-tripura@nic.in)>, "cs-uttaranchal"<[cs-uttaranchal@nic.in](mailto:cs-uttaranchal@nic.in)>, "csup"<[csup@nic.in](mailto:csup@nic.in)>, "cs-westbengal"<[cs-westbengal@nic.in](mailto:cs-westbengal@nic.in)>, "cs-andaman"<[cs-andaman@nic.in](mailto:cs-andaman@nic.in)>, "cspon"<[cs.pon@nic.in](mailto:cs.pon@nic.in)>, "cs"<[cs@tn.gov.in](mailto:cs@tn.gov.in)>

Cc: "Pankaj Gangwar Gangwar"<[pankaj.gangwar@nic.in](mailto:pankaj.gangwar@nic.in)>

Date: Mon, 25 May 2026 12:43:59 +0530

Subject: In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 in Japan

===== Forwarded message =====

Sir/Madam,

Please find attachment regarding **In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 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,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

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## 2 Attachment(s)

13-4-26-final.pdf

4.8 MB

★【2026年2月版】\_Applicatio...

212.2 KB

No.13/4/2026-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

\*\*\*\*\*

Kartavya Bhavan-1, New Delhi,  
Dated the 25<sup>th</sup> May, 2026.

**TRAINING CIRCULAR**

**Subject:- In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 in Japan.**

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program on "Urban Railways Management" from 11th November to 8th December, 2026 in Japan** under the Technical Assistance Programme with India. The programme is intended for the government officials and railway operators in charge of urban transportation in the target countries. 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) A photocopy of the **Passport**.
- (iv) **English Score Sheet**.

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 16.07.2026 positively at the following address :-**

**Shri Pankaj Gangwar,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.  
Ph:- 011 – 2401 2878,  
Email- **pankaj.gangwar@gov.in**  
**chourasia.anil@nic.in**

.....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, 16<sup>th</sup> 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 Ministry of Finance's website [www.dea.gov.in](http://www.dea.gov.in) under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].

  
( Pankaj Gangwar )

Under Secretary to the Govt. of India  
Tele: 24012878

1. Joint Secretary (Admn.), Ministry of Railway, Rail Bhawan, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.
4. Senior Representative, JICA India Office, 16<sup>th</sup> Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

[<https://dea.gov.in/foreign-training-and-employee-corner>]

संख्या.13/4/2026- बीपीसी एंड टी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

कर्तव्य भवन-1, नई दिल्ली,

दिनांक 25 मई 2026 ।

प्रशिक्षण परिपत्र

**विषय:- जापान में 11th November से 8th December, 2026 तक "शहरी रेलवे प्रबंधन" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम ।**

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 11th November से 8th December, 2026 तक "शहरी रेलवे प्रबंधन" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम लक्षित देशों में शहरी परिवहन के प्रभारी सरकारी अधिकारियों और रेलवे ऑपरेटरों के लिए है। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या 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) पासपोर्ट की एक फोटोकॉपी।
- (iv) अंग्रेजी स्कोर शीट ।

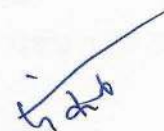
.....2/-

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 16.07.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,  
अवर सचिव (बीपीसी एंड टी),  
आर्थिक कार्य विभाग, वित्त मंत्रालय,  
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।  
पीएच:- 011 - 2401 2878,  
ईमेल- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto: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 वित्त मंत्रालय की वेबसाइट [www.dea.gov.in](http://www.dea.gov.in) पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://dea.gov.in/foreign-training-and-employee-corner>] लिंक के तहत अपलोड किया जाता है।



( पंकज गंगवार )

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), रेल मंत्रालय, रेल भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।
4. वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20 कस्तूरबा गांधी मार्ग, नई दिल्ली -1।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा  
[<https://dea.gov.in/foreign-training-and-employee-corner>]



**Face-to-Face (in Japan)**

Knowledge Co-Creation Program (Group and Region Focus)

# Urban Railways Management



Course Number: 202515098J001

Course Period: November 11 - December 8, 2026



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.

JICA Knowledge Co-Creation Program (Group and Region Focus)

**Urban Railways Management** 202411676J001

# The way to achieve sustainable management of urban railways

Gain insight from the experiences of Japan.  
More practical, more interactive,  
& more inspirational.

# Outline



This program is designed for government officials and railway operators in charge of urban transportation in the target countries.

In Japan, urban railways systems have been managed sustainably for decades and vast information and experiences are accumulated. In this program, the know-how and lessons learned from this Japan's experiences will be shared to participants to ensure safety and efficient railway operation and management in their respective countries.

All sessions are carried out in English.

The period of the program is from November 11 to December 8, 2026.

Course Capacity:  
13 participants.



## JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that “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.” We believe that this ‘Knowledge Co- Creation Program’ will serve as a foundation of mutual learning process.

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# For What?

## Background

In developing countries with growing populations, social and environmental problems in urban areas, such as traffic congestion and air pollution, are becoming very serious. To address these problems, the construction of urban railway has been promoted in these countries to substitute automobile transportation. However, for sustainable development of urban transportation, sound operation of urban railways (safe and frequent operation, operation and maintenance (O&M), business management, etc.) is necessary.

## Objectives

To strengthen the planning and implementation capacity of participants from government and railway operators in charge of urban transportation in the target countries.

# To Whom?

## Job Areas and Organizations

This program is designed for government officials and railway operators in charge of urban transportation in the target countries.

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

## Targeted Countries

Bangladesh, Egypt, India, Indonesia, the Philippines, Thailand, Vietnam

There may be participation from countries other than those listed above.

Participants who have successfully completed the program will be awarded a certificate by JICA.

# When?

## Program Period

From November 11  
to December 8, 2026



# Where?

This course is organized by JICA Tokyo Center. Programs are primarily conducted in the Tokyo metropolitan area. In addition, one night in the KANSAI region (Himeji and Osaka), southwest of Tokyo, may be planned (approx. 640 km away from Tokyo).



# How?

## How to Learn



Watch



Listen



Study



Present



Experience



Interact



Discuss

- Lectures
- Q&A Session
- Field Visits

- Workshops
- Discussions
- Presentations

## Language

English

## Commitment to the SDGs



## Program Structure

### (1) Objective and Outcome

#### Objective

To strengthen the planning and implementation capacity of participants from government and railway operators in charge of urban transportation in the target countries.

#### Outcome 1

Deepen your understanding of the operation and organizational structure/system and O&M methods of Japanese urban railway companies.

#### Outcome 2

Clarify your problems/issues related to urban railway operation/management in your country through discussions with lecturers, facilitators and other training participants.

#### Outcome 3

Propose a concrete improvement plan for the urban railway management structure/system that is appropriate for your country.

## (2) Contents (Tentative)

| Topic                                                                                                                 | Objective                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The responsibility and the role of the Ministry (MLIT)                                                                | To understand how the "Railway Technical Standards" are set in Japan.<br>To understand the financial support system in Japan for rail transport planning and implementation.                                                                                                            |
| Measures taken to prevent reoccurrence of the railway accidents in Japan                                              | To understand by whom and how the causes of railway accidents are confirmed and analyzed, and also by whom and how recommendations and opinions are issued.                                                                                                                             |
| Design of Railway Business Operation Method, Privatization of The Japanese National Railways                          | To understand the advantages and disadvantages of the typical urban railway operation methods and the characteristics of Japan and other countries and also to gain knowledge on the privatization of the Japanese National Railways.                                                   |
| Lessons Learned from the Development of Urban Railways in Tokyo and PPP Issues for Asian Railways                     | To introduce the history and the experience of urban railways development in the Tokyo metropolitan area and understand the nature of public-private partnerships in urban railway operation in Asia and lessons learned.                                                               |
| Mobility Management                                                                                                   | Using backgammon games, participants will learn about the relationship between private car use and traffic congestion and the social dilemmas that arise when choosing a mode of transportation and understand the importance of measures to promote modal shift in society as a whole. |
| About Safety                                                                                                          | To deepen the knowledge on what is meant by "Safety comes first ", and how to realize it.                                                                                                                                                                                               |
| Human resource development in the railway company-                                                                    | To increase knowledge on human resource development, responsibility of the railway operator.                                                                                                                                                                                            |
| Electrical system                                                                                                     | To deepen understanding of the overview of electric systems of conventional (other than high speed) trains in the metropolitan area.                                                                                                                                                    |
| Rolling Stock Maintenance                                                                                             | To deepen understanding of the outline of electric rail car vehicle maintenance.                                                                                                                                                                                                        |
| Relationship between local government(s), railway companies and others concerned in the city planning and development | To deepen understanding of the relationship between local government(s), railway companies and others concerned in the city planning and development.                                                                                                                                   |



|                                                                         |                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Railway Development and Development of areas along Railway lines        | To understand the relationship between urban railway development and area development along their railway lines, its meaning and effect from the perspective of "those who have already built the urban railway".                                     |
| TOD (Transit Oriented Development; Development in the station vicinity) | To deepen understanding of the importance and possibilities of development of areas around the station through Japanese examples.                                                                                                                     |
| Operation control                                                       | To deepen understanding of the knowledge required for train operations prioritizing safety through understanding of the responsibility and the role of the operations control center, managed by a railway operator.                                  |
| Disaster Management Measures                                            | To understand the outline of disaster management measures for which each railway operator is responsible.                                                                                                                                             |
| Overview of Construction Operations                                     | To understand the general concept of the construction work executed by the railway operator.                                                                                                                                                          |
| DX for railway operators                                                | To understand efforts by urban railway operators to improve customer convenience. (e.g. E-Money)                                                                                                                                                      |
| Country Report Presentation                                             | To deepen each participants' understanding of the various issues that their home countries face and the differences from other countries.                                                                                                             |
| Action Plan Presentation                                                | Present specific improvement plans (Action Plans) for issues in their departments/organizations, utilizing the knowledge they have learned through this course, to help improve the operation/management of urban railways in their own countries.    |
| Sharing of Key Points of "KISS-RAIL"                                    | To understand the outline of the railway infrastructure in Japan and increase knowledge on developing an urban railway business that enables planning, construction and sound and sustainable operations through the reference book, "Kiss-Rail 2.0". |

\*Please note that the Contents is tentative and subject to change.

## Management Members

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### Organizer

**Ms. Nana TAKAHASHI**

Japan International Cooperation Agency (JICA),  
Infrastructure Management Department



**Ms. Midori KAGAYA**

Deputy Director,  
Japan International Cooperation Agency (JICA),  
Economic Infrastructure Development and Environmental Div.

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### Implementing Partner

Japan International Consultants for Transportation Co., Ltd.  
(JIC)

**Ms. Kinuko MITANI (Course Leader)**



# Eligibility and Procedures

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## 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/companies 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.
- 

## 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 the course to accelerate the realization of gender equality and Women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

### (1) Essential Qualifications

- 1) Current Duties: government officers and railway operators in charge of urban transportation, such as commuter rail, underground railway, LRT (Light Rail Transit) and MRT (Mass Rapid Transit), or its equivalent.



- 2) Educational Background: be a university graduate or have an equivalent educational background.
- 3) Language: be proficient in spoken and written English (Please attach an official certificate for English ability such as TOEFL, TOEIC, IELTS etc.,).  
Please note that if JICA determines that a selected candidate's English proficiency is insufficient and communication is difficult, JICA may decline his/her participation in the Course.
- 4) Health: must be in good health to participate in the program in Japan. For example, participants are expected to walk about 10,000 steps a day for some days by taking trains or on foot including going up and down stairs. Participant's health and safety should be most respected. Pre-existing conditions<sup>6</sup> and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

1 Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

2 Medical certificate



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Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

a. Chronic diseases (e.g., hypertension, diabetes)

b. Conditions currently under treatment

c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

### 3 Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

### 4 Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

\* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

\* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

## **(2) Recommended Qualifications**

- 1) Age: be at the age 45 years or younger in principle
- 2) Experience in the relevant field: have more than five (5) years of experience in the field of railway business.
- 3) Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. 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:** 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
- (3) **English Score Sheet:** You should submit any official English examination scores with the application form. (e.g., TOEFL, TOEIC, IELTS etc.,)

### 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 Tokyo Center in Japan by **July 31 (Fri.), 2026**)

#### (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 September 11 (Fri), 2026.

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## **5. Additional Document(s) to Be Submitted by Accepted Candidates**

### **(1) Country Report -- to be submitted by October 9 (Fri.), 2026**

Accepted candidates will be required to submit "Country Report". See Annex "Country Report" for detail.

Country Report should be sent by email to JICA at Kagaya.Midori3@jica.go.jp (Midori KAGAYA) by October 9 (Fri.), 2026.

### **(2) Self-Introduction Sheet**

All Participants are expected to deliver a presentation of Self Introduction at the beginning of the program,

Further instruction and format for preparing the presentation will be given only to the accepted candidates after Notice of Acceptance.

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## **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,



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- (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 any type of immoral conduct including sexual harassment, 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 "3. 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.
- (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).



# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Tokyo Center (JICA TOKYO)
- (2) **Program Officer:** Midori KAGAYA (Kagaya.Midori3@jica.go.jp)

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## 2. Implementing Partner

- (1) **Name:** Japan International Consultants for Transportation Co., Ltd.
- (2) **URL:** <https://www.jictransport.co.jp/en/>

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## 3. Expenses

The following expenses in Japan will be provided by JICA

- (1) Allowances for meals, living expenses, outfits, and shipping 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 GUIDE BOOK,” which will be given before departure for Japan.

\*Link to JICA HP (English/French/Spanish/Russian):

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/accept](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/accept)



## 4. Items to bring

Please bring the following items with you.

- A) Personal computer (laptop computer)  
(Please note that JICA will not be held any responsible in the event of a breakdown or lost.)
- B) Business attire (e.g., formal suite, jacket, trousers (female participants (for field visits)))
- C) Sneakers: There are some days you are expected to walk around all day. Thus, please bring comfortable shoes (e.g., no heels, no sandals).
- D) Food: There are a few days you are expected to bring your own lunch. Supermarket and/or restaurant may not be available at locations during site surveys (especially, vegan, vegetarian, jain and halal foods).
- E) Travel Bag: This Course includes overnight study trip, so please bring one carry-on size bag (or backpack).
- F) Business Cards: You may provide your business contact information to the organizations and companies you visit for lectures, site visits or other events.

## 5. 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.                                            | <a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>                       |
| French ver.                                             | <a href="https://www.youtube.com/watch?v=v2yU9lSYcTY">https://www.youtube.com/watch?v=v2yU9lSYcTY</a>                       |
| Spanish ver.                                            | <a href="https://www.youtube.com/watch?v=m7l-WlQSDjI">https://www.youtube.com/watch?v=m7l-WlQSDjI</a>                       |
| Russian ver.                                            | <a href="https://www.youtube.com/watch?v=P7_ujz37AQc">https://www.youtube.com/watch?v=P7_ujz37AQc</a>                       |
| Arabic ver.                                             | <a href="https://www.youtube.com/watch?v=1iBQqdpXQb4">https://www.youtube.com/watch?v=1iBQqdpXQb4</a>                       |
| Part II: Introduction of JICA Centers in Japan          |                                                                                                                             |
| JICA Tokyo                                              | <a href="https://www.jica.go.jp/tokyo/english/office/index.html">https://www.jica.go.jp/tokyo/english/office/index.html</a> |



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If the link of these youtube URLs has expired, please access the URL below and search the necessary information from the key word.

<https://www.youtube.com/user/JICAChannel02>

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## 6. Reference

### KENSHU-IN GUIDE BOOK

For more detailed terms and conditions [https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

### Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\) |](#)

### Website: JICA

English/French/Spanish/Russian

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)

### PDF: Facility Guide for JICA Tokyo Center

[https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities\\_service\\_guide.pdf](https://www.jica.go.jp/tokyo/english/office/c8h0vm0000fghcxq-att/facilities_service_guide.pdf)



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# Annex 1.

## Country Report

Accepted candidates are required to submit Country Report and make a presentation during this program to the Japanese side including the management members and Japanese railway companies which has interests for overseas business.

Please prepare and submit your Country Report following the instruction below.

### 1. Submission deadline: October 9 (Fri.), 2026.

Please submit **PPT presentation** to via email: JICA Tokyo Center, [Kagaya.Midori3@jica.go.jp](mailto:Kagaya.Midori3@jica.go.jp) (Midori KAGAYA)

After you submit your manuscript, we will review it and may ask you to make revisions as necessity before you come to Japan.

Please be sure to adhere to the submission deadline above.

### 2. Format: MS Power Point

### 3. What should be included:

#### (1) Organization profile

- 1) Overview of organization (e.g., year of establishment, mandate/mission, location, organizational chart, number of employees)
- 2) Overview of business management (e.g., annual financial resource allocation, annual operation income, annual operation expenditure)
- 3) Total length of rail network
- 4) Train service/route map (actual and planned)
- 5) Overview of facilities (e.g., types of train lines operating in, number of train units, number of stations and rolling stock depots,
- 6) Current operation status (e.g., average number of daily passenger train runs, average number of passenger line network, annual number of passengers of each line, annual passenger-distance of each line, average number of daily train)
- 7) Current status of Master Plan realization (organizational level)

#### (2) Issues to be addressed.

- Railway management issues and problems at your organization (e.g.) sales, finance, human resources development, facilities maintenance.

- Some photos /videos which other participants could understand the issues.  
(promotion photos/videos are NOT required)

**(3) Requests for Japan**

- Any requests for JICA and Japanese companies to solve issues in your country.

**(4) What you want to learn in Japan**

- Your expectation and personal goals for this course

# 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 is 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.



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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 office or Embassy of Japan.

Further, address correspondence to:

### **JICA Tokyo Center (JICA Tokyo)**

Address: 2-49-5, Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

("81" is the country code for Japan, and "3" is the local area code)

**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**

| <b>Duration of Training</b> | <b>No. of years of service completed in Govt. as on the date of FTP</b> | <b>Upper age limit on the date of FTP</b> | <b>Cooling off period</b> | <b>Limit on participation in number of trainings in a year</b>   |
|-----------------------------|-------------------------------------------------------------------------|-------------------------------------------|---------------------------|------------------------------------------------------------------|
| 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**

|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------------------|--------------------------------------------|--------------------------|
| <b>1. Name</b>                                                                                                                                                              |                                         |                                  |                                            |                          |
| <b>2. Date of Birth</b>                                                                                                                                                     |                                         |                                  | <b>3. Male/Female</b>                      |                          |
| <b>4. Educational Qualifications</b>                                                                                                                                        |                                         |                                  | <b>5. Date of Entry into Govt. Service</b> |                          |
| <b>6. Service to which Officer belongs</b>                                                                                                                                  |                                         |                                  | <b>7. Date of Regular appointment</b>      |                          |
| <b>8. Details of Posts held during the last five years (starting from present) :</b>                                                                                        |                                         |                                  |                                            |                          |
| <b>S.No.</b>                                                                                                                                                                | <b>Post held &amp; Pay level</b>        | <b>Period of Posting</b>         | <b>Ministry/Department/ Organization</b>   | <b>Nature of Work</b>    |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
| <b>9. Name of training programme applied for and its relevance to the candidate</b>                                                                                         |                                         |                                  |                                            |                          |
| <b>10. Papers etc, if any, published by the candidate</b>                                                                                                                   |                                         |                                  |                                            |                          |
| <b>11. Details of Foreign Training Programmes attended during the last two years :</b>                                                                                      |                                         |                                  |                                            |                          |
| <b>S.No.</b>                                                                                                                                                                | <b>Dates &amp; Duration Of Training</b> | <b>Subject/title of training</b> | <b>Name of the Training Institution</b>    | <b>Source of funding</b> |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
|                                                                                                                                                                             |                                         |                                  |                                            |                          |
| <b>Signature of the candidate:</b>                                                                                                                                          |                                         |                                  |                                            |                          |
| <b>Office Phone :<br/>Mobile No. :</b>                                                                                                                                      |                                         |                                  |                                            |                          |
| <b>E-mail :</b>                                                                                                                                                             |                                         |                                  |                                            |                          |
| <b><u>CERTIFICATE</u></b>                                                                                                                                                   |                                         |                                  |                                            |                          |
| 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. |                                         |                                  |                                            |                          |
| <b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>                        |                                         |                                  |                                            |                          |



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


|                                                     |                      |                             |                      |                                            |
|-----------------------------------------------------|----------------------|-----------------------------|----------------------|--------------------------------------------|
| <b>2) Nationality</b><br>(as shown in the passport) |                      |                             |                      |                                            |
| <b>3) Sex</b><br>(for VISA application)             | ( ) Male             |                             | ( ) Female           |                                            |
| <b>4) Date of Birth</b>                             | <b>Date</b>          | <b>Month</b><br>(ex. April) | <b>Year</b>          | <b>Age</b><br>(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<br>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<br><input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University<br><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/<br>Country | Period             |                  | Position or Title and<br>Department/Division | Brief Job Description |
|--------------|------------------|--------------------|------------------|----------------------------------------------|-----------------------|
|              |                  | From<br>Month/Year | To<br>Month/Year |                                              |                       |
|              |                  |                    |                  |                                              |                       |
|              |                  |                    |                  |                                              |                       |
|              |                  |                    |                  |                                              |                       |

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

| Institution | City/<br>Country | Period             |                  | Degree | Major |
|-------------|------------------|--------------------|------------------|--------|-------|
|             |                  | From<br>Month/Year | To<br>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/<br>Country | Period             |                  | Field of Study / Program Title |
|-------------|------------------|--------------------|------------------|--------------------------------|
|             |                  | From<br>Month/Year | To<br>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<br>(ex. TOEFL, TOEIC, etc.) |               |          |          |          |  |
| 2) Mother Tongue                                        |               |          |          |          |  |



|                           |               |          |          |          |
|---------------------------|---------------|----------|----------|----------|
| 3) Other languages<br>( ) | ( ) 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 ( ) |
| 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. |                                           |

(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.?<br>( ) |

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

|                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ( )                                                                                                                                                                                                             |
| 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. |

#### 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**

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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](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<br>Title/Position |
| Signature                  |

**Fwd: Orientation Course for Deputy Secretaries / Directors (OCD-30-31Merged) by ISTM, from 29th June, 2026 to 01st July, 2026****Shri Rajeev Verma** <csdelhi@nic.in>

Thu, 21 May 2026 11:36:18 AM +0530

To "Nandini Paliwal"&lt;secservices@nic.in&gt;

===== Forwarded message =====

From: Institute of Secretariat Training and Management (ISTM) <[istm@nic.in](mailto:istm@nic.in)>To: <[jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)>

Date: Thu, 21 May 2026 10:00:57 +0530

Subject: Orientation Course for Deputy Secretaries / Directors (OCD-30-31Merged) by ISTM, from 29th June, 2026 to 01st July, 2026

===== Forwarded message =====



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 : Orientation Course for Deputy Secretaries / Directors

Course Code : OCD-30-31Merged

Date : 29 Jun 2026 to 01 Jul 2026

Mode : Offline

Previous course OCD-30, scheduled from 22nd April, 2026 to 24th April, 2026, was postponed due to administrative reasons. It has been decided by the Institute to merge OCD-30 with this course. Nominations filled for OCD-30 course will be deemed valid for this course as well. For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in). Last date to fill nomination for this course is 22nd June, 2026.

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training &amp; Management

Department of Personnel and Training (DoP&amp;T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

**Fwd: Orientation Course for Deputy Secretaries / Directors (OCD-30-31Merged) by ISTM, from 29th June, 2026 to 01st July, 2026****Shri Rajeev Verma** <csdelhi@nic.in>

Thu, 21 May 2026 11:36:18 AM +0530

To "Nandini Paliwal"&lt;secservices@nic.in&gt;

===== Forwarded message =====

From: Institute of Secretariat Training and Management (ISTM) <[istm@nic.in](mailto:istm@nic.in)>To: <[jsns@ddpmod.gov.in](mailto:jsns@ddpmod.gov.in)>

Date: Thu, 21 May 2026 10:00:57 +0530

Subject: Orientation Course for Deputy Secretaries / Directors (OCD-30-31Merged) by ISTM, from 29th June, 2026 to 01st July, 2026

===== Forwarded message =====

 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 : Orientation Course for Deputy Secretaries / Directors

Course Code : OCD-30-31Merged

Date : 29 Jun 2026 to 01 Jul 2026

Mode : Offline

Previous course OCD-30, scheduled from 22nd April, 2026 to 24th April, 2026, was postponed due to administrative reasons. It has been decided by the Institute to merge OCD-30 with this course. Nominations filled for OCD-30 course will be deemed valid for this course as well. For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in). Last date to fill nomination for this course is 22nd June, 2026.

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training &amp; Management

Department of Personnel and Training (DoP&amp;T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

**Fwd: Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 - extension of last date for submission of Application - reg.**

**Shri Rajeev Verma** <[csdelhi@nic.in](mailto:csdelhi@nic.in)>

Tue, 26 May 2026 5:51:42 PM +0530

To "Nandini Paliwal"<[secservices@nic.in](mailto:secservices@nic.in)>,"secyar"<[secyar@nic.in](mailto:secyar@nic.in)>

===== Forwarded message =====

From: Mukesh Kumar <[mukesh.kr07@gov.in](mailto:mukesh.kr07@gov.in)>

To: "Dr. Sameer Sharma, IAS"<[cs@ap.gov.in](mailto:cs@ap.gov.in)>, "Chief Secretary Bihar"<[cs-bihar@nic.in](mailto:cs-bihar@nic.in)>, "Chief Secretary Office"<[csooffice.cg@gov.in](mailto:csooffice.cg@gov.in)>, "Puneet Kumar Goel IAS Chief Secretary"<[cs-go@nic.in](mailto:cs-go@nic.in)>, "Dharmendra"<[cs-arunachal@nic.in](mailto:cs-arunachal@nic.in)>, "Jishnu Barua IAS"<[cs-assam@nic.in](mailto:cs-assam@nic.in)>, "csguj"<[csguj@gujarat.gov.in](mailto:csguj@gujarat.gov.in)>, "Mr R D Dhiman"<[cs-hp@nic.in](mailto:cs-hp@nic.in)>, "Sanjeev Kaushal, IAS"<[cs@hry.nic.in](mailto:cs@hry.nic.in)>, "branchtrg"<[branchtrg@gmail.com](mailto:branchtrg@gmail.com)>, "Shri Sukhdev Singh"<[cs-jharkhand@nic.in](mailto:cs-jharkhand@nic.in)>, "cs"<[cs@karnataka.gov.in](mailto:cs@karnataka.gov.in)>, "chiefsecy"<[chiefsecy@kerala.gov.in](mailto:chiefsecy@kerala.gov.in)>, "Iqbal Singh Bains"<[cs@mp.nic.in](mailto:cs@mp.nic.in)>, "chiefsecy"<[chiefsecy@maharashtra.gov.in](mailto:chiefsecy@maharashtra.gov.in)>, "cs-manipur"<[cs-manipur@nic.in](mailto:cs-manipur@nic.in)>, "cso-meg"<[cso-meg@nic.in](mailto:cso-meg@nic.in)>, "cs-mizoram"<[cs-mizoram@nic.in](mailto:cs-mizoram@nic.in)>, "Jan e Alam, Chief Secretary Nagaland"<[csngl@nic.in](mailto:csngl@nic.in)>, "Suresh Chandra Mahapatra"<[csori@nic.in](mailto:csori@nic.in)>, "cs"<[cs@punjab.gov.in](mailto:cs@punjab.gov.in)>, "csraj"<[csraj@rajasthan.gov.in](mailto:csraj@rajasthan.gov.in)>, "Mr S.C Gupta"<[cs-skm@hub.nic.in](mailto:cs-skm@hub.nic.in)>, "cs"<[cs@tn.gov.in](mailto:cs@tn.gov.in)>, "CS Telangana"<[cs@telangana.gov.in](mailto:cs@telangana.gov.in)>, "cs-tripura"<[cs-tripura@nic.in](mailto:cs-tripura@nic.in)>, "CHIEF SECRETARY OFFCE GOVT OF UP"<[csup@nic.in](mailto:csup@nic.in)>, "chief secretary"<[cs-uttaranchal@nic.in](mailto:cs-uttaranchal@nic.in)>, "Shri H K Dwivedi"<[cs-westbengal@nic.in](mailto:cs-westbengal@nic.in)>, "cs-andaman"<[cs-andaman@nic.in](mailto:cs-andaman@nic.in)>, "admn-chandigarh"<[admn-chandigarh@nic.in](mailto:admn-chandigarh@nic.in)>, "administrator-dd-dnh"<[administrator-dd-dnh@nic.in](mailto:administrator-dd-dnh@nic.in)>, "csdelhi"<[csdelhi@nic.in](mailto:csdelhi@nic.in)>, "lk-admin"<[lk-admin@nic.in](mailto:lk-admin@nic.in)>, "cspon"<[cs.pon@nic.in](mailto:cs.pon@nic.in)>, "cs-jandk"<[cs-jandk@nic.in](mailto:cs-jandk@nic.in)>, "advisor-lg-ladakh"<[advisor-lg-ladakh@gov.in](mailto:advisor-lg-ladakh@gov.in)>, "directordhti"<[directordhti@caomod.nic.in](mailto:directordhti@caomod.nic.in)>  
Cc: "Vipra Meena"<[vipra.meena88@gov.in](mailto:vipra.meena88@gov.in)>, "UMA MAGESH"<[uma.magesh@nic.in](mailto:uma.magesh@nic.in)>, "Vijay S"<[vjjays@cag.gov.in](mailto:vjjays@cag.gov.in)>  
Date: Tue, 26 May 2026 15:08:13 +0530  
Subject: Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 - extension of last date for submission of Application - reg.

===== Forwarded message =====

Respected Ma'am/Sir,

Kindly find the attachment on the subject mentioned above.

With Regards,

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

## 1 Attachment(s)

52nd APPPA Circular dt. 26.05...

180.9 KB

**F. No. T-22013/1/2026-IST/IIPA (52nd APPPA)**  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

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

Dated: 26th May, 2026

**Subject:** Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 - extension of last date for submission of applications - reg.

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The undersigned is directed to refer to this Department's circular of even number dated March 13, 2026 and O.M. dated April 27, 2026 on the above-mentioned subject and to say that it has been decided to extend the last date for receiving applications for the 52nd APPPA course from **May 31, 2026 to June 10, 2026.**

2. This may kindly be brought to the notice of all eligible officers in your Ministry/Department/Organisation. All other terms and conditions contained in the circular dated March 13, 2026 remain unchanged.

Digitally signed by

UMA MAGESH

Date: 26-05-2026

(Uma Magesh)

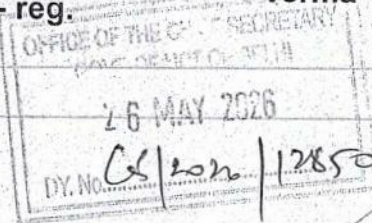
Under Secretary to the Government of India  
Tele: 011-26706382

**To**

1. Secretaries to all Ministries/Departments of the Government of India.
2. Chief Secretaries to all State Governments/Union Territories.
3. All Cadre Controlling Authorities of Government of India.

**Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 - extension of last date for submission of Application - reg.**

**Shri Rajeev Verma** <csdelhi@nic.in>



**Mukesh Kumar** <mukesh.kr07@gov.in>

Tue, 26 May 2026 3:09:01 PM +0530

To "Dr. Sameer Sharma, IAS"<cs@ap.gov.in>,"Chief Secretary Bihar"<cs-bihar@nic.in>,"Chief Secretary Office"<csoffice.cg@gov.in>,"Puneet Kumar Goel IAS Chief Secretary"<cs-goan@nic.in>,"Dharmendra"<cs-arunachal@nic.in>,"Jishnu Barua IAS"<cs-assam@nic.in>,"csguj"<csguj@gujarat.gov.in>,"Mr R D Dhiman"<cs-hp@nic.in>,"Sanjeev Kaushal, IAS"<cs@hry.nic.in>,"branchtrg"<branchtrg@gmail.com>,"Shri Sukhdev Singh"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"Iqbal Singh Bains"<cs@mp.nic.in>,"chiefsecy"<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"<csnagl@nic.in>,"Suresh Chandra Mahapatra"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"Mr S.C Gupta"<cs-skm@hub.nic.in>,"cs"<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>,"Shri H K Dwivedi"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"adm-chandigarh"<adm-chandigarh@nic.in>,"administrator-dd-dnh"<administrator-dd-dnh@nic.in>,"csdelhi"<csdelhi@nic.in>,"lk-admin"<lk-admin@nic.in>,"cspon"<cs.pon@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"advisor-lg-ladakh"<advisor-lg-ladakh@gov.in>,"directordhti"<directordhti@caomod.nic.in>

Cc "Vipra Meena"<vipra.meena88@gov.in>,"UMA MAGESH"<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,

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

**1 Attachment(s)**

**F. No. T-22013/1/2026-IST/IIPA (52nd APPPA)**  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

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

Dated: 26th May, 2026

**Subject:** Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 – extension of last date for submission of applications – reg.

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2. This may kindly be brought to the notice of all eligible officers in your Ministry/Department/Organisation. All other terms and conditions contained in the circular dated March 13, 2026 remain unchanged.

Digitally signed by  
UMA MAGESH  
Date: 26-05-2026

14:21:41  
(Uma Magesh)

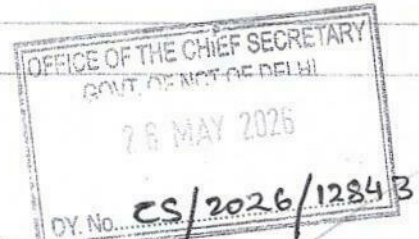
Under Secretary to the Government of India  
Tele: 011-26706382

To

1. Secretaries to all Ministries/Departments of the Government of India.
2. Chief Secretaries to all State Governments/Union Territories.
3. All Cadre Controlling Authorities of Government of India.

**Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 - extension of last date for submission of Application - reg.**

**Shri Rajeev Verma** <csdelhi@nic.in>



**Mukesh Kumar** <mukesh.kr07@gov.in>

Tue, 26 May 2026 3:09:01 PM +0530

To "Dr. Sameer Sharma, IAS" <cs@ap.gov.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-goa@nic.in>, "Dharmendra" <cs-arunachal@nic.in>, "Jishnu Barua IAS" <cs-assam@nic.in>, "csguj" <csguj@gujarat.gov.in>, "Mr R D Dhiman" <cs-hp@nic.in>, "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "branchtrg" <branchtrg@gmail.com>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "cheifsecy" <cheifsecy@kerala.gov.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, "chiefsecy" <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" <csnlg@nic.in>, "Suresh Chandra Mahapatra" <csori@nic.in>, "cs" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Mr S.C Gupta" <cs-skm@hub.nic.in>, "cs" <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>, "Shri H K Dwivedi" <cs-westbengal@nic.in>, "cs-andaman" <cs-andaman@nic.in>, "admn-chandigarh" <admn-chandigarh@nic.in>, "administrator-dd-dnh" <administrator-dd-dnh@nic.in>, "csdelhi" <csdelhi@nic.in>, "lk-admin" <lk-admin@nic.in>, "cspon" <cs.pon@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "advisor-lg-ladakh" <advisor-lg-ladakh@gov.in>, "directordhti" <directordhti@caomod.nic.in>

Cc "Vipra Meena" <vipra.meena88@gov.in>, "UMA MAGESH" <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,

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

**1 Attachment(s)**

**F. No. T-22013/1/2026-IST/IIPA (52nd APPPA)**  
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Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

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

Dated: 26th May, 2026

**Subject:** Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 - extension of last date for submission of applications - reg.

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Date: 26-05-2026

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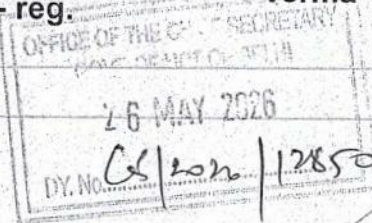
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**F. No. T-22013/1/2026-IST/IIPA (52nd APPPA)**  
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 Ministry of Personnel, Public Grievances and Pensions  
 Department of Personnel and Training  
 (Training Division)

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

Dated: 26th May, 2026

**Subject:** Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 – extension of last date for submission of applications – reg.

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Digitally signed by

UMA MAGESH

Date: 26-05-2026

(Uma Magesh)

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

**To**

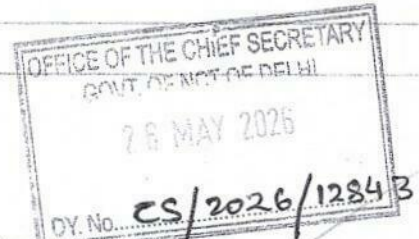
1. Secretaries to all Ministries/Departments of the Government of India.
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**Shri  
Rajeev < csdelhi@nic.in >  
Verma**

**Mukesh Kumar < mukesh.kr07@gov.in >**

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Cc "Vipra Meena"<vipra.meena88@gov.in>,"UMA MAGESH"<uma.magesh@nic.in>,"Vijay S"<vijays@cag.gov.in>

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With Regards,

Mukesh Kumar,  
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DoPT, New Delhi 110067

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2. This may kindly be brought to the notice of all eligible officers in your Ministry/Department/Organisation. All other terms and conditions contained in the circular dated March 13, 2026 remain unchanged.

Digitally signed by

UMA MAGESH

Date: 26-05-2026

(Uma Magesh)

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

**To**

1. Secretaries to all Ministries/Departments of the Government of India.
2. Chief Secretaries to all State Governments/Union Territories.
3. All Cadre Controlling Authorities of Government of India.

**Fwd: Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 - extension of last date for submission of Application - reg.**

**Shri Rajeev Verma** <csdelhi@nic.in>

Tue, 26 May 2026 5:51:42 PM +0530

To "Nandini Paliwal"<secservices@nic.in>,"secyar"<secyar@nic.in>

===== Forwarded message =====

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

To: "Dr. Sameer Sharma, IAS"<cs@ap.gov.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, "Chief Secretary Office"<csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary"<cs-go@nic.in>, "Dharmendra"<cs-arunachal@nic.in>, "Jishnu Barua IAS"<cs-assam@nic.in>, "csguj"<csguj@gujarat.gov.in>, "Mr R D Dhiman"<cs-hp@nic.in>, "Sanjeev Kaushal, IAS"<cs@hry.nic.in>, "branchtrg"<branchtrg@gmail.com>, "Shri Sukhdev Singh"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "chiefsecy"<chiefsecy@kerala.gov.in>, "Iqbal Singh Bains"<cs@mp.nic.in>, "chiefsecy"<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>, "Suresh Chandra Mahapatra"<csori@nic.in>, "cs"<cs@punjab.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "Mr S.C Gupta"<cs-skm@hub.nic.in>, "cs"<cs@tn.gov.in>, "CS Telangana"<cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP"<csup@nic.in>, "chief secretary"<cs-uttaranchal@nic.in>, "Shri H K Dwivedi"<cs-westbengal@nic.in>, "cs-andaman"<cs-andaman@nic.in>, "admn-chandigarh"<admn-chandigarh@nic.in>, "administrator-dd-dnh"<administrator-dd-dnh@nic.in>, "csdelhi"<csdelhi@nic.in>, "lk-admin"<lk-admin@nic.in>, "cspon"<cs.pon@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "advisor-lg-ladakh"<advisor-lg-ladakh@gov.in>, "directordhti"<directordhti@caomod.nic.in>  
Cc: "Vipra Meena"<vipra.meena88@gov.in>, "UMA MAGESH"<uma.magesh@nic.in>, "Vijay S"<vjays@cag.gov.in>

Date: Tue, 26 May 2026 15:08:13 +0530

Subject: Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 - extension of last date for submission of Application - reg.

===== Forwarded message =====

Respected Ma'am/Sir,

Kindly find the attachment on the subject mentioned above.

With Regards,

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

## 1 Attachment(s)

52nd APPPA Circular dt. 26.05...

180.9 KB

**F. No. T-22013/1/2026-IST/IIPA (52nd APPPA)**  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

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

Dated: 26th May, 2026

**Subject:** Inviting nominations for the revamped 52nd Advanced Professional Programme in Public Administration (APPPA) at Indian Institute of Public Administration, New Delhi from July 1, 2026 to April 30, 2027 - extension of last date for submission of applications - reg.

\*\*\*

The undersigned is directed to refer to this Department's circular of even number dated March 13, 2026 and O.M. dated April 27, 2026 on the above-mentioned subject and to say that it has been decided to extend the last date for receiving applications for the 52nd APPPA course from **May 31, 2026 to June 10, 2026.**

2. This may kindly be brought to the notice of all eligible officers in your Ministry/Department/Organisation. All other terms and conditions contained in the circular dated March 13, 2026 remain unchanged.

Digitally signed by

UMA MAGESH

Date: 26-05-2026

(Uma Magesh)

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

**To**

1. Secretaries to all Ministries/Departments of the Government of India.
2. Chief Secretaries to all State Governments/Union Territories.
3. All Cadre Controlling Authorities of Government of India.

**Residential Training Programme on "Advanced Course on Right to Information Act, 2005 and Modern Office Management" during June 15-19, 2026 at Leh**

**Shri Rajeev** < csdelhi@nic.in >  
**Verma**

**S Singh** < ab.group@npcindia.gov.in >

Fri, 29 May 2026 2:12:08 PM +0530



To "amitabhkundoo"<amitabh.kundoo@gov.in>,"csdelhi"  
<csdelhi@nic.in>,"angadsodhisodhi"  
<angadsodhi.sodhi@gmail.com>,"vinaykumar49"  
<vinaykumar.49@gov.in>,"catch2vinay"<catch2vinay@gmail.com>,"prcoadelhi"  
<prcoa.delhi@delhi.gov.in>,"prcoadelhi"<prcoa.delhi@nic.in>,"gnctd"  
<gnctd@delhi.gov.in>,"ccfgnctd"<ccf.gnctd@gov.in>,"dmsaddu"  
<dmsaddu@gmail.com>,"amsadduh"  
<amsadduh@gmail.com>,"principaldducollege"  
<principaldducollege@gmail.com>,"drjyotsna2015"  
<dr.jyotsna2015@gmail.com>,"msdcbhdhsdelhi"  
<msdcbhdhs.delhi@nic.in>,"fmcmdelhi"<fmcmdelhi@gmail.com>,"apmcazadpur"  
<apmcazadpur@gmail.com>,"fpemcgazipur"<fpemc.gazipur@gmail.com>,"apmcsh"  
<apmcsh@yahoo.com>,"apmcnr"<apmcnr@rediffmail.com>,"apmcnajf12"  
<apmcnajf12@rediff.com>

29/5/26  
Singh (Sas)

h  
29/5

**Ref No.: T2627ABG01**

**Dated: 09.04.2026**

Dear Sir/Madam,

We are pleased to inform you that the National Productivity Council (NPC), under DPIIT, Ministry of Commerce and Industry Govt of India New Delhi is organizing a residential training programme on **"Advanced Course on Right to Information Act, 2005 and Modern Office Management"** from June 15 to 19, 2026 at Leh (Ladakh) check in 15.06.2026 (AF) and Checkout 19.06.2026 (FN)

This programme has been designed in view of the mandatory requirements of the Right to Information (RTI) Act, 2005. It aims to strengthen the capabilities of officials from Central and State Government departments, academic institutions, PSUs, boards, corporations, banks, and autonomous organizations in effectively implementing the provisions of the Act. The training will focus on application, interpretation, practical implications, and the constitutional linkages of the RTI Act, thereby promoting transparency and accountability in public administration.

In addition, the programme emphasizes the importance of modern office management practices as a strategic tool for organizational success. Key areas such as effective

communication, interpersonal skills, conflict resolution, performance management, time and stress management, organizational culture, knowledge management, and talent development will be covered. The objective of the programme to create accountability, efficiency and equip them with modern HR practices to enhance productivity and align individual performance with organizational goals.

A detailed brochure outlining the programme coverage, content and programme fee is enclosed for your reference. You are requested to nominate suitable personnel from your organization to participate in this programme. As seats are limited, nominations will be accepted on a first-come, first-served basis.

We look forward to nominations from your esteemed organization.

**The last date for receipt of nominations is June 5<sup>th</sup>, 2026.**

Thanking you,

Yours  
sincerely

(S.P.  
Singh)  
Director & Group  
Head (AB)

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## 2 Attachment(s)

Brochure for Training program...  
984.5 KB

Cover Letter.pdf  
434.2 KB



**राष्ट्रीय उत्पादकता परिषद्**  
उद्योग संवर्धन एवं आंतरिक व्यापार विभाग  
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)  
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,  
लोधी रोड, नई दिल्ली - 110 003

**NATIONAL PRODUCTIVITY COUNCIL**  
Department for Promotion of Industry and Internal Trade  
(Under Ministry of Commerce & Industry, Govt. of India)  
**Utpadakta Bhavan, 5-6, Institutional Area,**  
**Lodhi Road, New Delhi - 110 003**

**विकसित भारत**  
**अभियान**  
1947 TO 2047

Ref No.: T2627ABG01

Dated: 09.04.2026

**Subject: Residential Training Programme on "Advanced Course on Right to Information Act, 2005 and Modern Office Management" during June 15-19, 2026 at Leh**

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**The last date for receipt of nominations is June 5<sup>th</sup>, 2026.**

We look forward to nominations from your esteemed organization.

Thanking you,

Yours sincerely

(S.P. Singh)

Director & Group Head (AB)

**Fwd: Sopa9m:Greetings from the Indian Institute of Management Bangalore (IIMB).****Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 27 May 2026 3:16:46 PM +0530

To "Nandini Paliwal"&lt;secservices@nic.in&gt;

===== Forwarded message =====

From: Chairperson, PGPPM <[pgppmchair@iimb.ac.in](mailto:pgppmchair@iimb.ac.in)>To: "PGPPM Office"<[pgppmoffice@iimb.ac.in](mailto:pgppmoffice@iimb.ac.in)>

Date: Wed, 27 May 2026 11:03:48 +0530

Subject: Sopa9m:Greetings from the Indian Institute of Management Bangalore (IIMB).

===== Forwarded message =====

Dear Sir/ Madam,

Greetings from the Indian Institute of Management Bangalore (IIMB).

I am writing to you in connection with our Post Graduate Programme in Public Policy and Management ([PGPPM](#))- a degree offered by IIMB. PGPPM is a Master's program that the learner can access in a hybrid format, with a significant on-campus component. Currently, PGPPM is receiving applications for the **23<sup>rd</sup> Cohort**. PGPPM was introduced in 2001 by the Centre for Public Policy (CPP) with initial support from the Department of Personnel and Training (DOPT), Government of India and the UNDP. Its Alumni have been instrumental in initiating [new policies, steering policy changes in their subsequent roles](#), and have made significant academic contributions through papers and books based on work done during the PGPPM. On successful completion of the programme, candidates are awarded a degree in Master of Management Studies (Public Policy) by IIMB.

In this connection, we request your office to circulate the programme information to colleagues, cadres, and officers' association to help identify potential participants who may benefit from this program's exposure. Please find attached the DoPT notification for PGPPM 2026 batch for your kind information and reference. The last date for submission of applications for Government sponsored candidates through the DoPT and cadre-controlling authorities is June 15, 2026.

Further details regarding the application are as follows:

- **Application Deadline:** 15 June 2026
- **Interviews:** July 2026
- **Registration Date:** 13 August 2026
- [Link to FAQs](#)
- [Link to Application Portal](#)

Prospective candidates may be guided to a PGPPM webinar Link: [PGPPM-Registration Webinar](#) where we will share details of the program as well respond to questions. In case you need any other information in this regard, please feel free to contact us.

Thanking you,

With regards,

Arnab Mukherji, PhD  
Professor, Center for Public Policy AND  
Chairperson, PGPPM  
Indian Institute of Management Bangalore  
Bannerghatta Road, Bangalore 560076.  
(O) 080-26993750/ 3265  
W(1): <https://www.iimb.ac.in/user/105/arnab-mukherji>  
W(2): <https://www.iimb.ac.in/programmes/pgppm>

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## 2 Attachment(s)

Circular of 23rd PGPPM at IIM...  
485.7 KB

PGPPM Flyer 2026-27.pdf  
1 MB

No.T-13017/4/2026 -LTDP  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Division)

3<sup>rd</sup> Floor Block-IV, Old JNU Campus,  
New Mehrauli Road, New Delhi-110067,  
Dated: 30<sup>th</sup> April, 2026

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:** 23rd Post Graduate Programme in Public Policy and Management (PGPPM) during 2026-27 at the Centre for Public Policy, Indian Institute of Management, Bangalore—Regarding.

Sir/Madam,

The 23rd Post Graduate Programme in Public Policy and Management (PGPPM) is scheduled to commence at the Centre for Public Policy (CPP), Indian Institute of Management, Bangalore (IIMB) from **13 August 2026** for which reporting and registration at IIM-B campus will also be held on same day.

2. The programme is meant for officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also for officers of the State Civil Services (SCS) & Non-State Civil Services (Non-SCS). The PGPPM has been redesigned. The redesigned **PGPPM is a 14-month hybrid PG programme** offered by IIMB which is aimed at enhancing efficiency, leadership and management skills among policy makers and administrators.

3. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed to this letter. Details of the programme are also available at IIMB's website <https://www.iimb.ac.in/programmes/pgppm> and DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/> → **Domestic Training Programmes → Long Term Domestic Programme → PGPPM at IIM Bangalore.**

4. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Departments/ State Governments etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their

respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with IIM-B in the matter.

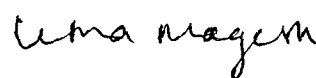
5. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department [Shri Manoj Kataria, Section Officer (LTDP), Room No. 403, Block-4, JNU Old Campus, New Mehrauli Road, New Delhi-110067; E-mail- manoj.kataria14@nic.in] through their Cadre Controlling Authorities so as to reach us on or before **15th June, 2026**. Nominations received after this date will not be considered. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for interview by IIM-B. The Case writing and Interviews to be scheduled in **July 2026**. In order to save time, the officers are permitted to send an Advance Copy of their applications directly to this office & IIM-B. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

6. Further details with regard to this programme may be ascertained from Ms. Archana Srivastava, Assistant Manager, PGPPM Office, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Phone No. 080-26993326/3265, E-Mail: pgppmoffice@iimb.ac.in) and website of IIMB.

7. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

Yours faithfully,

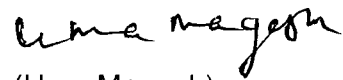


(Uma Magesh)

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. Director (Training), Railway Board, Rail Bhavan, New Delhi
7. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
8. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
9. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
10. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
11. Director (HRD), Ordnance Factory Board, 10-A, SK Bose Road, Kolkatta
12. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
13. Director, IIMB, Bannerghatta Road, Bangalore-560076
14. Chairperson, PGPPM, Indian Institute of Management, Bannerghatta Road, Bangalore-560076. The Chairperson is requested to consider applications received on or before **15<sup>th</sup> June, 2026** based on their eligibility for calling the officers for the interview.
15. Additional Secretary & FA, Ministry of Home Affairs, North Block, New Delhi- 110 001
16. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<https://trgdiv.dopt.gov.in/>) website.



(Uma Magesh)

Under Secretary to the Government of India

**Terms and Conditions**

***23rd Post Graduate Programme in Public Policy and Management 2026-27 at  
Centre for Public Policy, Indian Institute of Management Bangalore***

The 23rd Post Graduate Programme in Public Policy and Management (PGPPM) at Centre for Public Policy, Indian Institute of Management Bangalore (IIMB) shall commence from 13<sup>th</sup> August, 2026. **PGPPM is a 14-month hybrid PG programme** offered by IIMB which is aimed at enhancing efficiency, leadership and management skills among policy makers and administrators. The PGPPM offers a foundational set of core courses as well as a wide range of electives. The central focus of the programme will be on public policy and management with an objective of connecting theory and concept with practice to enable understanding of the contours and interface of public policy and management.

The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Departments/ State Governments etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with IIM-B in the matter.

**2. Eligibility:**

The programme is open to officers of All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and also officers of the State Civil Services (SCS)/Non-State Civil Services (Non-SCS) subject to the following eligibility conditions:

|                   |                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Length of service | Officers should have completed 5 years of Group 'A' service as on commencement of the programme.                                                                                                                                                                                                                                                                                                       |
| Age               | The officers should have at least Five years remaining service after completion of the programme.                                                                                                                                                                                                                                                                                                      |
| Earlier Training  | The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years. |

### 3. **Course Fees:**

(a) The Fee for the programme would be **Rs. 15.00 Lakh** (Rupees Fifteen Lakh Only) per participant inclusive of accommodation for 21 weeks on campus as required by the academic terms of the programme.

(b) **The entire Course Fee met by the concerned Cadre Controlling Authorities** [for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc].

(c) The entire Programme fee [Rs. 15.00 Lakh (Rs. Fifteen Lakh Only)] need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

(d) The Ministry/ Department/ State Government/Organization etc. where the officer is currently posted, will meet the cost of pay and travelling allowances etc. as per relevant rules.

### 4. **Course Structure**

The redesigned PGPPM is for a duration of 14 months (of which a total of 21 weeks shall be on campus), and on completion of 72 credits of academic work the programme participants shall be awarded the Degree of Master of Management Studies (Public Policy) by IIMB. The modules and indicative course content of redesigned PGPPM are given as under:

:

Term 1 – Foundations – 8 weeks (7 weeks online + 1 week on Campus):

Term 2 – Foundations – 8 weeks (7 weeks online + 1 week on Campus):

Term 3 – Policy Frameworks – 13 weeks (On Campus):

Term 4 – Policy Colloquia – 12 weeks (Online Electives- 11 weeks online + 1 week on Campus):

Term 5 – Policy Colloquia – 12 weeks (Online Electives- 11 weeks online + 1 week on Campus):

Term 6 – Policy Capstone – 4 weeks (On Campus):

## 5. **Conditions for officers admitted to the programme:**

In case of officers, sponsored by the Government of India/State Governments for this programme, the following conditions will apply:

- (i) The period of training will be treated as on duty;
- (ii) For the grant of special pay/ Central deputation (Tenure allowance) (CDTA), the participants will be regulated as under:-

- (a) The officers who proceed for training during their tenure of central deputation will continue to receive CDTA for the period of their entitlement against Central deputation tenure. If any, period of training falls beyond the tenure of Central deputation or the officers proceed for training at the end of their tenure at the Centre, CDTA will not be admissible.

{Note-The tenure of central deputation in so far as it relates to this program, would also include the period of leave upto 2 months that may be granted by the central Ministry/ Department to the officers before their repatriation to the parent cadre}

- (b) The officers not on central deputation and also not in receipt of CDTA, whether they proceed on training from Delhi, or outside Delhi will not be entitled to any Special pay drawn before proceeding for the training.
- (iii) In case an officer proceeding on training is a *bona fide* occupant of Government accommodation in the general pool controlled by the Directorate of Estates, he could retain the residential accommodation for the full period of training at his place of posting provided the residence is required for *bona fide* use of members of his family. The accommodation facility will be provided at the institute campus and on sharing basis.
- (iv) Officers of the Central Government entitled to facility of residential telephone at the time of joining this programme will be allowed to retain the residential telephone sanctioned to them on usual terms for six months and thereafter on the condition that the officers will pay all calls in excess of the free calls allowed by the Telecommunication Department as stipulated in Ministry of Finance (Department of Expenditure) O.M.No. 7(10)E(Coord)/79 dated 1<sup>st</sup> August, 1979 as amended from time to time.
- (v) The salary and other claims of the officers will be paid by the Ministry/ Department/ Office where they were last working before joining this programme.

## 6. Selection procedure and forwarding of nominations

- (i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time.
- (ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least two years of their tenure on central deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for this Long Term Domestic Programme.
- (iii) The faculty members of the State ATIs who have completed at least three years on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to state civil services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

## 7. Forwarding of nominations

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- (ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to IIMB's website <https://www.iimb.ac.in/programmes/pgppm> or DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/> → **Domestic Training Programmes → Long Term Domestic Programme+ → PGPPM at IIM-Bangalore**. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **15<sup>th</sup> June, 2026**. Nominations received after the due date will not be considered.
- (iii) In order to save time, the officers are permitted to send an advance copy of the application to the Chairperson, PGPPM, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 as well as also to this Department.
- (iv) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by IIMB. The interview dates, time and place will be intimated to the officers by IIMB. In order to save time, the officers are permitted to

send an advance copy of the application directly to this office. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities; therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

8. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the long term training programme or failing to complete the training programme, or quitting the service at any time within a period of FIVE (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training i.e. all monies paid to him/her or expended on his/her account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India and together with all costs between the attorney and the client.





भारतीय प्रबंध संस्थान बेंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE



## APPLICATION FOR ADMISSION IN 23<sup>rd</sup> POST GRADUATE PROGRAMME IN PUBLIC POLICY & MANAGEMENT

**Indian Institute of Management Bangalore**

**Bannerghatta Road, Bilekahalli,  
Bangalore- 560076 (Karnataka), India**

**Phone No: 080-26993326/ 3265,**

**E-mail Id: pgppmoffice@iimb.ac.in**

**Website: <http://www.iimb.ac.in/>**

**Government of India**

**Department of Personnel & Training  
Block- IV, 3<sup>rd</sup> Floor, Old JNU Campus,  
New Mehrauli Road, New Delhi- 110067**

**Phone No: 011-26706310, Fax No: 011-  
26106314, Website: <http://dopttrg.gov.in/>**

(Programme Commences on 13<sup>th</sup> August, 2026; Last date of receiving application is  
15<sup>th</sup> June, 2026)

*(For Govt sponsored candidates)*

### PART-A

| 1. PERSONAL DETAILS                                                    |                                  |                                 |                              |                                                                               |                            | Paste a recent<br>passport sized<br>photograph |
|------------------------------------------------------------------------|----------------------------------|---------------------------------|------------------------------|-------------------------------------------------------------------------------|----------------------------|------------------------------------------------|
| Title<br>(Mr./Ms/Dr.etc)                                               |                                  |                                 |                              |                                                                               |                            |                                                |
| Full name in Block<br>letters (First<br>name, Middle<br>name, Surname) |                                  |                                 |                              |                                                                               |                            |                                                |
| Father's full name                                                     |                                  |                                 |                              |                                                                               |                            |                                                |
| Mother's full name                                                     |                                  |                                 |                              |                                                                               |                            |                                                |
| Gender (Put ✓)                                                         | Male <input type="checkbox"/>    | Female <input type="checkbox"/> | Date of<br>birth             | <input type="text"/><br>DD                                                    | <input type="text"/><br>MM | <input type="text"/><br>Year                   |
| Date of<br>Superannuation                                              | <input type="text"/><br>DD       | <input type="text"/><br>MM      | <input type="text"/><br>Year | Age as on<br>13-8-2026                                                        | <input type="text"/><br>MM | <input type="text"/><br>Year                   |
| Nationality                                                            |                                  |                                 |                              | Religion                                                                      |                            |                                                |
| Caste category<br>(Put ✓)                                              | General <input type="checkbox"/> | OBC <input type="checkbox"/>    | SC <input type="checkbox"/>  | ST <input type="checkbox"/>                                                   |                            |                                                |
| PwD                                                                    | Yes <input type="checkbox"/>     | No <input type="checkbox"/>     |                              |                                                                               |                            |                                                |
| Equivalent Rank<br>in Govt. of India                                   |                                  |                                 |                              | Level in Pay Matrix as<br>per 7 <sup>th</sup> CPC/ Grade Pay<br>with Pay Band |                            |                                                |
| 2. MINISTRY/DEPARTMENT DETAILS                                         |                                  |                                 |                              |                                                                               |                            |                                                |
| Name of the<br>Ministry/Department                                     |                                  |                                 |                              |                                                                               |                            |                                                |
| Designation                                                            |                                  |                                 |                              |                                                                               |                            |                                                |
| Office Address                                                         |                                  |                                 |                              |                                                                               |                            |                                                |

|                                                                                   |                              |                             |                          |     |
|-----------------------------------------------------------------------------------|------------------------------|-----------------------------|--------------------------|-----|
|                                                                                   |                              |                             |                          |     |
|                                                                                   | State                        |                             | PIN                      |     |
| Telephone No.                                                                     |                              |                             | Fax                      |     |
| Service Cadre with year of allotment                                              |                              |                             |                          |     |
| Length of Service in Group-A                                                      |                              |                             |                          |     |
| Are you presently on deputation to the Govt. of India (Put $\sqrt{\phantom{x}}$ ) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If yes, from which date: |     |
| Date of completion of tenure?                                                     |                              |                             |                          |     |
| <b>3. ADDRESS FOR CORRESPONDENCE</b>                                              |                              |                             |                          |     |
| Address                                                                           |                              |                             |                          |     |
| City                                                                              |                              | State                       |                          | PIN |
| Telephone No                                                                      |                              |                             | Fax No                   |     |
| Mobile No                                                                         |                              |                             |                          |     |
| Email ID<br>[In Capital Letters]<br>(Main and alternate)                          |                              |                             |                          |     |

| 4. ACADEMIC RECORD |                                      |                                           |                                          |                            |                            |
|--------------------|--------------------------------------|-------------------------------------------|------------------------------------------|----------------------------|----------------------------|
| Sr. No             | Examination/ Diploma/ Diploma passed | Name of the Board/University/ Institution | Passing Percentage/ Grade/ Division/CGPA | Year of Joining the Course | Year of Passing the Course |
| 1                  |                                      |                                           |                                          |                            |                            |
| 2                  |                                      |                                           |                                          |                            |                            |
| 3                  |                                      |                                           |                                          |                            |                            |
| 4                  |                                      |                                           |                                          |                            |                            |
| 5                  |                                      |                                           |                                          |                            |                            |
| 6                  |                                      |                                           |                                          |                            |                            |

| 5. DETAILS OF WORK EXPERIENCE |           |                             |        |    |           |                          |
|-------------------------------|-----------|-----------------------------|--------|----|-----------|--------------------------|
| Sr. No                        | Post held | Department/<br>Organization | Tenure |    | Pay Scale | Nature of responsibility |
|                               |           |                             | From   | To |           |                          |
| 1                             |           |                             |        |    |           |                          |
| 2                             |           |                             |        |    |           |                          |
| 3                             |           |                             |        |    |           |                          |
| 4                             |           |                             |        |    |           |                          |
| 5                             |           |                             |        |    |           |                          |
| 6                             |           |                             |        |    |           |                          |

Total experience (in years)

| 6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA &ABROAD) [Duration should be at least two weeks or more](Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions) |                                        |                                   |      |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------|------|---------------------|
| Sr. No                                                                                                                                                                                     | Name of Course /<br>Training Programme | Name of the Institution/<br>Place | Year | Duration (in weeks) |
| 1                                                                                                                                                                                          |                                        |                                   |      |                     |
| 2                                                                                                                                                                                          |                                        |                                   |      |                     |
| 3                                                                                                                                                                                          |                                        |                                   |      |                     |

7. Additional Information:- (please attach separate sheets regarding the following)

- i. Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the training period.
- ii. Briefly describe your job responsibilities and your achievements at your work place.
- iii. What are your career goals and how does this program fit in with your plans.
- iv. Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- v. Is there any other information that you would like to provide about yourself?

## 8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

\_\_\_\_\_  
(Signature)

Date:

---

### Instructions:

- *The application form is to be sent through the Cadre Controlling Authority.*
  - *However, you may kindly send the advance copy directly to Shri Manoj Kataria, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4<sup>th</sup> Floor, Block-4, Old JNU Campus, New Mehrauli Road, New Delhi-110067 [E-mail: manoj.kataria14@nic.in] as well as to Chairperson, PGPPM, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Karnataka).*
  - *Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoP&T (Training Division) latest by 15<sup>th</sup> June, 2026.*
  - *The application envelop should be superscripted as "Application for admission in 23<sup>rd</sup> PGPPM (2026 -27) at IIM, Bangalore".*
-



5. Topic for Policy paper to be selected by the officer with the approval of the Ministry/Department/ State Government etc. where the officer is currently working.

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6. Details of Nodal Officer (of the rank of JS or above to the Government of India) nominated by the Ministry/Department/State Government etc. where the officer is currently working for mentoring and guidance to the Sponsored Officer for developing the policy documents.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office address: \_\_\_\_\_

Telephone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail Id: \_\_\_\_\_

Cadre Controlling Authority:

|                                                                |  |  |     |
|----------------------------------------------------------------|--|--|-----|
| Name of the Cadre Controlling Authority (Ministry/ Department) |  |  |     |
| Contact Person                                                 |  |  |     |
| Designation                                                    |  |  |     |
| Address                                                        |  |  | PIN |
|                                                                |  |  |     |
| Telephone No.                                                  |  |  |     |
| Fax No.                                                        |  |  |     |
| E-mail ID                                                      |  |  |     |

Place:

(Signature of the

Date:

Cadre Controlling Authority)

File No. \_\_\_\_\_

Office Seal (Compulsory)

**Format of Bond to be executed by a Government Servant before proceeding for 23<sup>rd</sup> Post Graduate Programme in Public Policy and Management (PGPPM) of Indian Institute of Management Bangalore (IIMB) 2026-27**

KNOW ALL MEN BY THESE PRESENTS THAT I, \_\_\_\_\_, resident of \_\_\_\_\_, at present employed as \_\_\_\_\_ in the Ministry/Department \_\_\_\_\_, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my PGPPM training by IIMB i.e. all monies paid to me or expended on my account during training such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by IIM Bangalore together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, \_\_\_\_\_, am being deputed for PGPPM to be conducted by the Department of Personnel and Training (DoP&T), Government of India at IIM- Bangalore,

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the PGPPM training, OR failing to complete the training programme, OR quitting the service at any time within a period of FIVE (5) years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the \_\_\_\_\_ day of \_\_\_\_\_ month of the year 2026 .  
Signed and delivered by \_\_\_\_\_ (Name and designation)

In the presence of \_\_\_\_\_ and \_\_\_\_\_

Witnessess: 1. \_\_\_\_\_

2. \_\_\_\_\_

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority  
(Authorized Signatory)[Office Seal Compulsory]



भारतीय प्रबंध संस्थान बेंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE



Developing  
Leaders in  
Public Policy

# Master of Management Studies (Public Policy)

14-Month Hybrid Programme for Experienced Professionals

## Admissions 2026

Post Graduate Programme in Public Policy and Management (PGPPM)



Ranked #2 in  
Management  
2025

# Aspire. Inspire. Lead.

## Master of Management Studies (Public Policy) - PGPPM 2026-27

14-Month Hybrid Programme for Experienced Professionals

The Post Graduate Programme in Public Policy and Management (PGPPM) is a 14-Month programme offered by IIMB leading to a Master of Management Studies (Public Policy) degree. PGPPM is aimed at enhancing efficiency, leadership and management skills among policy makers and administrators. PGPPM was introduced in 2002 along with the establishment of the Centre for Public Policy (CPP), with initial support from the Department of Personnel and Training (DoPT), Government of India (GoI) and the United Nations Development Programme (UNDP).

PGPPM alumni have been instrumental in initiating new policies and steering policy changes in their roles. They have also made significant academic contributions by authoring papers and books.

### Overview

- Exposure to Management of Public Policy
- Interdisciplinary learning
- Peer Learning & Experiential Learning
- Self-study as a key ingredient of in-depth learning
- Cross learning among services and between public and private sectors
- A Comprehensive Policy Project providing for an in-depth understanding of a chosen public policy issue

### Eligibility

**Government Sponsored (DoPT) Candidates:** Mid-career officers from All India Services, Central Services—organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes and officers of the State Civil Services (SCS)/ Non-State Civil Services (Non-SCS) who are in their mid-career.

**Please refer to the DoPT notification**

<https://www.iimb.ac.in/admissions/pgppm-admissions>

**Non-Government (Open) Candidates:** Middle and Senior-level professionals with a minimum of five years of work experience (after graduation) from Civil Society, NGOs, international agencies and multilateral agencies, Public Sector Undertakings and Executives working in the CSR units of corporates, consulting, service and infrastructure development sectors.

### Course Fee

The tuition fee for Open candidates for PGPPM 2026 is Rs. 20,00,000/-.

Programme fee for Government sponsored candidates will be paid by the concerned departments and the DoPT, GoI. Please refer to the DoPT Notification.

### How to Apply

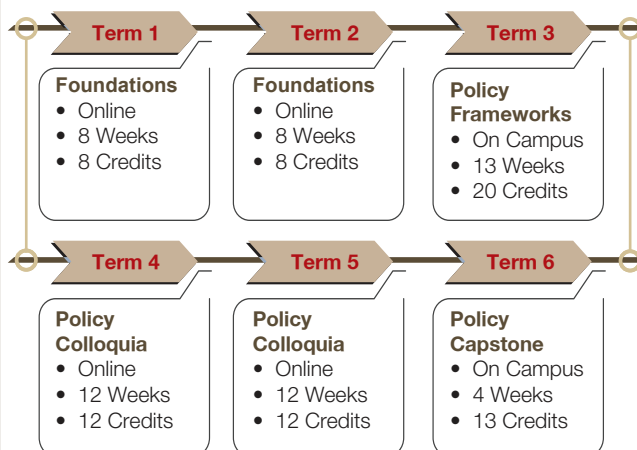
**Government Sponsored (DoPT) Candidates:** Officers from All India and Central Services are required to forward the duly filled-in application available at the IIMB website [www.iimb.ac.in](http://www.iimb.ac.in), through the concerned departments to the Under Secretary, Department of Personnel & Training (DoPT), Government of India. An advance copy of the application should be sent to Administrative Officer (Admissions), Indian Institute of Management Bangalore.

**Non-Government (Open) Candidates:** Applicants need to have a valid CAT/GMAT/GRE/IIMB Test score at the time of submitting the application, to be considered for admission. IIMB test will be conducted on Sunday, 14 June 2026 and the test fee for those opting for this is Rs. 1,200/-.

### Admissions



### Programme Structure



**For more information:** <https://www.iimb.ac.in/admissions/pgppm-admissions/admissions-process>

### PGPPM 2026-27 Admissions (Tentative Dates)

|                                   |                                     |
|-----------------------------------|-------------------------------------|
| Application Start                 | 02 April 2026 (For Open Candidates) |
|                                   | 30 April 2026 (For DoPT Candidates) |
| Application close (Open and DoPT) | 15 June 2026 (5:00 PM IST)          |
| IIMB Test                         | 14 June 2026 (For Open Candidates)  |
| Interviews (Delhi / Bangalore)    | 04 - 05 July 2026                   |
| Registration                      | 13 August 2026                      |

**To know more about the programme:**  
<https://www.iimb.ac.in/programmes/PGPPM>



## IIMB: A paradigm shift

Established in 1973, Indian Institute of Management Bangalore (IIMB) is widely acknowledged as one of the premier management institutes in India, with an international reputation for the quality of its post graduate and doctoral programmes.

IIMB is renowned for the excellence of its faculty who have studied and taught at some of the best management schools in India and abroad. Their research regularly appears in leading global publications and academic journals. They bring rich industry, consulting and academic experience to the classroom, creating a stimulating learning environment.

The IIMB campus, spread over close to 100 acres in south Bangalore has striking all-stone architecture, landscaped gardens and world-class infrastructure. Its location in India's high technology capital puts it in close proximity to some of the leading corporations in the country, giving students the opportunity to integrate classroom knowledge with extensive industry interaction.

IIMB's distinctive feature is its strong focus on leadership and entrepreneurial skills that are necessary to succeed in today's dynamic business environment.

### VISION

To be a global, renowned academic institution fostering excellence in management, innovation and entrepreneurship for business, government and society



### NSRCEL, the startup and innovation hub

at IIMB has been helping early stage ventures since 2000. The ideas that NSRCEL supports have been across various stages, sectors, and scope. The startups benefit from the ecosystem of industry experts, mentors, researchers and academicians.



3178+  
Ventures Incubated



7445+  
Ventures Impacted



35792+  
Jobs Created



Combined value of incubated ventures: \$ 7.37 bn

### Doctoral and Post Graduate Degree granting Programmes\*

| Degree         | Doctor of Philosophy (Ph.D.)              | Master of Business Administration (MBA)     | Master of Business Administration (Business Analytics) (MBA(BA)) | Master of Business Administration (MBA)                | Master of Business Administration (MBA)                  | Master of Management Studies (Public Policy) MMS (PP) |
|----------------|-------------------------------------------|---------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------|
| Duration       | Five years                                | Two-years full-time                         | Two-years full-time                                              | One-year full-time                                     | Two-years weekend                                        | 14-Month Hybrid                                       |
| Programme      | Doctor of Philosophy (Ph.D.)              | Post Graduate Programme in Management (PGP) | Post Graduate Programme in Management (PGP(BA))                  | Executive Post Graduate Programme in Management (EPGP) | Post Graduate Programme in Enterprise Management (PGPEM) | Master of Management Studies (Public Policy) PGPPM    |
| Year started   | 1976                                      | 1973                                        | 2020                                                             | 2009                                                   | 1998                                                     | 2002                                                  |
| Target profile | Research focused individuals              | No or limited work experience               | No or limited work experience                                    | Mid-career & Senior executives                         | Mid-career & Senior executives                           | Mid-career & Senior executives                        |
| Admission test | CAT/GMAT/GRE/ GATE/JRF (NET)/ IIMB Test** | CAT/GMAT <sup>^</sup>                       | CAT/GMAT <sup>^</sup>                                            | GMAT/GRE                                               | CAT/GMAT/GRE/ IIMB Test <sup>^</sup>                     | CAT/GMAT/GRE/ IIMB Test <sup>^</sup>                  |

\* Programmes as on 01 April 2026

<sup>^</sup> Visit <http://www.iimb.ac.in/> for details

<sup>\*\*</sup> Admission test for Ph.D. varies by specialization opted for, refer <https://www.iimb.ac.in/programmes/doctoral-programme> for details

Disclaimer: Indian Institute of Management Bangalore reserves the right to change the information provided in the brochure or on the website, including the terms of the programme and its fee.

Release date: 01 April 2026

## Rankings

## RANKINGS &amp; RECOGNITION



**Why Bangalore is ideal for living and learning** - Bangalore, one of Asia's fastest growing cosmopolitan cities, is among India's best places to live in. It has become synonymous with disruptive innovation and entrepreneurship. As the start-up hub of India, it is also a happy talent hunting ground for companies including Airbus, Amazon, Flipkart and InMobi. It is a new-age city that has retained some of its old world charm and enjoys a fabulous climate.

## Programme Details



## INDIAN INSTITUTE OF MANAGEMENT BANGALORE

Bannerghatta Road, Bangalore 560 076. India.

**Programme Office** T: +91.080-26993265 / 26993326 | Email: pgppmoffice@iimb.ac.in**Admissions Office** T: +91.080-26993013/3017 | Email: pgppmadm@iimb.ac.in**Marketing Office** T: +91 80 2699 3697/3386 | Email: marketing@iimb.ac.in**Working Hours:** Mon-Fri: 10.00 am to 5.00 pm

## Register for Info Session



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LinkedIn: <https://www.linkedin.com/school/indian-institute-of-management-bangalore/>