

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

Mon, 15 Jun 2026 11:09:05 AM +0530

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

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

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

Date: Mon, 15 Jun 2026 10:44:28 +0530

Subject: Workshop on Office Procedure & Noting & Drafting by ISTM

===== 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 : Workshop on Office Procedure & Noting & Drafting

Course Code : WOP&ND-09

Date : 31 Aug 2026 to 02 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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File No.: Y-25011/03/2026-ISTM**Date: 15th June, 2026**

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All State Governments/All Union Territories

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Enclosure: Annexure

Yours faithfully,

-sd-

(Kavita Sharma)
Assistant Director & Course Coordinator
Email ID: kavita.s[at]nic.in

Tele No. : 011-26732076

ANNEXTURE

WORKSHOP INFORMATION SHEET

- 1. COURSE TITLE:** e-Record Management
- 2. COURSE CODE:** e-RM-27
- 3. DURATION:** One day (27.07.2026)
- 4. TIME:** 09:00 AM to 5:30 PM
- 5. VENUE: ONLINE MODE**
- 6. OBJECTIVES:**

At the end of the workshop the participants will be able to:

- (i) List out different types of record retention schedule
- (ii) Describe importance of Maintaining Records

7. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will include lecture discussion, including discussion. Discussion on actual problems faced in dealing with specific cases.

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The programme is specially meant for Group A & Group B Officer of Govt. of India, PSUs/ Autonomous Bodies etc.

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Website – Bharatkosh.gov.in
Ministry – Personnel. P.G & P

Course Fee - ISTM

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Date : 27 Jul 2026 to 27 Jul 2026

Mode : Offline

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

Regards

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Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

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Tele No. : 011-26732076

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Shri Rajeev Verma <csdelhi@nic.in>

Mon, 22 Jun 2026 11:30:51 AM +0530

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

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From: ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance
<chourasia.anil@nic.in>

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

17

Cc: "Vijay Upadhyaya" <vs.upadhyay@gov.in>, "bapalahema ID" <bapalahema.id@jica.go.jp>

Date: Mon, 22 Jun 2026 11:13:57 +0530

Subject: Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan

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

Sir/Madam,

Please find attachment regarding **Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan**, for information and necessary action.

With regards,

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

2 Attachment(s)

13-7-26-final.pdf
1.7 MB

★【2026年2月版】_Applicatio...
212.9 KB

No.13/7/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

Kartavya Bhavan-1, New Delhi,
Dated the 22nd June, 2026.

TRAINING CIRCULAR

Subject:- Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan.

The Government of Japan has invited nominations for **Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan** under the Technical Assistance Programme with India. The programme is intended mid-career-officer who belong to Ministry of Industry, Ministry of Science/Technology/Innovation, Ministries for Special Zone Policy, Financial Institution (Development Bank etc.), Research or Higher Education Institutions, Universities etc. 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**.

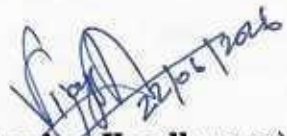
5. **Application Form complete in all respects should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 20.07.2026 positively at the following address:-**

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 - 2401 2871,
Email- **vs.upadhyay@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, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

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


(Vijay Shankar Upadhyaya)
 Under Secretary to the Govt. of India
 Tele: 2401 2871

1. Joint Secretary(Admn.), Ministry of Heavy Industry, Udhog Bhavan, New Delhi.
2. Joint Secretary(Admn.), Ministry of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi.
3. Joint Secretary (Admn.), Deptt. of Financial Services, Parliament Street, New Delhi.
4. Joint Secretary (Admn.), Department of Higher Education, Shastri Bhavan, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.
7. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

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



Online



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Development and Promotion of New Industries through Accelerating Innovation

課題別研修「イノベーション促進による新産業の創造・振興」



Course Number: 202515024J001

Course Period: September 8- October 10, 2026

Online: September 8- September 18, 2026

Program in Japan: September 23- October 10, 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.

「 How can we accelerate innovation with playing important as an “intermediate”?

Gain insight to an essence of
sustainable regional development
more practical, more interactive,
more inspirational from the
experiences of Japan.



Outline



This program is designed for mid-career-officers from public organizations responsible for creation and promotion of new industries and the development of business environment.

Through this program, the participants' knowledge on issues related with the new industry creation through innovation and its situation in Japan will be identified. Moreover, the possibility of collaboration among participants across the countries will be discussed. By the end of this course, concrete plans for co-creation with participants' countries will be recognized and presented.



The sessions will be held online and in Japan, and will include self-study and discussion with participants from other countries.

All sessions are carried out in English.

The period of the program is from September 8 to 18, 2025 (Online), and from September 23 to October 10, 2026 (in Japan).

Course Capacity: 14 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.” JICA believes that this ‘Knowledge Co- Creation Program’ will serve as a foundation of mutual learning process.

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For What?

Background

For the creation and promotion of new industries, the participants in the program will learn concrete initiatives and issues tackled and pursued in different sector; industry, government, academia, finance in each perspective with focusing on “health care” and “GX (decarbonization)” issues particularly emphasized in Kansai region, in order to prepare practical action plan appropriate to situation and environment in participants’ home countries.

Objectives

Knowledge related to creation/promotion of new industries and business environment reform through the promotion of innovation will be accumulated. The necessary initiatives for creation/promotion of new industries suited to the situation and environment in the home country will be recognized, and the ability to conduct practical activities will be improved.



To Whom?

Job Areas and Organizations

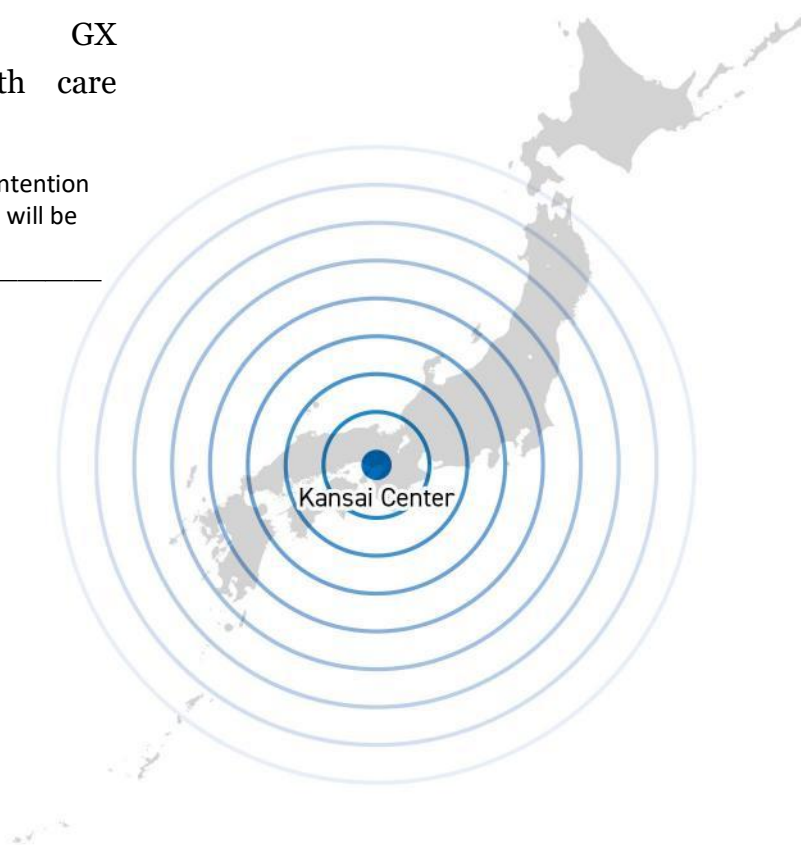
This program is offered to mid-career-officer who belong to Ministry of Industry, Ministry of Science/Technology/Innovation, Ministries for Special Zone Policy, Financial Institution (Development Bank etc.), Research or Higher Education Institutions, Universities etc. *Officers engaged in GX (decarbonization) and health care sector are recommended.

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

Targeted Countries

Azerbaijan, Bangladesh, India, Indonesia, Jordan, Malaysia, Mongolia, Pakistan, Panama, Republic of the Congo, Serbia, Tanzania, Thailand, Uganda

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



When?

Online Program Period



From September 8 to September 18, 2026

Program in Japan



September 23- October 10, 2026

Where?

This course is carried out online in the first and second week, organized by JICA Kansai Center. You will receive essential reading materials for your self-study at your office or home. As the online homeroom and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment. For details, see page 13-14.

How?

How to Learn

- Online Self-Study
- Online Interactive Q&A Session



- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations

Language

English

Commitment to the SDGs



Program Structure (Tentative)

*See also the attached schedule in JFY2025 for your reference.

Expected Module Output and Contents

This program consists of the following components. Details on each component are given below:

***Please note that the contents are tentative and may change.**

Modules	Outcome (Subjects/Agendas)	Methodology
(1)	To recognize and share the current situation and challenges in creating/promoting innovation and new industries in their countries.	Presentation, Discussion, Lecture,
(2)	To understand respective perspective through concrete initiatives and approaches taken by government agencies, local governments, economic organizations, companies, research institutions, financial institutions, in order to promote innovation and create and promote new industries in Japan.	Lecture, Discussion Field Visit
(3)	To analyze the role of the participants' institutions in contributing to establish an innovation ecosystem through lectures, discussions, and exchanges of opinions related to Japanese government policies, local government policies, systems, structures, and human resource development efforts.	Lecture, Discussion
(4)	To learn about the role of intermediaries who build human networks to organically link industry, government, academia, and financial sector, and to provide information, particularly their daily and concrete efforts.	Lecture, Discussion, Group Work
(5)	To develop an action plan about activities to promote innovation ecosystem with clarifying the role of participant's country or organization as an intermediary in industry-government-academia-finance collaboration to be played.	Presentation, Group Work, Action Plan



Online Program

Program Orientation & Course Orientation

- Course Details
- Instruction for writing country report

On-Demand Lectures

- Administrative system in Japan
- Social structure in Japan
- Overview of systems, policies, and frameworks for promoting innovation and creating/promoting new industries in Japan
- Outline of Council for Science, Technology and Innovation, "Science, Technology, and Innovation Basic Plan"
- Initiatives to build innovation ecosystem in Japan - development of open innovation system, creation of start-ups from universities and other institutions, human resource development, etc.
- Initiatives to promote life science in Japan
- Initiatives to realize the GX in Japan
- Japan's international environmental cooperation for sustainable development.
- Support for innovation promotion and new industry creation by regional financial institution/bank
- Outline of the Special Zone System
- Osaka Prefecture's Efforts in National Strategic Special Zones, Comprehensive Special Zones, and Special Zones for Structural Reform
- Hydrogen-related Initiatives of Osaka City
- Osaka City's Partnerships with Overseas for a Decarbonized Society

On-Line Session & Orientation before Arrival in Japan

- Learning through the KCCP and Challenges for Innovation Promotion by Alumni of the Program
- Q&A Session

Assignment

Country Report

Drafting Country Report including current situations in your country and comparison from the knowledge acquired from essential information for the Japanese lecturers as well as the other participants to understand each other and to facilitate the discussion in the program.

Program in Japan

- Overview of systems, policies, and frameworks for promoting innovation and creating/promoting new industries in Japan - reflection and Q&A session
- Country Report Presentation by Participants
- Initiatives in the Kobe Biomedical Innovation Cluster to Create Innovations in the Health Care (Example of Innovation Creation in Kobe Medical Industry)



Development Project)

- Inspection tour of the latest medical research and development bases of private companies in the Kobe Medical Industry Development Area
- Workshop for learning method for problem analysis logic model formulation
- Innovation promotion in the Kansai region by Kansai Bureau of Economy, Trade and Industry, METI
- Overview of the JCM (Bilateral Crediting Mechanism) and Examples of Initiative
- Promoting Innovation in Kyoto through Industry-Academia-Public Collaboration
- Initiatives by Public Research Institutes to Support Innovation Creation from a Technological Perspective
- Site Visit to the International Hub for Future Medicine "Nakanoshima Qross"
- Innovation Promotion and the Creation and Promotion of New Industries by Economic Organization
- Initiatives by private companies to realize a decarbonization ecosystem in Kansai region
- Initiatives to support new businesses and start-ups in Japan
- Initiatives for Creating University-oriented start-ups
- Building an innovation ecosystem through public-private partnerships and efforts to promote incubation
- Case studies of start-up companies that leverage support from local governments to innovate Presentation of Action Plan



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

Development and Promotion of New Industries through Accelerating Innovation

Course No. 202515024J001

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
 - (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
-

2. Nominee Qualifications

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

【Remarks】

Gender: 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:** Personnel with work experience in innovation promotion and the planning and implementation of policies and measures for Creation/promotion. (Preferably for personnel with relevant work experience or responsibilities in the GX (decarbonization) or health care sectors)



- 2) Experience in the Relevant Field: have at least 5 years of experience in the field of innovation promotion and the planning and implementation of policies and measures for creation/promotion.
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Technical Requirements :
 - a Technology Proficiency
 - Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
 - Online course is delivered using the following services, Web Conferences (Teams), Cloud Storage (GIGAPOD), and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.
 - b Internet Connection
 - High Speed Broadband Connection (at least 2Mbps).
 - *Internet access charge incurred for this course shall be borne by your organization.
 - c Hardware (Minimum Requirement)
 - Regular access to a computer, either from your home or from your office.
 - Operating System: Windows or Mac OS (Updated version is preferred).
 - Processor: Intel Core 2 Duo or higher; 2GHz or higher
 - Memory: 4GB of RAM or higher
 - Hard Drive Space: 5GB free disk space
 - Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
 - Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
 - d Software (which may be required)
 - Microsoft TEAMS for Meeting.
 - *In case you are using your office computer and use of Teams is not authorized by your IT administrator, please notify JICA at the time of application.



- 6) Health: must be in good health to participate in the program in Japan. Participant's health and safety should be most respected. Pre-existing conditions¹ 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

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.

¹ Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.

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

3. Required Documents for Application

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

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

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

*The following information should be included in the photocopy:

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

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

- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)



JICA Knowledge Co-Creation Program (Group and Region Focus)
Development and Promotion of New Industries through Accelerating Innovation
Course No. 202515024J001

4. Procedures for Application and Selection

(1) Submission of the Application Documents

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

(All required material must arrive at JICA Center in Japan by August 3, 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 August 10 2026.**

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

Country Report -- to be submitted by August 31, 2026

Accepted participants are required to prepare a Country Report. Details will be informed for the accepted participants.

6. Conditions for Participation

The participants of KCCP are required

(1) to strictly observe the course schedule,



JICA Knowledge Co-Creation Program (Group and Region Focus)
Development and Promotion of New Industries through Accelerating Innovation
Course No. 202515024J001

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

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Kansai Center (JICA KANSAI)
 - (2) **Program Officer:** FUJII Natsuko (Fujii.Natsuko@jica.go.jp)
SEINO Koichi (Seino.Koichi2@jica.go.jp)
-

2. Implementing Partner

TBD

3. Expenses

The following expenses in Japan will be provided by JICA

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

*Link to the Website:

https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/forparticipants.html

or

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>



4. Pre-departure Orientation

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

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

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>

5. Reference

KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

Website: JICA

English/French/Spanish/Russian

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



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 Kansai Center (JICA Kansai)

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

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

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

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

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

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

HOW TO APPLY**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth			3. Male/Female	
4. Educational Qualifications			5. Date of Entry into Govt. Service	
6. Service to which Officer belongs			7. Date of Regular appointment	
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone : Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				



Application Guideline for the JICA Knowledge Co-Creation Program

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

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

Form	Filled by
Form1. Official Application Form	- To be filled by you and your supervisor* - To be signed by your supervisor - Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

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

Please be advised:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in **English**,
- To use “√” or “x” to mark the () options,
- To attach your photographs,
- 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:

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

**CHECK LIST before submission:**

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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



Application form for the JICA Knowledge Co-Creation Program:

Form1. OFFICIAL APPLICATION FORM***To be signed by your supervisor (the head of the relevant department / division of your organization).****1. Course Title** (as shown in the GI)
2. Course Number (the number as "xxxxxxxxJxxx" shown in the GI)
3. Course DurationFrom 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:					
Title / Position				Official Stamp	
Department / Division					



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date

Name and
Title/Position

Signature



Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title: (as shown in the GI)
2. Course Number: (the number as "xxxxxxxxJxxx" shown in the GI)
Attach here
your photo(taken within
the last six months)

Size: 4.5x3.5cm

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

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

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No				

*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	☐ National Government ☐ Local Government ☐ Public Enterprise ☐ Private (profit) ☐ NGO/Private (Non-profit) ☐ University ☐ Other : _____	
Number of employees		
Home Page Address		

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

Please mark Yes or No about your status.

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

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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



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

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

5. Background and Purpose of Application

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

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

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

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



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

By Applicant

Date

Name and
Title/Position

Signature



Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

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

[] No	[] Yes:
	Name of illness (), Name of medicine ()
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.? ()

(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 ()

**3. Other Medical Issues/Conditions**

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

--

* Are you pregnant?

☐ No	☐ Yes: 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 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)

2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

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

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

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



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

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

DECLARATION (to be signed by the Applicant)

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

By Applicant

Date
Name and Title/Position
Signature

Fwd: Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 22 Jun 2026 11:30:51 AM +0530

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

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

From: ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance
<chourasia.anil@nic.in>

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

60

Cc: "Vijay Upadhyaya" <vs.upadhyay@gov.in>, "bapalahema ID" <bapalahema.id@jica.go.jp>

Date: Mon, 22 Jun 2026 11:13:57 +0530

Subject: Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan

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

Sir/Madam,

Please find attachment regarding **Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan**, for information and necessary action.

With regards,

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

2 Attachment(s)

13-7-26-final.pdf
1.7 MB

★【2026年2月版】_Applicatio...
212.9 KB

No.13/7/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

Kartavya Bhavan-1, New Delhi,
Dated the 22nd June, 2026.

TRAINING CIRCULAR

Subject:- Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan.

The Government of Japan has invited nominations for **Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan** under the Technical Assistance Programme with India. The programme is intended mid-career-officer who belong to Ministry of Industry, Ministry of Science/Technology/Innovation, Ministries for Special Zone Policy, Financial Institution (Development Bank etc.), Research or Higher Education Institutions, Universities etc. 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**.

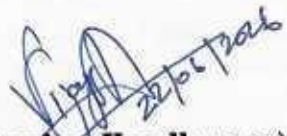
5. **Application Form complete in all respects should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 20.07.2026 positively at the following address:-**

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 - 2401 2871,
Email- **vs.upadhyay@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, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

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


(Vijay Shankar Upadhyaya)
 Under Secretary to the Govt. of India
 Tele: 2401 2871

1. Joint Secretary(Admn.), Ministry of Heavy Industry, Udhog Bhavan, New Delhi.
2. Joint Secretary(Admn.), Ministry of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi.
3. Joint Secretary (Admn.), Deptt. of Financial Services, Parliament Street, New Delhi.
4. Joint Secretary (Admn.), Department of Higher Education, Shastri Bhavan, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.
7. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

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



Online



Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Development and Promotion of New Industries through Accelerating Innovation

課題別研修「イノベーション促進による新産業の創造・振興」



Course Number: 202515024J001

Course Period: September 8- October 10, 2026

Online: September 8- September 18, 2026

Program in Japan: September 23- October 10, 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.

「 How can we accelerate innovation with playing important as an “intermediate”?

Gain insight to an essence of
sustainable regional development
more practical, more interactive,
more inspirational from the
experiences of Japan.



Outline



This program is designed for mid-career-officers from public organizations responsible for creation and promotion of new industries and the development of business environment.

Through this program, the participants' knowledge on issues related with the new industry creation through innovation and its situation in Japan will be identified. Moreover, the possibility of collaboration among participants across the countries will be discussed. By the end of this course, concrete plans for co-creation with participants' countries will be recognized and presented.



The sessions will be held online and in Japan, and will include self-study and discussion with participants from other countries.

All sessions are carried out in English.

The period of the program is from September 8 to 18, 2025 (Online), and from September 23 to October 10, 2026 (in Japan).

Course Capacity: 14 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.” JICA believes that this ‘Knowledge Co- Creation Program’ will serve as a foundation of mutual learning process.

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For What?

Background

For the creation and promotion of new industries, the participants in the program will learn concrete initiatives and issues tackled and pursued in different sector; industry, government, academia, finance in each perspective with focusing on “health care” and “GX (decarbonization)” issues particularly emphasized in Kansai region, in order to prepare practical action plan appropriate to situation and environment in participants’ home countries.

Objectives

Knowledge related to creation/promotion of new industries and business environment reform through the promotion of innovation will be accumulated. The necessary initiatives for creation/promotion of new industries suited to the situation and environment in the home country will be recognized, and the ability to conduct practical activities will be improved.



To Whom?

Job Areas and Organizations

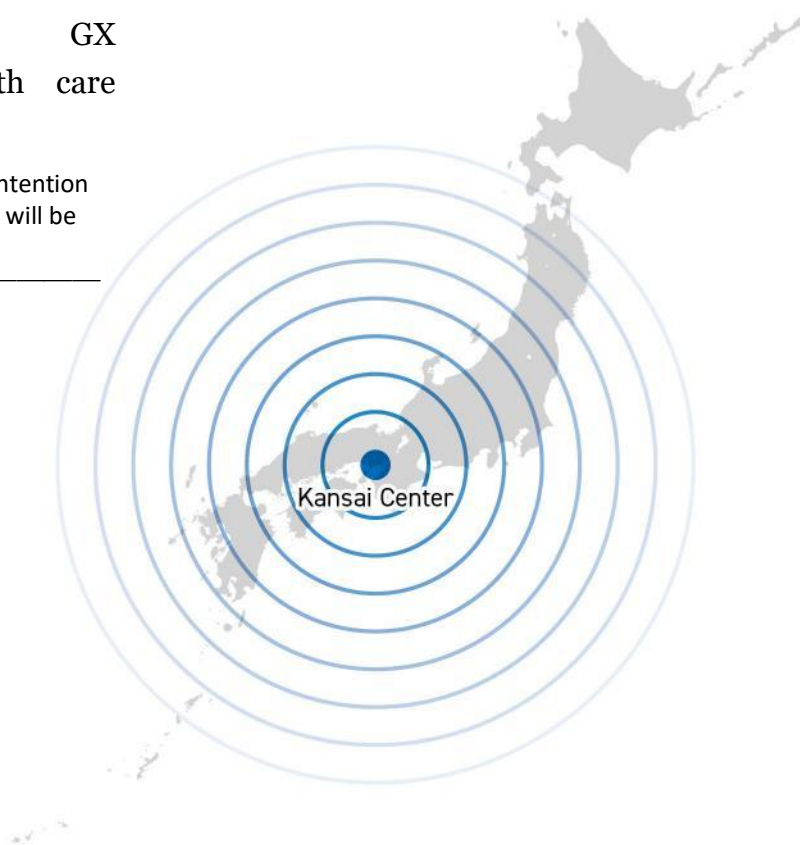
This program is offered to mid-career-officer who belong to Ministry of Industry, Ministry of Science/Technology/Innovation, Ministries for Special Zone Policy, Financial Institution (Development Bank etc.), Research or Higher Education Institutions, Universities etc. *Officers engaged in GX (decarbonization) and health care sector are recommended.

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

Targeted Countries

Azerbaijan, Bangladesh, India, Indonesia, Jordan, Malaysia, Mongolia, Pakistan, Panama, Republic of the Congo, Serbia, Tanzania, Thailand, Uganda

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



When?

Online Program Period



From September 8 to September 18, 2026

Program in Japan



September 23- October 10, 2026

Where?

This course is carried out online in the first and second week, organized by JICA Kansai Center. You will receive essential reading materials for your self-study at your office or home. As the online homeroom and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment. For details, see page 13-14.

How?

How to Learn

- Online Self-Study
- Online Interactive Q&A Session

- Lectures
- Field Visits
- Workshops
- Discussions
- Presentations



Language

English

Commitment to the SDGs



Program Structure (Tentative)

*See also the attached schedule in JFY2025 for your reference.

Expected Module Output and Contents

This program consists of the following components. Details on each component are given below:

***Please note that the contents are tentative and may change.**

Modules	Outcome (Subjects/Agendas)	Methodology
(1)	To recognize and share the current situation and challenges in creating/promoting innovation and new industries in their countries.	Presentation, Discussion, Lecture,
(2)	To understand respective perspective through concrete initiatives and approaches taken by government agencies, local governments, economic organizations, companies, research institutions, financial institutions, in order to promote innovation and create and promote new industries in Japan.	Lecture, Discussion Field Visit
(3)	To analyze the role of the participants' institutions in contributing to establish an innovation ecosystem through lectures, discussions, and exchanges of opinions related to Japanese government policies, local government policies, systems, structures, and human resource development efforts.	Lecture, Discussion
(4)	To learn about the role of intermediaries who build human networks to organically link industry, government, academia, and financial sector, and to provide information, particularly their daily and concrete efforts.	Lecture, Discussion, Group Work
(5)	To develop an action plan about activities to promote innovation ecosystem with clarifying the role of participant's country or organization as an intermediary in industry-government-academia-finance collaboration to be played.	Presentation, Group Work, Action Plan



Online Program

Program Orientation & Course Orientation

- Course Details
- Instruction for writing country report

On-Demand Lectures

- Administrative system in Japan
- Social structure in Japan
- Overview of systems, policies, and frameworks for promoting innovation and creating/promoting new industries in Japan
- Outline of Council for Science, Technology and Innovation, "Science, Technology, and Innovation Basic Plan"
- Initiatives to build innovation ecosystem in Japan - development of open innovation system, creation of start-ups from universities and other institutions, human resource development, etc.
- Initiatives to promote life science in Japan
- Initiatives to realize the GX in Japan
- Japan's international environmental cooperation for sustainable development.
- Support for innovation promotion and new industry creation by regional financial institution/bank
- Outline of the Special Zone System
- Osaka Prefecture's Efforts in National Strategic Special Zones, Comprehensive Special Zones, and Special Zones for Structural Reform
- Hydrogen-related Initiatives of Osaka City
- Osaka City's Partnerships with Overseas for a Decarbonized Society

On-Line Session & Orientation before Arrival in Japan

- Learning through the KCCP and Challenges for Innovation Promotion by Alumni of the Program
- Q&A Session

Assignment

Country Report

Drafting Country Report including current situations in your country and comparison from the knowledge acquired from essential information for the Japanese lecturers as well as the other participants to understand each other and to facilitate the discussion in the program.

Program in Japan

- Overview of systems, policies, and frameworks for promoting innovation and creating/promoting new industries in Japan - reflection and Q&A session
- Country Report Presentation by Participants
- Initiatives in the Kobe Biomedical Innovation Cluster to Create Innovations in the Health Care (Example of Innovation Creation in Kobe Medical Industry)



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

Development and Promotion of New Industries through Accelerating Innovation
Course No. 202515024J001

Development Project)

- Inspection tour of the latest medical research and development bases of private companies in the Kobe Medical Industry Development Area
- Workshop for learning method for problem analysis logic model formulation
- Innovation promotion in the Kansai region by Kansai Bureau of Economy, Trade and Industry, METI
- Overview of the JCM (Bilateral Crediting Mechanism) and Examples of Initiative
- Promoting Innovation in Kyoto through Industry-Academia-Public Collaboration
- Initiatives by Public Research Institutes to Support Innovation Creation from a Technological Perspective
- Site Visit to the International Hub for Future Medicine "Nakanoshima Qross"
- Innovation Promotion and the Creation and Promotion of New Industries by Economic Organization
- Initiatives by private companies to realize a decarbonization ecosystem in Kansai region
- Initiatives to support new businesses and start-ups in Japan
- Initiatives for Creating University-oriented start-ups
- Building an innovation ecosystem through public-private partnerships and efforts to promote incubation
- Case studies of start-up companies that leverage support from local governments to innovate Presentation of Action Plan



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

Development and Promotion of New Industries through Accelerating Innovation
Course No. 202515024J001

Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
 - (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
-

2. Nominee Qualifications

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

【Remarks】

Gender: 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:** Personnel with work experience in innovation promotion and the planning and implementation of policies and measures for Creation/promotion. (Preferably for personnel with relevant work experience or responsibilities in the GX (decarbonization) or health care sectors)



- 2) Experience in the Relevant Field: have at least 5 years of experience in the field of innovation promotion and the planning and implementation of policies and measures for creation/promotion.
- 3) Educational Background: be a graduate of university
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Technical Requirements :
 - a Technology Proficiency
 - Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
 - Online course is delivered using the following services, Web Conferences (Teams), Cloud Storage (GIGAPOD), and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.
 - b Internet Connection
 - High Speed Broadband Connection (at least 2Mbps).
 - *Internet access charge incurred for this course shall be borne by your organization.
 - c Hardware (Minimum Requirement)
 - Regular access to a computer, either from your home or from your office.
 - Operating System: Windows or Mac OS (Updated version is preferred).
 - Processor: Intel Core 2 Duo or higher; 2GHz or higher
 - Memory: 4GB of RAM or higher
 - Hard Drive Space: 5GB free disk space
 - Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
 - Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
 - d Software (which may be required)
 - Microsoft TEAMS for Meeting.
 - *In case you are using your office computer and use of Teams is not authorized by your IT administrator, please notify JICA at the time of application.



- 6) Health: must be in good health to participate in the program in Japan. Participant's health and safety should be most respected. Pre-existing conditions¹ 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

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.

¹ Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.

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

3. Required Documents for Application

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

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

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

*The following information should be included in the photocopy:

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

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

- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)



JICA Knowledge Co-Creation Program (Group and Region Focus)
Development and Promotion of New Industries through Accelerating Innovation
Course No. 202515024J001

4. Procedures for Application and Selection

(1) Submission of the Application Documents

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

(All required material must arrive at JICA Center in Japan by August 3, 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 August 10 2026.**

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

Country Report -- to be submitted by August 31, 2026

Accepted participants are required to prepare a Country Report. Details will be informed for the accepted participants.

6. Conditions for Participation

The participants of KCCP are required

(1) to strictly observe the course schedule,



JICA Knowledge Co-Creation Program (Group and Region Focus)
Development and Promotion of New Industries through Accelerating Innovation
Course No. 202515024J001

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

1. Organizer (JICA Center in Japan)

- (1) **Center:** JICA Kansai Center (JICA KANSAI)
 - (2) **Program Officer:** FUJII Natsuko (Fujii.Natsuko@jica.go.jp)
SEINO Koichi (Seino.Koichi2@jica.go.jp)
-

2. Implementing Partner

TBD

3. Expenses

The following expenses in Japan will be provided by JICA

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

*Link to the Website:

https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/forparticipants.html

or

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>



4. Pre-departure Orientation

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

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

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>

5. Reference

KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

Website: JICA

English/French/Spanish/Russian

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



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 Kansai Center (JICA Kansai)

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

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

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

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

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

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

HOW TO APPLY**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth			3. Male/Female	
4. Educational Qualifications			5. Date of Entry into Govt. Service	
6. Service to which Officer belongs			7. Date of Regular appointment	
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone : Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				



Application Guideline for the JICA Knowledge Co-Creation Program

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

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

Form	Filled by
Form1. Official Application Form	- To be filled by you and your supervisor* - To be signed by your supervisor - Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions	You
Form5. Terms and Conditions, and Declaration	You

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

Please be advised:

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

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

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

**CHECK LIST before submission:**

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

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

Note for Applicants from Latin American and the Caribbean Countries:

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

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

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

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



Application form for the JICA Knowledge Co-Creation Program:

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

5. Organization

6. Name of the Nominee(s)

1)	3)
2)	4)

7. Confirmation by the organization in charge

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

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

(If necessary) Confirmation by the organization in charge

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

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



Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION

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

1. Reason for nominating the Applicant

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

2. Expectation and Future Plan of Actions

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

By nominator (head of relevant department/division)

Date

Name and
Title/Position

Signature



Application form for the JICA Knowledge Co-Creation Program:

Form3. INDIVIDUAL APPLICATION FORM

*To be filled by Applicant.

1. Course Title: (as shown in the GI)
2. Course Number: (the number as "xxxxxxxxJxxx" shown in the GI)
Attach here
your photo(taken within
the last six months)

Size: 4.5x3.5cm

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

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

Family Name /Surname

First Name

Middle Name

2) Nationality (as shown in the passport)				
3) Sex (for VISA application)	() Male		() Female	
4) Date of Birth	Date	Month (ex. April)	Year	Age (as of the date of the form)

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() No				

*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	☐ National Government ☐ Local Government ☐ Public Enterprise ☐ Private (profit) ☐ NGO/Private (Non-profit) ☐ University ☐ Other : _____	
Number of employees		
Home Page Address		

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

Please mark Yes or No about your status.

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

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

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

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

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

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

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

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

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

4) Language Proficiency (Self-Assessment)

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



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

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

5. Background and Purpose of Application

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

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

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

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



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

By Applicant

Date

Name and
Title/Position

Signature



Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION

(Self-Declaration)

1. Present Medical Status

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

[] No	[] Yes:
	Name of illness (), Name of medicine ()
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.? ()

(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 ()

**3. Other Medical Issues/Conditions**

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

--

* Are you pregnant?

☐ No	☐ Yes: 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 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)
2. All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies') works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
3. The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
4. JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

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

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

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



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

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

DECLARATION (to be signed by the Applicant)

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

By Applicant

Date
Name and Title/Position
Signature

Fwd: Subject : Request for Nomination of Officers for Training Program on Flood Plain Zoning being conducted at National Water Academy, Central Water Commission, Pune during 08-10 July 2026.

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 18 Jun 2026 6:12:47 PM +0530

To "Nandini Paliwal"<secservices@nic.in>,"CEO DJB"<ceodelhi.djb@nic.in>,"Vijay Kumar Bidhuri"<psud@nic.in>

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

From: National Water Academy Pune <nwa.pune@gmail.com>

To: <secretarywrda@gmail.com>, <secy_irrgn@ap.gov.in>, <icadpeshi@gmail.com>, "Secretary WRD"<secretarywrda6@gmail.com>, "WRD, PATNA"<wrda-bih@nic.in>, <secwr@gujarat.gov.in>, "M D Patel (GoG- NWRWS Dept.)"<splsec-nwrws@gujarat.gov.in>, <fcirwr@gmail.com>, <iphmin-hp@nic.in>, "SECRETARY WATER RESOURCE DEPARTMENT"<sec-wrd-jhr@nic.in>, <acs-wr@karnataka.gov.in>, <secytech-wr@karnataka.gov.in>, <acs.wrd@kerala.gov.in>, <secy.wrd@kerala.gov.in>, "Principal Secretary, Water Resources Department"<pswrda@mp.gov.in>, "psecwr wrd"<psecwr.wrd@maharashtra.gov.in>, <sec.cad@maharashtra.gov.in>, <r.alimmei22@gmail.com>, <manipurpsc@live.com>, <secymi.mizo@gmail.com>, "Water Resources Orissa"<wrsec.or@nic.in>, <psi@punjab.gov.in>, <ce-ifc-ngl@nic.in>, <pswrdrj@rajasthan.gov.in>, "Water Resources Department"<wrda.gov23@gmail.com>, <wrdaec@tn.gov.in>, <secy-irg@telangana.gov.in>, <secy.pr.uk@gmail.com>, <iwd.prsecy@gmail.com>, "Secretary iwdept"<secretary.iwdept@gmail.com>, <psecy.wridd-wb@gov.in>, "wridd wb"<wridd.wb@gmail.com>, <secretary.an102@gmail.com>, <hs-chd@nic.in>, <secretary-pwd@ddd.gov.in>, <ceifcd@gmail.com>, "irrigation punjab2018"<irrigation.punjab2018@gmail.com>, <pscsphe@gmail.com>, "Commissioner Secretary Ladakh"<pstocomsecutl@gmail.com>, <secy-home@utl.gov.in>, <secretarywrda@gmail.com>, <enc@cgwrda.in>, <secyirrig-ngl@nic.in>, <secyirrigassam@yahoo.com>, <parampalkaur.sidhu@ias.gov.in>, "Engineer-in-Chief (I), GoAP"<encirrigationap@gmail.com>, <cewrdaitanagar@gmail.com>, <cewrdez@gmail.com>, "C.K. NAMCHOOM CE WRD P&D ARUNACHAL PRADESH"<cewrdaplan@gmail.com>, <cewrda.assam@yahoo.co.in>, <eicheadquarter@gmail.com>, <secy.01wrda@gmail.com>, <osd.encwrda@gmail.com>, <ce-sg-nwrws@gujarat.gov.in>, <hpirrg@rediffmail.com>, <iph-hp@nic.in>, "WRD Jharkhand"<eic2-wrda-jhr@nic.in>, <cehp@rediffmail.com>, <idrvtm@gmail.com>, <encwrda@mp.nic.in>, "Agatha Doreen Blah"<doreenblah@gmail.com>, <mizorammid@yahoo.in>, <eincphedma@rediffmail.com>, <ceifcdnagaland@gmail.com>, "Shri Bhakta Ranjan Mohanty"<eic-wrda@nic.in>, <cewrir@gmail.com>, "ce wr"<ce.wr@rajasthan.gov.in>, "EIC WRD"<eicwrda@gmail.com>, <encgeneralts.irr@gmail.com>, <cetripura@yahoo.co.in>, <hodcamp.id@gmail.com>, <einc.ukirrigation@gmail.com>, <engineerinchiefidup@gmail.com>, <jkirrigationandfloodcontrol@gmail.com>, <enc-wrda@cg.gov.in>, "WRD Jharkhand"<eic1-wrda-jhr@nic.in>, <cs@ap.gov.in>, <cs-arunachal@nic.in>, "Kumar Sanjay Krishna IAS"<cs-assam@nic.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, <cs-goat@nic.in>, <chiefsecretary@gujarat.gov.in>, "Keshni Anand Arora"<cs@hry.nic.in>, "Shri Anil Kumar Khachi"<cs-hp@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "Shri Sukhdev Singh"<cs-jharkhand@nic.in>, <cs@karnataka.gov.in>, <officeofcs@gmail.com>, "Chief Secretary, Government of Kerala"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, <raoms@gov.in>, <cs-mizoram@nic.in>, <csngl@nic.in>, <csmizoram@gmail.com>, "Chief Secretary Odisha"<csori@nic.in>, <cs@punjabmail.gov.in>, <csraj@rajasthan.gov.in>, "Prakash"<cs-skm@hub.nic.in>,

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<pwdpondy@yahoo.com>, "DIO Kavaratti"<kavaratt@nic.in>, <selpwd@gmail.com>,
<director@nio.org>, <ramadass@niot.res.in>, "ramadass niot"<ramadass.niot@gov.in>,
<director@incois.gov.in>, "Director NCESS"<director@ncess.gov.in>, "Dr.Prakash T.N."
<prakash.thirumali@ncess.gov.in>, "hod mw"<hod.mw@gsi.gov.in>

Date: Thu, 18 Jun 2026 17:06:20 +0530

Subject: Subject : Request for Nomination of Officers for Training Program on Flood Plain Zoning being conducted at National Water Academy, Central Water Commission, Pune during 08–10 July 2026.

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

Sir/Madam,

National Water Academy (NWA), Pune, is organizing a specialized Training Program on "Flood Plain Zoning" during 08–10 July 2026.

The Program is designed for officers of Central/State Governments, PSUs, Urban Development Authorities, Disaster Management Authorities, Municipal Corporations and other organizations involved in Flood Plain Zoning and related activities. The training will cover important aspects such as Flood Plain Zoning guidelines, hydrological data preparation, GIS-based spatial analysis, hydraulic modelling, flood inundation mapping, and related case studies.

You are requested to kindly nominate suitable officers of the rank of JE/AE/AEE/EE/SE or equivalent, who are engaged in Flood Plain Zoning and related activities, for participation in the Program.

The detailed brochure and nomination letter are enclosed for ready reference. Nominations may kindly be forwarded to National Water Academy at nwa.mah@nic.in / nwa.pune@gmail.com on or before 01 July 2026.

The nominated officers are also requested to complete their registration through the Google Form link <https://forms.gle/2MAXdMvPK7VmgmBg9>

With regards,

Yours faithfully,

Ankit Dudeja
Director (A&C) & Course Director
National Water Academy
Central Water Commission
Khadakwasla, Pune

Attached : Nomination Call Letter & Brochure

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धन्यवाद,
राष्ट्रीय जल अकादमी,
केन्द्रीय जल आयोग,
जल शक्ति मंत्रालय,
भारत सरकार,
पुणे - 411024
www.nwapune.gov.in

2 Attachment(s)

18/06/2026, 18:55

Fwd: Subject : Request for Nomination of Officers for Training Program on Flood Plain Zoning being conducted at National W...

Brochure_Flood zoning-1.pdf

284.1 KB

Nomi_Let_FPZ 8-10 July 2026...

1.2 MB

Fwd: Subject : Request for Nomination of Officers for Training Program on Flood Plain Zoning being conducted at National Water Academy, Central Water Commission, Pune during 08-10 July 2026.

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 18 Jun 2026 6:12:47 PM +0530

To "Nandini Paliwal"<secservices@nic.in>,"CEO DJB"<ceodelhi.djb@nic.in>,"Vijay Kumar Bidhuri"<psud@nic.in>

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

From: National Water Academy Pune <nwa.pune@gmail.com>

To: <secretarywrdep@gmail.com>, <secy_irrgn@ap.gov.in>, <icadpeshi@gmail.com>, "Secretary WRD"<secretarywrdep@gmail.com>, "WRD, PATNA"<wrdep-bih@nic.in>, <secwr@gujarat.gov.in>, "M D Patel (GoG- NWRWS Dept.)"<splsec-nwrws@gujarat.gov.in>, <fcirwr@gmail.com>, <iphmin-hp@nic.in>, "SECRETARY WATER RESOURCE DEPARTMENT"<sec-wrd-jhr@nic.in>, <acs-wr@karnataka.gov.in>, <secytech-wr@karnataka.gov.in>, <acs.wrd@kerala.gov.in>, <secy.wrd@kerala.gov.in>, "Principal Secretary, Water Resources Department"<pswrdep@mp.gov.in>, "psecwr wrd"<psecwr.wrd@maharashtra.gov.in>, <sec.cad@maharashtra.gov.in>, <ralimmei22@gmail.com>, <manipurpsc@live.com>, <secymi.mizo@gmail.com>, "Water Resources Orissa"<wrsec.or@nic.in>, <psi@punjab.gov.in>, <ce-ifc-ngl@nic.in>, <pswrdep@rajasthan.gov.in>, "Water Resources Department"<wrdepgov23@gmail.com>, <wrdepsec@tn.gov.in>, <secy-irg@telangana.gov.in>, <secy.pr.uk@gmail.com>, <iwd.prsecy@gmail.com>, "Secretary iwdept"<secretary.iwdept@gmail.com>, <psecy.wridd-wb@gov.in>, "wridd wb"<wridd.wb@gmail.com>, <secretary.an102@gmail.com>, <hs-chd@nic.in>, <secretary-pwd@ddd.gov.in>, <ceifcd@gmail.com>, "irrigation punjab2018"<irrigation.punjab2018@gmail.com>, <pscsphe@gmail.com>, "Commissioner Secretary Ladakh"<pstocomsecutl@gmail.com>, <secy-home@utl.gov.in>, <secretarywrdep@gmail.com>, <enc@cgwrdep.in>, <secyirrig-ngl@nic.in>, <secyirrigassam@yahoo.com>, <parampalkaur.sidhu@ias.gov.in>, "Engineer-in-Chief (I), GoAP"<encirrigationap@gmail.com>, <cewrdepitanagar@gmail.com>, <cewrdep@gmail.com>, "C.K. NAMCHOOM CE WRD P&D ARUNACHAL PRADESH"<cewrdepplan@gmail.com>, <cewrdep.assam@yahoo.co.in>, <eicheadquarter@gmail.com>, <secy.01wrdep@gmail.com>, <osd.encwrdep@gmail.com>, <ce-sg-nwrws@gujarat.gov.in>, <hprrg@rediffmail.com>, <iph-hp@nic.in>, "WRD Jharkhand"<eic2-wrd-jhr@nic.in>, <cehp@rediffmail.com>, <idrbtm@gmail.com>, <encwrdep@mp.nic.in>, "Agatha Doreen Blah"<doreenblah@gmail.com>, <mizorammid@yahoo.in>, <eincphedmez@rediffmail.com>, <ceifcdnagaland@gmail.com>, "Shri Bhakta Ranjan Mohanty"<eic-wr.od@nic.in>, <cewrirr@gmail.com>, "ce wr"<ce.wr@rajasthan.gov.in>, "EIC WRD"<eicwrdep@gmail.com>, <encgeneralts.irr@gmail.com>, <cetripura@yahoo.co.in>, <hodcamp.id@gmail.com>, <einc.ukirrigation@gmail.com>, <engineerinchiefidup@gmail.com>, <jkirrigationandfloodcontrol@gmail.com>, <enc-wrd@cg.gov.in>, "WRD Jharkhand"<eic1-wrd-jhr@nic.in>, <cs@ap.gov.in>, <cs-arunachal@nic.in>, "Kumar Sanjay Krishna IAS"<cs-assam@nic.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, <cs-goat@nic.in>, <chiefsecretary@gujarat.gov.in>, "Keshni Anand Arora"<cs@hry.nic.in>, "Shri Anil Kumar Khachi"<cs-hp@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "Shri Sukhdev Singh"<cs-jharkhand@nic.in>, <cs@karnataka.gov.in>, <officeofcs@gmail.com>, "Chief Secretary, Government of Kerala"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, <raoms@gov.in>, <cs-mizoram@nic.in>, <csngl@nic.in>, <csmizoram@gmail.com>, "Chief Secretary Odisha"<csori@nic.in>, <cs@punjabmail.gov.in>, <csraj@rajasthan.gov.in>, "Prakash"<cs-skm@hub.nic.in>,"

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<pwdpondy@yahoo.com>, "DIO Kavaratti"<kavaratt@nic.in>, <selpwd@gmail.com>, <director@nio.org>, <ramadass@niot.res.in>, "ramadass niot"<ramadass.niot@gov.in>, <director@incois.gov.in>, "Director NCESS"<director@ncess.gov.in>, "Dr.Prakash T.N." <prakash.thirumali@ncess.gov.in>, "hod mw"<hod.mw@gsi.gov.in>

Date: Thu, 18 Jun 2026 17:06:20 +0530

Subject: Subject : Request for Nomination of Officers for Training Program on Flood Plain Zoning being conducted at National Water Academy, Central Water Commission, Pune during 08–10 July 2026.

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

Sir/Madam,

National Water Academy (NWA), Pune, is organizing a specialized Training Program on "Flood Plain Zoning" during 08–10 July 2026.

The Program is designed for officers of Central/State Governments, PSUs, Urban Development Authorities, Disaster Management Authorities, Municipal Corporations and other organizations involved in Flood Plain Zoning and related activities. The training will cover important aspects such as Flood Plain Zoning guidelines, hydrological data preparation, GIS-based spatial analysis, hydraulic modelling, flood inundation mapping, and related case studies.

You are requested to kindly nominate suitable officers of the rank of JE/AE/AEE/EE/SE or equivalent, who are engaged in Flood Plain Zoning and related activities, for participation in the Program.

The detailed brochure and nomination letter are enclosed for ready reference. Nominations may kindly be forwarded to National Water Academy at nwa.mah@nic.in / nwa.pune@gmail.com on or before 01 July 2026.

The nominated officers are also requested to complete their registration through the Google Form link <https://forms.gle/2MAXdMvPK7VmgmBg9>

With regards,

Yours faithfully,

Ankit Dudeja
Director (A&C) & Course Director
National Water Academy
Central Water Commission
Khadakwasla, Pune

Attached : Nomination Call Letter & Brochure

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धन्यवाद,
राष्ट्रीय जल अकादमी,
केन्द्रीय जल आयोग,
जल शक्ति मंत्रालय,
भारत सरकार,
पुणे - 411024
www.nwapune.gov.in

2 Attachment(s)

18/06/2026, 18:55

Fwd: Subject : Request for Nomination of Officers for Training Program on Flood Plain Zoning being conducted at National W...

Brochure_Flood zoning-1.pdf

284.1 KB

Nomi_Let_FPZ 8-10 July 2026...

1.2 MB

Fwd: Kind invitation of nominations for the 5 Days Training Programme on " Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at the NIDM Rohini Campus, New Delhi.

Shri Rajeev Verma <csdelhi@nic.in >

Tue, 16 Jun 2026 2:42:05 PM +0530

To "Neeraj Semwal"<divcom@nic.in>,"ddma.delhi"
<ddma.delhi@delhi.gov.in>,"Santosh Vaidya"<pshome@nic.in>,"Nandini Paliwal"
<secservices@nic.in>

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

From: Ms. Gita Sharma NIDM <gita.nidm@nidm.gov.in>

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Date: Tue, 16 Jun 2026 13:55:47 +0530

Subject: Kind invitation of nominations for the 5 Days Training Programme on " Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at the NIDM Rohini Campus, New Delhi.

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

Respected Sir/Madam,

Greetings from the National Institute of Disaster Management, Ministry of Home Affairs, Government of India, New Delhi!

The National Institute of Disaster Management (NIDM) is organizing the 5 days training programme on Training Programme on **Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026** at the NIDM Rohini Campus, New Delhi.

In this regard, it is requested to nominate 2-3 officials (Group-A Pay level according to 7 CPC 10 and above/Group-B pay level 7 to 9)) along with a reserve nominee from your **respective State and UTs** various line departments like **Agriculture & Farmers Welfare, Animal Husbandry and Dairying, Education (Higher Education), Fisheries, Jal Shakti (Water Resources), Labour & Employment, Panchayati Raj, Revenue, Rural Development etc.** in total from your State/UT from any of the above-mentioned departments for this programme.

NIDM will provide boarding and lodging facilities only for outstation participants, while travel costs are to be borne by the respective State/UTs.

It is requested that the nominated participant(s) should proceed for their journey only after receiving a written confirmation via email from the course team at NIDM.

A copy of the invitation letter from the Executive Director, NIDM, along with the Concept Note, Programme Schedule and Nomination Form.

For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in Mob: 9760798654 and Dr. Arkaprabha Sarkar Asst. Professor arkaprabha.nidm@nidm.gov.in Mob: 9711124710

The last date for receiving the nominations is 6th July 2026.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

(Gita Sharma)
Training Assistant,
National Institute of Disaster Management,
Ministry of Home Affairs, Govt. of India,
New Delhi.
Mob: 08851861892

4 Attachment(s)

Invitation letter of Respected C...
686.3 KB

Nomination Form.pdf
423.4 KB

PDNA-TP Schedule.pdf
148 KB

Training Programme on PDNA...
159 KB



मधुप व्यास, भा. प्र. से.

कार्यकारी निदेशक

Madhup Vyas, IAS
Executive Director

राष्ट्रीय आपदा प्रबंधन संस्थान
National Institute of Disaster Management
(गृह मंत्रालय, भारत सरकार)
Ministry of Home Affairs, Govt. of India
प्लॉट नं. 15, ब्लॉक बी, पॉकेट 3,
सेक्टर 29, रोहिणी, दिल्ली - 110042
Plot No. 15, Block B, Pocket 3,
Sector 29, Rohini, Delhi-110042

NIDM/EDRM/PDNA-TP/2026/01

June 12, 2026

Respected Sir / Madam,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a five-day Training Programme on Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at NIDM Campus, New Delhi.

2. The programme is designed to train professionals who can support PDNA processes in States and Union Territories. The course covers the foundations of PDNA, assessment methodologies, sectoral damage and loss assessment, impact assessment, recovery planning, Build Back Better principles, recovery financing, and preparation of PDNA reports.

3. In view of the multidisciplinary nature of PDNAs, it is requested that nominations may kindly be facilitated from officials who are likely to be directly involved in post-disaster assessment and recovery planning. It is particularly requested that the State may nominate (Group-A/Group-B officers):

- One officer from the State Disaster Management Authority (SDMA)/Revenue & Disaster Management Department;
- One officer from the Water Supply and Sanitation/Public Health Engineering Department;
- One officer from the Agriculture/Horticulture/Animal Husbandry Department; and
- One officer from the School Education Department.

4. Preference may be given to Group-A/Group-B officers presently handling disaster management, planning, infrastructure, agriculture, water resources, education, recovery, reconstruction, or related functions and who are expected to contribute to PDNAs and recovery planning in the State.

5. NIDM will host all outstation participants in its campus and provide necessary boarding & lodging facilities, however, no family accommodation is available. Travel arrangements of the nominated officials is to be borne by the respective State Government. The Concept Note and programme schedule are attached herewith.

6. Kindly share the confirmation of the nominations preferably by July 6th, 2025. For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in and contact at +91-9760798654. We look forward to the active participation of your State in strengthening national capacities for post-disaster recovery planning and resilient reconstruction.

With regards,

Yours sincerely,

(Signature)

(Madhup Vyas)

To,

- The Chief Secretaries, States/UTs
(As per the list enclosed)

Encl: As above

आपदा प्रबंधन महाविचार पूरा भारत भागीदार

Chief Secretaries/ Advisors to the Administrators of States & Union Territories (As on 01.05.2026)

SN	State (Headquarters)	Name of the officer	Service (Cadre/ Batch)	E-Mail	Contact
1.	Andhra Pradesh (Amravati)	Shri G Sai Prasad	IAS (AP:1991)	cs@ap.gov.in	0863-2441024
2.	Arunachal Pradesh (Itanagar)	Shri Manish Kumar Gupta	IAS (AGMUT:1991)	cs-arunachal@nic.in	0360-2212595 0360-2212540
3.	Assam (Dispur)	Dr. Ravi Kota	IAS (AM:1993)	cs-assam@nic.in	0361-2261120 0361-2261403
4.	Bihar (Patna)	Shri Pratya ya Amrit	IAS (BH:1991)	cs-bihar@nic.in	0612-2215804 0612-2215085
5.	Chhattisgarh (Raipur)	Shri Vikas Sheel	IAS (CG:1994)	csoffice.cg@gov.in	0771-2221207
6.	Goa (Panaji)	Dr. V. Candavelou	IAS (AGMUT:1997)	cs-go@nic.in	0832-2419402 0832-2419401 0832-2419658
7.	Gujarat (Gandhinagar)	Shri Manoj Kumar Das	IAS (GJ:1990)	chiefsecretary@gujarat.gov.in	07923250301
8.	Haryana (Chandigarh)	Shri Anurag Rastogi	IAS (HY:1990)	cs@hry.nic.in	0172-2740118
9.	Himachal Pradesh (Shimla)	Shri Sanjay Gupta	IAS (HP:1988)	cs-hp@nic.in	0177-2621022 0177-2880714
10.	Jharkhand (Ranchi)	Shri Avinash Kumar	IAS (JH:1993)	cs-jharkhand@nic.in	0651-2400240 0651-2400250
11.	Karnataka (Bengaluru)	Dr. Shalini Rajneesh	IAS (KN:1989)	cs@karnataka.gov.in	080-22252442 080-22092476
12.	Kerala (Tiruvananthapuram)	Dr. A. Jayathilak	IAS (KL:1991)	chiefsecy@keralagov.in	0471-2333147 0471-2518181

13.	Madhya Pradesh (Bhopal)	Shri Anurag Jain	IAS (MP:1989)	cs@mp.nic.in	0755-2441848 0755-2441370
14.	Maharashtra (Mumbai)	Shri Rajesh Aggarwal	IAS (MH:1989)	cs@maharashtra.gov.in	022-22025042 022-22028762
15.	Manipur (Imphal)	Dr. Puneet Kumar Goel	IAS (MN:1991)	cs-manipur@nic.in	0385-2451144
16.	Meghalaya (Shillong)	Dr. Shakil P Ahammed	IAS (AM:1995)	cso-meg@nic.in	0364-2224801
17.	Mizoram (Aizwal)	Shri Khilli Ram Meena	IAS (AGMUT:1993)	cs-mizoram@nic.in	0389-2322411 0389-2322429 0389-2320588
18.	Nagaland (Kohima)	Shri Senti Yanger Imchen	IAS (NL:1991)	csngl@nic.in	0370-2270082 0370-2270076
19.	Odisha (Bhubaneswar)	Smt. Anu Garg	IAS (OD:1991)	csori@nic.in	0674-2534300 0674-2530700
20.	Punjab (Chandigarh)	Shri K.A. Prasad Sinha	IAS (PB:1992)	cs@punjab.gov.in	0172-2740156 0172-2740860 0172-2742459
21.	Rajasthan (Jaipur)	Shri V. Srinivas	IAS (RJ:1989)	csraj@rajasthan.gov.in	0141-2227254
22.	Sikkim (Gangtok)	Shri Ravindra Telang	IAS (SK:1995)	cs-skm@hub.nic.in	03592-202315 03592-202323
23.	Tamil Nadu (Chennai)	Dr. M Sai Kumar	IAS (TN:1990)	cs@tn.gov.in	044-25671555
24.	Telangana (Hyderabad)	Shri K Ramakrishna Rao	IAS (TG:1991)	cs@telangana.gov.in	040-23452620 040-23455340
25.	Tripura (Agartala)	Shri Jitendra Kumar Sinha	IAS (TR:1996)	cs-tripura@nic.in	0381-2413200

26.	Uttar Pradesh (Lucknow)	Shri Shashi Prakash Goyal	IAS (UP:1989)	csup@nic.in	0522-2238212 0522-2221599 0522-2221599
27.	Uttarakhand (Dehradun)	Shri Anand Bardhan	IAS (UD:199 2)	cs-uttaranchal@nic.in	0135-2712100 0135-2712200
28.	West Bengal (Kolkata)	Shri Dushyant Nariala	IAS (WB:1993)	cs-westbengal@nic.in	033-22145858 033-22145047

Union Territories/Administration

SN	State (Headquarters)	Name of the officer	Service (Cadre/ Batch)	E-Mail	Contact
1.	Andaman & Nicobar Islands (Port Blair)	Dr. Chan dra Bhus han Kum ar (Chief Secretary)	IAS (AGMUT:19 95)	cs-andamannicobar@gov.in	03192-233110 03192-234087
2.	Chandigarh	Shri H Rajesh Prasad (Chief Secretary)	IAS (AGMUT:199 5)	cs-chd@chd.gov.in	01722740154
3.	Dadra & Nagar Haveli and Daman Diu (Silvasa)	Shri Ankur Garg (Advisor to the Administrator)	IAS (AGMUT:200 3)	devcom-dd@nic.in or advisor-dnh-dd@daman.nic.in	0260-2230700 0260-2230775
4.	Del hi (De lhi)	Shri Rajeev Verma (Chief Secretary)	IAS (AGMUT:199 2)	csdelhi@nic.in	011-23392100 011-23392101
5.	Lakshadweep (Kavaratti)	Shri S.B. Deepak Kumar (Advisor to the	IAS (AGMUT:200 5)	lk-advisor@gov.in	04896-262255

Administrator)

6.	Pondicherry	Dr. Sharat Chauhan (Chief Secretary)	IAS (AGMUT:1994)	cs-pondicherry@nic.in cs.pon@nic.in	0413-2335512
7.	Jammu & Kashmir (Srinagar)	Shri Atal Dulloo (Chief Secretary)	IAS (J&K:1989)	cs-jandk@nic.in	0191-2546773
8.	Ladakh (Leh)	Shri Ashish Kundra (Chief Secretary)	IAS (J&K:1996)	chiefsecretary@ladakh.gov.in	01982257560

NOTE : This List is compiled and maintained, by EO (CM), DOP&T, Kartavya Bhavan-03, New Delhi, on the basis of information confirmed from State Cadres/UTs.

DISCLAIMER : Anything contained in this document would not lead to any legal claim on part of any individual for any purpose.

NATIONAL INSTITUTE OF DISASTER MANAGEMENT (NIDM)
Ministry of Home Affairs, Govt. of India, New Delhi

Nomination Form

**Name of the
Programme:**

**Post-Disaster Needs Assessment (PDNA)
from 13-17 July 2026.**

Venue:

NIDM, Rohini, New Delhi.

Name of the Participant: _____

Designation: _____ **Date of Birth** _____

Kindly fill these compulsorily- Level (7 CPC): _____ **Group:** _____ **Pay Band** _____

Name and Address of the Organization: _____

Telephone: STD Code: _____ **Office:** _____ **Residence:** _____

Mobile: _____ **Email:** _____

Blood Group: _____ **Alternative Number:** _____

Expectations from the programme: _____

In what way do you think that this training programme will be useful?

**Accommodation requirement only for outstation participants during the
Training Programme (Required / not required) ?**

Please mention check in and check out date - for outstation participants only:

Date: _____

**Name, Designation and
Signature of the Nominating
Authority**

Venue Address:

National Institute of Disaster Management, Ministry of Home, Affairs, Govt. of India, Plot No. 15, Block-B, Pocket-3, Sector-29 Rohini Delhi-110042. Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in Mob: 9760798654 and Dr. Arkaprabha Sarkar Asst. Professor arkaprabha.nidm@nidm.gov.in Mob: 9711124710

Training Programme on Post Disaster Needs Assessment (PDNA)

13th -17th July 2026

Venue: NIDM, Rohini

(Tentative) Programme Schedule

0930-1000	Registration	NIDM Team
Inaugural Session (Monday): 13.07.2026		
1000-1015	Introduction and Context Setting	Dr. Gagandeep Singh, Assistant Prof., NIDM
1015-1030	Welcome Address	Col. Manoram Yadav, SM, Joint Director, NIDM
1030-1040	Keynote Address	Shri Madhup Vyas, IAS., Executive Director, NIDM
1040-1055	Inaugural Address	Ms Rita Missal, Member, NDMA (TBC)
1055-1100	Group Photograph and Tea	
1100-1115	Pre-training Introduction & Ice Breaking Session	

DAY 1 (13.07.202) Learning Unit 1: Foundations of PDNA and Disaster Recovery Assessment

Time (hrs)	Session Title	Andragogy	Resource Person
1115-1215	Session 1: Introduction to PDNA – Concepts, Evolution, Global Frameworks and Relevance for India	Interactive Lecture & Discussion	Dr. Gagandeep Singh, Assistant Professor, NIDM
1215-1330	Session 2: Damage, Loss, Effects, Impacts and Recovery Needs – Understanding the PDNA Framework	Interactive Lecture & Discussion	Dr. Arkaprabha Sarkar, Assistant Professor, NIDM
1330-1430	Lunch		
1430-1545	Session 3: Institutional Framework for PDNA in India – SDRF/NDRF Norms, Relief Assessment and Recovery Planning	Interactive Lecture & Discussion	Sh. Vivek Coelho, NDMA (TBC)
1545-1600	Tea Break		
1600-1730	Session 4: PDNA Process, Assessment Cycle and Sector Coordination Mechanisms	Interactive Lecture & Discussion	Sh. Vivek Coelho, NDMA (TBC)

DAY 2 (14.07.202) Learning Unit 2: PDNA Methodology and Assessment Processes

Time (hrs)	Session Title	Andragogy	Resource Person
1000-1015	Recap of Day 1	Participant-led	Participants
1015-1145	Session 5: Distinguishing Damage, Loss and Recovery Needs using Indian Disaster Case Studies	Interactive Lecture & Discussion	NIDM Dr. Arkaprabha Sarkar
1145-1200	Tea Break		
1200-1330	Session 6: Baseline Data, Secondary Data Sources, GIS and Remote Sensing Applications in PDNA	Interactive Lecture & Discussion	Dr. Gagandeep Singh
1330-1430	Lunch Break		
1430-1600	Session 7: Field Assessment Methodologies, Sampling Approaches and Digital Data Collection Tools	Interactive Lecture & Discussion	Shri Amit Tandon (TBC)
1600-1615	Tea Break		
1615-1745	Session 8: Cross-cutting Themes in PDNA – Gender, Environment, Climate Change, Disability and Livelihoods	Interactive Lecture	Dr. Ajinder Walia

DAY 3 (15.07.202) Learning Unit 3: Sectoral Damage and Loss Assessment

Time (hrs)	Session Title	Andragogy	Resource Person
1000-1015	Recap of Day 2	Participant-led	Participants
1000-1100	Session 9: Sectoral Assessment DLA, Impact Assessment and Templates (Sector-wise): Education, Water supply and Sanitation, Agriculture	Interactive Lecture	Sector Experts WASH: Sh. Amit Tandon (TBC) Agriculture: Sh. C. P. Mohan (TBC) Education: Sh. Sarbjit Sahota, UNICEF/ Sh. Puthumai Nazarene, ED, Red R India (TBC) NIDM faculty (3)
1100-1115	Tea Break		

1115-1215	Session 10: Group simulation (DLA, Impact Assessment)	Guided exercise	Sector Experts WASH: Sh. Amit Tandon (TBC) Agriculture: Sh. C. P. Mohan (TBC) Education: Sh. Sarbjit Sahota, UNICEF/ Sh. Puthumai Nazarene, ED, Red R India (TBC) NIDM faculty (3)
1215-1315	Session 11: Recovery Needs and Templates (Sector-wise): Education, Water supply and Sanitation, Agriculture	Interactive Session	
1315-1415	Lunch Break		
1415-1515	Session 12: Recovery Needs and Templates (Sector-wise): Education, Water supply and Sanitation, Agriculture	Interactive Session	Sector Experts WASH: Sh. Amit Tandon (TBC) Agriculture: Sh. C. P. Mohan (TBC) Education: Sh. Sarbjit Sahota, UNICEF/ Sh. Puthumai Nazarene, ED, Red R India (TBC) NIDM faculty (3)
1515-1615	Session 13: Group simulation (Recovery Needs Assessment)	Guided exercise	
1615-1630	Tea Break		
1630-1730	Session 14: Presentation and Validation of Sector-wise Assessment Results	Group Presentation & Discussion	Sector Experts

DAY 4 (16.07.202) Learning Unit 4: Impact Assessment, Recovery Needs and Build Back Better

Time (hrs)	Session Title	Andragogy	Resource Person
1000-1015	Recap of Day 3	Participant-led	Participants
1015-1115	Session 13: Structure and Components of a PDNA Report	Lecture and discussion	Dr. Gagandeep Singh
1115-1130	Tea Break		
1130-1300	Session 14: Social and Economic Impact Assessment of Disasters	Interactive Lecture	Prof. Saudamini Das, Institute of Economic Growth (TBC)
1300-1400	Lunch Break		
1400-1530	Session 15: Build Back Better, Resilient Reconstruction and Climate-Resilient Recovery	Lecture-cum-Exercise	Dr. Sekhar Lukose Kuriakose, Member Secretary, KSDMA (ex-officio) Head Kerala SEOC (TBC)
1530-1545	Tea Break		
1545-1715	Session 16: Recovery Financing, Reconstruction Planning and Recovery Framework Development	Case-Based Learning	Dr. Sekhar Lukose Kuriakose (TBC)

DAY 5 (17.07.202) Learning Unit 5: PDNA Report Preparation

Time (hrs)	Session Title	Andragogy	Resource Person
1000-1015	Recap of Day 4	Participant-led	Participants
0945-1130	Session 17: Preparation of Sector Chapters and Consolidated Recovery Framework	Interactive Lecture	Dr. Arkaprabha Sarkar & Dr. Gagandeep Singh
1130-1145	Tea Break		
1145-1300	Session 18: Group Presentations	Group Work	Dr. Gagandeep Singh & Dr. Arkaprabha Sarkar
1300-1400	Lunch Break		
1400-1500	Feedback & Valediction Certificate Distribution		

Training Programme on Post Disaster Needs Assessment (PDNA)

13–17 July 2026 | NIDM Rohini Campus, Delhi

Background

India is highly vulnerable to a wide range of natural hazards including floods, cyclones, earthquakes, landslides, droughts, heat waves, and other hydro-meteorological events. The increasing frequency and intensity of disasters, coupled with rapid urbanization, climate change, and socio-economic vulnerabilities, have resulted in significant losses to lives, livelihoods, infrastructure, and development gains.

In India, PDNA has been applied in several major disasters and is increasingly being recognized as an important tool for evidence-based recovery planning, resilient reconstruction, and risk-informed development. Effective implementation of PDNA requires trained professionals from multiple sectors who can assess damages and losses, analyze socio-economic impacts, estimate recovery needs, and contribute to the preparation of recovery frameworks. Strengthening capacities of government officials and technical professionals is therefore essential for institutionalizing PDNA processes at national and state levels.

In this context, the National Institute of Disaster Management (NIDM) is organizing a five-day National Training Programme on Post Disaster Needs Assessment (PDNA) to enhance the knowledge and practical skills of officials involved in disaster assessment, recovery planning, and reconstruction. The programme has been designed to familiarize participants with the conceptual foundations, methodology, tools, and practical applications of PDNA. It emphasizes damage and loss assessment, sectoral assessment methodologies, social and economic impact analysis, recovery needs estimation, recovery financing, and preparation of PDNA reports.

The training also seeks to build a cadre of professionals capable of contributing to state and district-level PDNA exercises and supporting resilient recovery planning based on the principles of Build Back Better (BBB).

About NIDM

The **National Institute of Disaster Management (NIDM)** was constituted under an Act of Parliament with a vision to play the role of a premier institute for capacity development in India and the region. The efforts in this direction that began with the formation of the National Centre for Disaster Management (NCDM) in 1995 gained impetus with its redesignation as the National Institute of Disaster Management (NIDM) for training and capacity development. Under the Disaster Management Act 2005, NIDM has been assigned nodal responsibilities for human resource development, capacity building, training, research, documentation and policy advocacy in the field of disaster management.

Training Programme on Post Disaster Needs Assessment (PDNA)– Concept Note

Target Group

The programme is designed for officials and professionals who are likely to play a direct role in post-disaster assessment, recovery planning, and reconstruction processes at the national, state, and district levels. Participants may include officers from State Disaster Management Authorities (SDMAs), District Disaster Management Authorities (DDMAs), and key line departments such as Revenue, Town planning, Public Works & Engineering, Water Supply and Sanitation, Agriculture, Horticulture, Animal Husbandry, Irrigation. Following are the target ministries and departments, Agriculture; Jal Shakti; Fisheries; Animal Husbandry & Dairying; Panchayati Raj; Rural Development; Education.

Course Objectives

- To develop a comprehensive understanding of the concepts, principles, methodology, and institutional framework of Post Disaster Needs Assessment (PDNA) for disaster recovery planning in India.
- To strengthen participants' capacities in conducting damage, loss, and disaster impact assessments using standardized PDNA tools, methodologies, and field assessment techniques.
- To enhance skills in sector-specific assessments, particularly in **Education, water supply and sanitation, and agriculture sectors**, including estimation of recovery and reconstruction needs.
- To build competencies in data collection, analysis, and integration of cross-cutting issues such as gender, social inclusion, environment, climate resilience, and Build Back Better (BBB) principles within PDNA processes.
- To enable participants to prepare evidence-based PDNA reports, recovery frameworks, and financing strategies in accordance with national guidelines and emerging recovery financing mechanisms.

Course Schedule

Learning Unit 1: Foundations of PDNA and Disaster Recovery Assessment

- Concepts, evolution and global frameworks of PDNA
- Damage, loss, impacts and recovery needs: key definitions and distinctions
- Institutional framework for PDNA in India and linkages with SDRF/NDRF mechanisms

Learning Unit 2: PDNA Methodology and Assessment Processes

- PDNA process, assessment cycle and sector coordination mechanisms
- Baseline data requirements, secondary data sources, GIS and remote sensing applications
- Field assessment methodologies, sampling techniques and digital data collection tools
- Integration of cross-cutting themes including gender, disability, environment and climate change

Training Programme on Post Disaster Needs Assessment (PDNA)– Concept Note

Learning Unit 3: Sectoral Damage and Loss Assessment

- Sector-specific assessment methodologies for **Education, Water Supply & Sanitation, and Agriculture**
- Estimation of direct damages, indirect losses and recovery needs
- Application of sectoral assessment templates and calculation tools
- Group exercises, validation and presentation of assessment results

Learning Unit 4: Impact Assessment, Recovery Needs and Build Back Better

- Social and economic impact assessment approaches within PDNA
- Recovery needs assessment and prioritization of interventions
- Build Back Better principles and resilient reconstruction strategies
- Recovery financing, reconstruction planning and development of recovery frameworks

Learning Unit 5: PDNA Report Preparation and Recovery Framework Development

- Structure, components and quality standards of a PDNA report
- Preparation of sector chapters and consolidation of assessment findings
- Development of recovery and reconstruction frameworks with financing considerations
- Group preparation and presentation of a simulated PDNA report

Mode of Instruction

The primary language of instruction will be **English**. However, resource persons may use Hindi or local languages based on participants' needs.

Transport, Accommodation, and Food

- **No Course Fee:** The training programme is fully sponsored by NIDM.
- **Boarding & Lodging:** Free accommodation and meals will be provided at NIDM during the course.
- **Travel Costs:** Participants/sponsoring organizations must bear to & fro travel expenses, including local transport.
- **Meals:** Tea and working lunch will be provided during the training.

Evaluation

A dedicated session for **feedback and valediction** will be conducted. Participants will fill out an **evaluation form** to assess the effectiveness of the training.

Attendance & Certification

- Attendance **before and after lunch** is mandatory for certification.
- Participants who complete the programme successfully will receive an official **Certificate of Participation** from NIDM.

Training Programme on Post Disaster Needs Assessment (PDNA)– Concept Note

Training Methods

The training will include a mix of:

- ✓ **Classroom Lectures**
- ✓ **Case Study Discussions**
- ✓ **Group Exercises**

Organizing Team**Patron**

Shri Madhup Vyas, IAS
Executive Director, NIDM
ed.nidm@nic.in

Programme Coordinator

Dr. Gagandeep Singh
Assistant Professor, NIDM
gagandeep.nidm@nic.in

Programme Co-coordinator

Dr. Arkaprabha Sarkar
Assistant Professor, NIDM
arkaprabha.nidm@nic.in

Fwd: Kind invitation of nominations for the 5 Days Training Programme on " Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at the NIDM Rohini Campus, New Delhi.

Shri Rajeev Verma <csdelhi@nic.in >

Tue, 16 Jun 2026 2:42:05 PM +0530

To "Neeraj Semwal"<divcom@nic.in>,"ddma.delhi"
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===== Forwarded message =====

From: Ms. Gita Sharma NIDM <gita.nidm@nidm.gov.in>

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Date: Tue, 16 Jun 2026 13:55:47 +0530

Subject: Kind invitation of nominations for the 5 Days Training Programme on " Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at the NIDM Rohini Campus, New Delhi.

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

Respected Sir/Madam,

Greetings from the National Institute of Disaster Management, Ministry of Home Affairs, Government of India, New Delhi!

The National Institute of Disaster Management (NIDM) is organizing the 5 days training programme on Training Programme on **Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026** at the NIDM Rohini Campus, New Delhi.

In this regard, it is requested to nominate 2-3 officials (Group-A Pay level according to 7 CPC 10 and above/Group-B pay level 7 to 9)) along with a reserve nominee from your **respective State and UTs** various line departments like **Agriculture & Farmers Welfare, Animal Husbandry and Dairying, Education (Higher Education), Fisheries, Jal Shakti (Water Resources), Labour & Employment, Panchayati Raj, Revenue, Rural Development etc.** in total from your State/UT from any of the above-mentioned departments for this programme.

NIDM will provide boarding and lodging facilities only for outstation participants, while travel costs are to be borne by the respective State/UTs.

It is requested that the nominated participant(s) should proceed for their journey only after receiving a written confirmation via email from the course team at NIDM.

A copy of the invitation letter from the Executive Director, NIDM, along with the Concept Note, Programme Schedule and Nomination Form.

For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in Mob: 9760798654 and Dr. Arkaprabha Sarkar Asst. Professor arkaprabha.nidm@nidm.gov.in Mob: 9711124710

The last date for receiving the nominations is 6th July 2026.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

(Gita Sharma)

Training Assistant,

National Institute of Disaster Management,

Ministry of Home Affairs, Govt. of India,

New Delhi.

Mob: 08851861892

4 Attachment(s)

Invitation letter of Respected C...
686.3 KB

Nomination Form.pdf
423.4 KB

PDNA-TP Schedule.pdf
148 KB

Training Programme on PDNA...
159 KB



राष्ट्रीय आपदा प्रबंधन संस्थान
National Institute of Disaster Management
(गृह मंत्रालय, भारत सरकार)
Ministry of Home Affairs, Govt. of India
प्लॉट नं. 15, ब्लॉक बी, पॉकेट 3,
सेक्टर 29, रोहिणी, दिल्ली - 110042
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Sector 29, Rohini, Delhi-110042

मधुप व्यास, भा. प्र. से.
कार्यकारी निदेशक
Madhup Vyas, IAS
Executive Director

NIDM/EDRM/PDNA-TP/2026/01
June 12, 2026

Respected Sir / Madam,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a five-day Training Programme on Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at NIDM Campus, New Delhi.

2. The programme is designed to train professionals who can support PDNA processes in States and Union Territories. The course covers the foundations of PDNA, assessment methodologies, sectoral damage and loss assessment, impact assessment, recovery planning, Build Back Better principles, recovery financing, and preparation of PDNA reports.

3. In view of the multidisciplinary nature of PDNAs, it is requested that nominations may kindly be facilitated from officials who are likely to be directly involved in post-disaster assessment and recovery planning. It is particularly requested that the State may nominate (Group-A/Group-B officers):

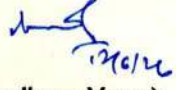
- One officer from the State Disaster Management Authority (SDMA)/Revenue & Disaster Management Department;
- One officer from the Water Supply and Sanitation/Public Health Engineering Department;
- One officer from the Agriculture/Horticulture/Animal Husbandry Department; and
- One officer from the School Education Department.

4. Preference may be given to Group-A/Group-B officers presently handling disaster management, planning, infrastructure, agriculture, water resources, education, recovery, reconstruction, or related functions and who are expected to contribute to PDNAs and recovery planning in the State.

5. NIDM will host all outstation participants in its campus and provide necessary boarding & lodging facilities, however, no family accommodation is available. Travel arrangements of the nominated officials is to be borne by the respective State Government. The Concept Note and programme schedule are attached herewith.

6. Kindly share the confirmation of the nominations preferably by July 6th, 2025. For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in and contact at +91-9760798654. We look forward to the active participation of your State in strengthening national capacities for post-disaster recovery planning and resilient reconstruction.

With regards,

Yours sincerely,

(Madhup Vyas)

To,

- The Chief Secretaries, States/UTs
(As per the list enclosed)

Encl: As above

आपदा प्रबंधन महाविचार पुरा भारत भागीदार

Chief Secretaries/ Advisors to the Administrators of States & Union Territories (As on 01.05.2026)

SN	State (Headquarters)	Name of the officer	Service (Cadre/ Batch)	E-Mail	Contact
1.	Andhra Pradesh (Amravati)	Shri G Sai Prasad	IAS (AP:1991)	cs@ap.gov.in	0863-2441024
2.	Arunachal Pradesh (Itanagar)	Shri Manish Kumar Gupta	IAS (AGMUT:1991)	cs-arunachal@nic.in	0360-2212595 0360-2212540
3.	Assam (Dispur)	Dr. Ravi Kota	IAS (AM:1993)	cs-assam@nic.in	0361-2261120 0361-2261403
4.	Bihar (Patna)	Shri Pratya ya Amrit	IAS (BH:1991)	cs-bihar@nic.in	0612-2215804 0612-2215085
5.	Chhattisgarh (Raipur)	Shri Vikas Sheel	IAS (CG:1994)	csoffice.cg@gov.in	0771-2221207
6.	Goa (Panaji)	Dr. V. Candavelou	IAS (AGMUT:1997)	cs-go@nic.in	0832-2419402 0832-2419401 0832-2419658
7.	Gujarat (Gandhinagar)	Shri Manoj Kumar Das	IAS (GJ:1990)	chiefsecretary@gujarat.gov.in	07923250301
8.	Haryana (Chandigarh)	Shri Anurag Rastogi	IAS (HY:1990)	cs@hry.nic.in	0172-2740118
9.	Himachal Pradesh (Shimla)	Shri Sanjay Gupta	IAS (HP:1988)	cs-hp@nic.in	0177-2621022 0177-2880714
10.	Jharkhand (Ranchi)	Shri Avinash Kumar	IAS (JH:1993)	cs-jharkhand@nic.in	0651-2400240 0651-2400250
11.	Karnataka (Bengaluru)	Dr. Shalini Rajneesh	IAS (KN:1989)	cs@karnataka.gov.in	080-22252442 080-22092476
12.	Kerala (Tiruvananthapuram)	Dr. A. Jayathilak	IAS (KL:1991)	chiefsecy@keralagov.in	0471-2333147 0471-2518181

13.	Madhya Pradesh (Bhopal)	Shri Anurag Jain	IAS (MP:1989)	cs@mp.nic.in	0755-2441848 0755-2441370
14.	Maharashtra (Mumbai)	Shri Rajesh Aggarwal	IAS (MH:1989)	cs@maharashtra.gov.in	022-22025042 022-22028762
15.	Manipur (Imphal)	Dr. Puneet Kumar Goel	IAS (MN:1991)	cs-manipur@nic.in	0385-2451144
16.	Meghalaya (Shillong)	Dr. Shakil P Ahammed	IAS (AM:1995)	cso-meg@nic.in	0364-2224801
17.	Mizoram (Aizwal)	Shri Khilli Ram Meena	IAS (AGMUT:1993)	cs-mizoram@nic.in	0389-2322411 0389-2322429 0389-2320588
18.	Nagaland (Kohima)	Shri Senti Yanger Imchen	IAS (NL:1991)	csngl@nic.in	0370-2270082 0370-2270076
19.	Odisha (Bhubaneswar)	Smt. Anu Garg	IAS (OD:1991)	csori@nic.in	0674-2534300 0674-2530700
20.	Punjab (Chandigarh)	Shri K.A. Prasad Sinha	IAS (PB:1992)	cs@punjab.gov.in	0172-2740156 0172-2740860 0172-2742459
21.	Rajasthan (Jaipur)	Shri V. Srinivas	IAS (RJ:1989)	csraj@rajasthan.gov.in	0141-2227254
22.	Sikkim (Gangtok)	Shri Ravindra Telang	IAS (SK:1995)	cs-skm@hub.nic.in	03592-202315 03592-202323
23.	Tamil Nadu (Chennai)	Dr. M Sai Kumar	IAS (TN:1990)	cs@tn.gov.in	044-25671555
24.	Telangana (Hyderabad)	Shri K Ramakrishna Rao	IAS (TG:1991)	cs@telangana.gov.in	040-23452620 040-23455340
25.	Tripura (Agartala)	Shri Jitendra Kumar Sinha	IAS (TR:1996)	cs-tripura@nic.in	0381-2413200

26.	Uttar Pradesh (Lucknow)	Shri Shashi Prakash Goyal	IAS (UP:1989)	csup@nic.in	0522-2238212 0522-2221599 0522-2221599
27.	Uttarakhand (Dehradun)	Shri Anand Bardhan	IAS (UD:199 2)	cs-uttaranchal@nic.in	0135-2712100 0135-2712200
28.	West Bengal (Kolkata)	Shri Dushyant Nariala	IAS (WB:1993)	cs-westbengal@nic.in	033-22145858 033-22145047

Union Territories/Administration

SN	State (Headquarters)	Name of the officer	Service (Cadre/ Batch)	E-Mail	Contact
1.	Andaman & Nicobar Islands (Port Blair)	Dr. Chan dra Bhus han Kum ar (Chief Secretary)	IAS (AGMUT:19 95)	cs-andamannicobar@gov.in	03192-233110 03192-234087
2.	Chandigarh	Shri H Rajesh Prasad (Chief Secretary)	IAS (AGMUT:199 5)	cs-chd@chd.gov.in	01722740154
3.	Dadra & Nagar Haveli and Daman Diu (Silvasa)	Shri Ankur Garg (Advisor to the Administrator)	IAS (AGMUT:200 3)	devcom-dd@nic.in or advisor-dnh-dd@daman.nic.in	0260-2230700 0260-2230775
4.	Del hi (De lhi)	Shri Rajeev Verma (Chief Secretary)	IAS (AGMUT:199 2)	csdelhi@nic.in	011-23392100 011-23392101
5.	Lakshadweep (Kavaratti)	Shri S.B. Deepak Kumar (Advisor to the	IAS (AGMUT:200 5)	lk-advisor@gov.in	04896-262255

Administrator)

6.	Pondicherry	Dr. Sharat Chauhan (Chief Secretary)	IAS (AGMUT:1994)	cs-pondicherry@nic.in cs.pon@nic.in	0413-2335512
7.	Jammu & Kashmir (Srinagar)	Shri Atal Dulloo (Chief Secretary)	IAS (J&K:1989)	cs-jandk@nic.in	0191-2546773
8.	Ladakh (Leh)	Shri Ashish Kundra (Chief Secretary)	IAS (J&K:1996)	chiefsecretary@ladakh.gov.in	01982257560

NOTE : This List is compiled and maintained, by EO (CM), DOP&T, Kartavya Bhavan-03, New Delhi, on the basis of information confirmed from State Cadres/UTs.

DISCLAIMER : Anything contained in this document would not lead to any legal claim on part of any individual for any purpose.

NATIONAL INSTITUTE OF DISASTER MANAGEMENT (NIDM)
Ministry of Home Affairs, Govt. of India, New Delhi

Nomination Form

**Name of the
Programme:**

**Post-Disaster Needs Assessment (PDNA)
from 13-17 July 2026.**

Venue:

NIDM, Rohini, New Delhi.

Name of the Participant: _____

Designation: _____ **Date of Birth** _____

Kindly fill these compulsorily- Level (7 CPC): _____ **Group:** _____ **Pay Band** _____

Name and Address of the Organization: _____

Telephone: STD Code: _____ **Office:** _____ **Residence:** _____

Mobile: _____ **Email:** _____

Blood Group: _____ **Alternative Number:** _____

Expectations from the programme: _____

In what way do you think that this training programme will be useful?

**Accommodation requirement only for outstation participants during the
Training Programme (Required / not required) ?**

Please mention check in and check out date - for outstation participants only:

Date: _____

**Name, Designation and
Signature of the Nominating
Authority**

Venue Address:

National Institute of Disaster Management, Ministry of Home, Affairs, Govt. of India, Plot No. 15, Block-B, Pocket-3, Sector-29 Rohini Delhi-110042. Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in Mob: 9760798654 and Dr. Arkaprabha Sarkar Asst. Professor arkaprabha.nidm@nidm.gov.in Mob: 9711124710

Training Programme on Post Disaster Needs Assessment (PDNA)

13th -17th July 2026

Venue: NIDM, Rohini

(Tentative) Programme Schedule

0930-1000	Registration	NIDM Team
Inaugural Session (Monday): 13.07.2026		
1000-1015	Introduction and Context Setting	Dr. Gagandeep Singh, Assistant Prof., NIDM
1015-1030	Welcome Address	Col. Manoram Yadav, SM, Joint Director, NIDM
1030-1040	Keynote Address	Shri Madhup Vyas, IAS., Executive Director, NIDM
1040-1055	Inaugural Address	Ms Rita Missal, Member, NDMA (TBC)
1055-1100	Group Photograph and Tea	
1100-1115	Pre-training Introduction & Ice Breaking Session	

DAY 1 (13.07.202) Learning Unit 1: Foundations of PDNA and Disaster Recovery Assessment

Time (hrs)	Session Title	Andragogy	Resource Person
1115-1215	Session 1: Introduction to PDNA – Concepts, Evolution, Global Frameworks and Relevance for India	Interactive Lecture & Discussion	Dr. Gagandeep Singh, Assistant Professor, NIDM
1215-1330	Session 2: Damage, Loss, Effects, Impacts and Recovery Needs – Understanding the PDNA Framework	Interactive Lecture & Discussion	Dr. Arkaprabha Sarkar, Assistant Professor, NIDM
1330-1430	Lunch		
1430-1545	Session 3: Institutional Framework for PDNA in India – SDRF/NDRF Norms, Relief Assessment and Recovery Planning	Interactive Lecture & Discussion	Sh. Vivek Coelho, NDMA (TBC)
1545-1600	Tea Break		
1600-1730	Session 4: PDNA Process, Assessment Cycle and Sector Coordination Mechanisms	Interactive Lecture & Discussion	Sh. Vivek Coelho, NDMA (TBC)

DAY 2 (14.07.202) Learning Unit 2: PDNA Methodology and Assessment Processes

Time (hrs)	Session Title	Andragogy	Resource Person
1000-1015	Recap of Day 1	Participant-led	Participants
1015-1145	Session 5: Distinguishing Damage, Loss and Recovery Needs using Indian Disaster Case Studies	Interactive Lecture & Discussion	NIDM Dr. Arkaprabha Sarkar
1145-1200	Tea Break		
1200-1330	Session 6: Baseline Data, Secondary Data Sources, GIS and Remote Sensing Applications in PDNA	Interactive Lecture & Discussion	Dr. Gagandeep Singh
1330-1430	Lunch Break		
1430-1600	Session 7: Field Assessment Methodologies, Sampling Approaches and Digital Data Collection Tools	Interactive Lecture & Discussion	Shri Amit Tandon (TBC)
1600-1615	Tea Break		
1615-1745	Session 8: Cross-cutting Themes in PDNA – Gender, Environment, Climate Change, Disability and Livelihoods	Interactive Lecture	Dr. Ajinder Walia

DAY 3 (15.07.202) Learning Unit 3: Sectoral Damage and Loss Assessment

Time (hrs)	Session Title	Andragogy	Resource Person
1000-1015	Recap of Day 2	Participant-led	Participants
1000-1100	Session 9: Sectoral Assessment DLA, Impact Assessment and Templates (Sector-wise): Education, Water supply and Sanitation, Agriculture	Interactive Lecture	Sector Experts WASH: Sh. Amit Tandon (TBC) Agriculture: Sh. C. P. Mohan (TBC) Education: Sh. Sarbjit Sahota, UNICEF/ Sh. Puthumai Nazarene, ED, Red R India (TBC) NIDM faculty (3)
1100-1115	Tea Break		

1115-1215	Session 10: Group simulation (DLA, Impact Assessment)	Guided exercise	Sector Experts WASH: Sh. Amit Tandon (TBC) Agriculture: Sh. C. P. Mohan (TBC) Education: Sh. Sarbjit Sahota, UNICEF/ Sh. Puthumai Nazarene, ED, Red R India (TBC) NIDM faculty (3)
1215-1315	Session 11: Recovery Needs and Templates (Sector-wise): Education, Water supply and Sanitation, Agriculture	Interactive Session	
1315-1415	Lunch Break		
1415-1515	Session 12: Recovery Needs and Templates (Sector-wise): Education, Water supply and Sanitation, Agriculture	Interactive Session	Sector Experts WASH: Sh. Amit Tandon (TBC) Agriculture: Sh. C. P. Mohan (TBC) Education: Sh. Sarbjit Sahota, UNICEF/ Sh. Puthumai Nazarene, ED, Red R India (TBC) NIDM faculty (3)
1515-1615	Session 13: Group simulation (Recovery Needs Assessment)	Guided exercise	
1615-1630	Tea Break		
1630-1730	Session 14: Presentation and Validation of Sector-wise Assessment Results	Group Presentation & Discussion	Sector Experts

DAY 4 (16.07.202) Learning Unit 4: Impact Assessment, Recovery Needs and Build Back Better

Time (hrs)	Session Title	Andragogy	Resource Person
1000-1015	Recap of Day 3	Participant-led	Participants
1015-1115	Session 13: Structure and Components of a PDNA Report	Lecture and discussion	Dr. Gagandeep Singh
1115-1130	Tea Break		
1130-1300	Session 14: Social and Economic Impact Assessment of Disasters	Interactive Lecture	Prof. Saudamini Das, Institute of Economic Growth (TBC)
1300-1400	Lunch Break		
1400-1530	Session 15: Build Back Better, Resilient Reconstruction and Climate-Resilient Recovery	Lecture-cum-Exercise	Dr. Sekhar Lukose Kuriakose, Member Secretary, KSDMA (ex-officio) Head Kerala SEOC (TBC)
1530-1545	Tea Break		
1545-1715	Session 16: Recovery Financing, Reconstruction Planning and Recovery Framework Development	Case-Based Learning	Dr. Sekhar Lukose Kuriakose (TBC)

DAY 5 (17.07.202) Learning Unit 5: PDNA Report Preparation

Time (hrs)	Session Title	Andragogy	Resource Person
1000-1015	Recap of Day 4	Participant-led	Participants
0945-1130	Session 17: Preparation of Sector Chapters and Consolidated Recovery Framework	Interactive Lecture	Dr. Arkaprabha Sarkar & Dr. Gagandeep Singh
1130-1145	Tea Break		
1145-1300	Session 18: Group Presentations	Group Work	Dr. Gagandeep Singh & Dr. Arkaprabha Sarkar
1300-1400	Lunch Break		
1400-1500	Feedback & Valediction Certificate Distribution		

Training Programme on Post Disaster Needs Assessment (PDNA)

13–17 July 2026 | NIDM Rohini Campus, Delhi

Background

India is highly vulnerable to a wide range of natural hazards including floods, cyclones, earthquakes, landslides, droughts, heat waves, and other hydro-meteorological events. The increasing frequency and intensity of disasters, coupled with rapid urbanization, climate change, and socio-economic vulnerabilities, have resulted in significant losses to lives, livelihoods, infrastructure, and development gains.

In India, PDNA has been applied in several major disasters and is increasingly being recognized as an important tool for evidence-based recovery planning, resilient reconstruction, and risk-informed development. Effective implementation of PDNA requires trained professionals from multiple sectors who can assess damages and losses, analyze socio-economic impacts, estimate recovery needs, and contribute to the preparation of recovery frameworks. Strengthening capacities of government officials and technical professionals is therefore essential for institutionalizing PDNA processes at national and state levels.

In this context, the National Institute of Disaster Management (NIDM) is organizing a five-day National Training Programme on Post Disaster Needs Assessment (PDNA) to enhance the knowledge and practical skills of officials involved in disaster assessment, recovery planning, and reconstruction. The programme has been designed to familiarize participants with the conceptual foundations, methodology, tools, and practical applications of PDNA. It emphasizes damage and loss assessment, sectoral assessment methodologies, social and economic impact analysis, recovery needs estimation, recovery financing, and preparation of PDNA reports.

The training also seeks to build a cadre of professionals capable of contributing to state and district-level PDNA exercises and supporting resilient recovery planning based on the principles of Build Back Better (BBB).

About NIDM

The **National Institute of Disaster Management (NIDM)** was constituted under an Act of Parliament with a vision to play the role of a premier institute for capacity development in India and the region. The efforts in this direction that began with the formation of the National Centre for Disaster Management (NCDM) in 1995 gained impetus with its redesignation as the National Institute of Disaster Management (NIDM) for training and capacity development. Under the Disaster Management Act 2005, NIDM has been assigned nodal responsibilities for human resource development, capacity building, training, research, documentation and policy advocacy in the field of disaster management.

Training Programme on Post Disaster Needs Assessment (PDNA)– Concept Note

Target Group

The programme is designed for officials and professionals who are likely to play a direct role in post-disaster assessment, recovery planning, and reconstruction processes at the national, state, and district levels. Participants may include officers from State Disaster Management Authorities (SDMAs), District Disaster Management Authorities (DDMAs), and key line departments such as Revenue, Town planning, Public Works & Engineering, Water Supply and Sanitation, Agriculture, Horticulture, Animal Husbandry, Irrigation. Following are the target ministries and departments, Agriculture; Jal Shakti; Fisheries; Animal Husbandry & Dairying; Panchayati Raj; Rural Development; Education.

Course Objectives

- To develop a comprehensive understanding of the concepts, principles, methodology, and institutional framework of Post Disaster Needs Assessment (PDNA) for disaster recovery planning in India.
- To strengthen participants' capacities in conducting damage, loss, and disaster impact assessments using standardized PDNA tools, methodologies, and field assessment techniques.
- To enhance skills in sector-specific assessments, particularly in **Education, water supply and sanitation, and agriculture sectors**, including estimation of recovery and reconstruction needs.
- To build competencies in data collection, analysis, and integration of cross-cutting issues such as gender, social inclusion, environment, climate resilience, and Build Back Better (BBB) principles within PDNA processes.
- To enable participants to prepare evidence-based PDNA reports, recovery frameworks, and financing strategies in accordance with national guidelines and emerging recovery financing mechanisms.

Course Schedule

Learning Unit 1: Foundations of PDNA and Disaster Recovery Assessment

- Concepts, evolution and global frameworks of PDNA
- Damage, loss, impacts and recovery needs: key definitions and distinctions
- Institutional framework for PDNA in India and linkages with SDRF/NDRF mechanisms

Learning Unit 2: PDNA Methodology and Assessment Processes

- PDNA process, assessment cycle and sector coordination mechanisms
- Baseline data requirements, secondary data sources, GIS and remote sensing applications
- Field assessment methodologies, sampling techniques and digital data collection tools
- Integration of cross-cutting themes including gender, disability, environment and climate change

Training Programme on Post Disaster Needs Assessment (PDNA)– Concept Note

Learning Unit 3: Sectoral Damage and Loss Assessment

- Sector-specific assessment methodologies for **Education, Water Supply & Sanitation, and Agriculture**
- Estimation of direct damages, indirect losses and recovery needs
- Application of sectoral assessment templates and calculation tools
- Group exercises, validation and presentation of assessment results

Learning Unit 4: Impact Assessment, Recovery Needs and Build Back Better

- Social and economic impact assessment approaches within PDNA
- Recovery needs assessment and prioritization of interventions
- Build Back Better principles and resilient reconstruction strategies
- Recovery financing, reconstruction planning and development of recovery frameworks

Learning Unit 5: PDNA Report Preparation and Recovery Framework Development

- Structure, components and quality standards of a PDNA report
- Preparation of sector chapters and consolidation of assessment findings
- Development of recovery and reconstruction frameworks with financing considerations
- Group preparation and presentation of a simulated PDNA report

Mode of Instruction

The primary language of instruction will be **English**. However, resource persons may use Hindi or local languages based on participants' needs.

Transport, Accommodation, and Food

- **No Course Fee:** The training programme is fully sponsored by NIDM.
- **Boarding & Lodging:** Free accommodation and meals will be provided at NIDM during the course.
- **Travel Costs:** Participants/sponsoring organizations must bear to & fro travel expenses, including local transport.
- **Meals:** Tea and working lunch will be provided during the training.

Evaluation

A dedicated session for **feedback and valediction** will be conducted. Participants will fill out an **evaluation form** to assess the effectiveness of the training.

Attendance & Certification

- Attendance **before and after lunch** is mandatory for certification.
- Participants who complete the programme successfully will receive an official **Certificate of Participation** from NIDM.

Training Programme on Post Disaster Needs Assessment (PDNA)– Concept Note

Training Methods

The training will include a mix of:

- ✓ **Classroom Lectures**
- ✓ **Case Study Discussions**
- ✓ **Group Exercises**

Organizing Team**Patron**

Shri Madhup Vyas, IAS
Executive Director, NIDM
ed.nidm@nic.in

Programme Coordinator

Dr. Gagandeep Singh
Assistant Professor, NIDM
gagandeep.nidm@nic.in

Programme Co-coordinator

Dr. Arkaprabha Sarkar
Assistant Professor, NIDM
arkaprabha.nidm@nic.in

In-person Singapore Cooperation Programme on "Introduction to National Heat Resilience Planning" from 28th September to 2nd October, 2026 in Singapore

Shri
Rajeev < csdelhi@nic.in >
Verma

ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance < chourasia.anil@nic.in >

Mon, 15 Jun 2026 12:14:55 PM +0530

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

Cc "Vijay Upadhyaya" < vs.upadhyay@gov.in >

Sir/Madam,

Please find attachment regarding **In-person Singapore Cooperation Programme on "Introduction to National Heat Resilience Planning" from 28th September to 2nd October, 2026 in Singapore**, for information and necessary action.

With regards,

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

No.12/29/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

Kartavya Bhavan-I, New Delhi,
Dated the 15th June, 2026.

TRAINING CIRCULAR

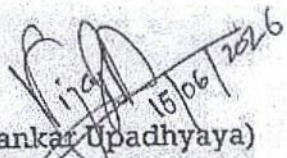
Subject:- In-person Singapore Cooperation Programme on "Introduction to National Heat Resilience Planning" from 28th September to 2nd October, 2026 in Singapore.

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Introduction to National Heat Resilience Planning" from 28th September to 2nd October, 2026 in Singapore under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in policymaking for sustainability and the environment. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is One.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.
3. The course is sponsored by Government of Singapore, which will provide accommodation, local transport, medical insurance and daily allowance. The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:
 - (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/inhrp26>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
 - (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).
5. **Application Form complete in all respects along with check-list should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 17.07.2026 positively at the following address:-**

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -I, New Delhi-110001.
Ph:- 011 - 2401 2871,
Email- vs.upadhyay@nic.in
chourasia.anil@nic.in

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


(Vijay Shankar Upadhyaya)
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Ministry of Environment, Forest and Climate Change, Indira Paryaravan Bhavan, Aliganj, Jorbagh, New Delhi.
2. Joint Secretary (Admn.), Ministry of Power, Shram Shakti Bhavan, New Delhi.
3. Joint Secretary (Admn.), Ministry of Earth & Science, Prithvi Bhawan, Opp. India Habitat Centre Lodhi Road, New Delhi.
4. Joint Secretary (Admn.), NITI Aayog, Sansad Marg, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[<https://dea.gov.in/foreign-training-and-employee-corner>].

Fwd: Training Programs on "Hydrological Modeling using Free Tools" at NWA, Pune during 06 – 10 July 2026 – Nominations – reg.

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 22 Jun 2026 1:22:04 PM +0530

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

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

From: National Water Academy Pune <nwa.pune@gmail.com>

To: <cs@ap.gov.in>, <cs-arunachal@nic.in>, "Kumar Sanjay Krishna IAS" <cs-assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, <cs-go@nic.in>, <chiefsecretary@gujarat.gov.in>, "Keshni Anand Arora" <cs@hry.nic.in>, "Shri Anil Kumar Khachi" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, <cs@karanataka.gov.in>, <officeofcs@gmail.com>, "Chief Secretary, Government of Kerala" <chiefsecy@kerala.gov.in>, "cs" <cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, <raoms@gov.in>, <cs-mizoram@nic.in>, <csngl@nic.in>, <csmizoram@gmail.com>, "Chief Secretary Odisha" <csori@nic.in>, <cs@punjabmail.gov.in>, <csraj@rajasthan.gov.in>, "Prakash" <cs-skm@hub.nic.in>, <cs@tn.gov.in>, <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY GoUP" <csup@nic.in>, <chiefsecyuk@gmail.com>, "chief secretary" <cs-uttarakhand@nic.in>, "cs-westbengal" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, <administrator-dd@gov.in>, "Praful Patel" <lk-admin@nic.in>, "Shri Vijay Kumar Dev" <csdelhi@nic.in>, "Chief Secretary CS, Puducherry" <cs.pon@nic.in>, <adviser-lg-ladkah@gov.in>

Date: Mon, 22 Jun 2026 13:09:18 +0530

Subject: Training Programs on "Hydrological Modeling using Free Tools" at NWA, Pune during 06 – 10 July 2026 – Nominations – reg.

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

Sir/Madam,

A training programme on "Hydrological Modeling using Free Tools" is being organized at the National Water Academy, Pune, Central Water Commission, during 06 - 10 July 2026. The detailed programme brochure and call letter is enclosed. It is requested that the nominations of officers may be sent in the format given in the brochure to the National Water Academy at the email

IDs nwa.pune@gmail.com / directorrm-nwa@gov.in so that they may avail the benefit of this programme. Please send your nominations on or before 30.06.2026. Confirmation of acceptance of nominations will be published on our website <http://nwapune.gov.in> on 01.07.2026.

Nominated participants are requested to register themselves through the Google Form also using the link <https://forms.gle/5J3TL8BwJa4dbepf9>

Thanks & Regards
Kumar Kushal
Director, NWA, Pune

धन्यवाद,
राष्ट्रीय जल अकादमी,
केन्द्रीय जल आयोग,
जल शक्ति मंत्रालय,
भारत सरकार,
पुणे - 411024
www.nwapune.gov.in

2 Attachment(s)

Brochure_Hydrological modeli...
252.3 KB

Hydrological modelling call lett...
1.2 MB

**Training Program on
Hydrological Modeling using Free Tools
(06 - 10 July 2026)
NOMINATION FORM**

Name (in capitals):
Designation:
Organization:
Responsibilities (in
brief):
Full Postal Address

Tel Nos (with STD Code):
Email:
Mobile
Whether require accommodation? YES / NO

Date: (Signature of the Participant)
SPONSORING AUTHORITY

Full Postal Address

Tel Nos (with STD Code):
Email :
Mobile
Date (Signature and Seal)

Completed Registration Form may be sent by email:
nwa.pune@gmail.com / directorm-nwa@gov.in



**Government of India
Ministry of Jal Shakti
Department of Water Resources,
River Development & Ganga Rejuvenation
Central Water Commission**



**Training Program on
Hydrological Modeling using Free Tools
(06 - 10 July 2026)**



**Organized by
National Water Academy, CWC, Pune**

INTRODUCTION AND OBJECTIVE

The training program on “Hydrological Modeling using Free Tools” is designed to enhance the technical capacity of participants in the field of water resources planning and management. With increasing challenges such as climate variability, flood risks, and sustainable water utilization, hydrological and hydraulic modeling has become essential for informed decision-making. This program provides a comprehensive understanding of watershed processes by integrating GIS, Remote Sensing, and modeling tools such as QGIS, HEC-HMS, and HEC-RAS. Participants will gain hands-on experience in catchment delineation, land use analysis, rainfall-runoff modeling, and river system simulations. The use of open-access data and free software makes the techniques practical and easily adoptable in real-world applications. The course emphasizes both conceptual clarity and practical skills, enabling participants to independently carry out hydrological assessments. Overall, the program aims to strengthen analytical capabilities and promote the use of modern tools for efficient water resources management and disaster mitigation.

PROGRAM CONTENT

- Overview of Remote Sensing, GIS & Hydrological Modeling
- Open access satellite imageries and data sources, Demonstration of downloading open access data - Hands-on
- QGIS: Working with Tabular, Vector, and Raster Data, Basic Spatial Analysis
- Hydro-processing of DEM & Catchment Delineation
- Land use Land cover Classification using QGIS
- Hydrological Modeling of Watershed using HEC-HMS
- Hydraulic Modeling of River System using HEC-RAS

PROGRAM FEE

There is no program **fee for participants from Central and State Govt. departments.** Charges for participants from various categories are as below:

Category	Description	Fee per participant
A.	Central/State/Local Government Depts. including their autonomous bodies:	Nil
B.	'Not for Profit' Central and State PSUs	Nil
C.	Recognized academic institutions, NGOs	1500/-
D.	Central and State Public Sector Undertakings	10,000/-
E.	Private Companies, individuals	15,000/-

- *Discounts applicable: (a) 50% for PSUs of MoJS i.e. WAPCOS & NPCC (no group discount); (b) For others – 20% discount for 3-4 participants; 30% discount for 5 or more participants from the same organization.*

PAYMENT

Course fee Payment is accepted through Online/ Demand Draft without deducting any TDS. DD drawn in favour of PAO-Ministry of Water Resources payable at Pune or through electronic transfer in the Account No: 11382328092; IFSC Code: SBIN0001904; Account holder name: PAO - Ministry of Water Resources. Receipt for the amount will be issued by NWA

DURATION

The program is for 5 days duration scheduled during 06-10 July 2026. The participants are expected to reach NWA by the evening of 05 July 2026 and should plan to leave only after 1900 Hrs. 10 July 2026.

VENUE: National Water Academy, CWC, Pune-Sinhagad Road, Khadakwasla, Pune – 411024

TARGET GROUP

This training course is intended to all the Water Resource Professionals from Central and State Water Resources and Irrigation Departments, and other interested stakeholders

RESOURCE PERSONS The resource persons for the program would be subject experts from CWC, NIH etc.

HOW TO APPLY

- The authorities of Central Govt./State Govt./PSUs/ Private Organizations/Consultants/Academia etc. are requested to send nominations of their officers/personnel in the Nomination form given in the brochure through email to nwa.pune@gmail.com / kumar.kushal@gov.in . The last date of sending nomination is **30.06.2026**. The nominated officers/personnel are requested to start their journey for the program only after confirmation of their nomination. The accepted nominations will for displayed on NWA's website on **01.07.2026** in the evening.

- All nominated and interested participants shall register in the Google form given at: <https://forms.gle/5J3TL8BwJa4dbepf9>

- All participants whose nominations are accepted by the NWA, Pune will now be required to register on e-learning platform of NWA i.e. <https://elearning.nwapune.co.in>. After completing the registration & login to the e-learning website of NWA, they are also required to enroll themselves for the program “**Hydrological Modeling using Free Tools**” scheduled during 06 - 10 July 2026. The enrollment key will be shared with the participants after their nomination is confirmed by NWA. The links for various activities of the training program as well as the presentation material will be made available on this platform.

ACCOMODATION

The trainee officers would be accommodated in NWA hostel on applicable payment basis. Lodging & boarding charges as per government rates (about Rs.275/- per person per day) will have to be borne by the participants. Working Lunch during the training program will be provided by NWA, CWC Pune. Participants from CWC will be provided with free lodging & boarding facilities. Other participants will have to bear breakfast, evening snacks and dinner charges, as applicable. Airport/ Railway station pickup/drop will also have to be arranged by the trainee officers themselves.

WEATHER

In July, Pune experiences a little warm but pleasant weather. The average maximum temperature during the day ranges from 30 to 35 degrees Celsius, while the average minimum temperature at night ranges from 22 to 25 degrees Celsius.

CONTACT

For sending nominations or for any information about this program, please contact:
Shri Kumar Kushal, Director & Course Director
National Water Academy, CWC, Khadakwasla R S, Pune – 411 024
Mobile: # 9102303213;
Email: nwa.pune@gmail.com ; directorm-nwa@gov.in



भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं
गंगा संरक्षण विभाग
केंद्रीय जल आयोग,
राष्ट्रीय जल अकादमी



Government of India
Ministry of Jal Shakti
Dept of Water Resources,
River Development & GR
Central Water Commission
National Water Academy



फाइल संख्या: T-980119/9/2026-NWA

दिनांक: 19.06.2026

प्रति,

1. Chairman, CWC, New Delhi
2. All CWC Regional Offices
3. Principal Secretary / Chief Secretaries / Engineer-in-Chief, State WRD
4. Central Organisations
5. Private Organisations

विषय: राष्ट्रीय जल अकादमी पुणे में , “Hydrological Modeling using Free Tools” विषय पर 06 - 10 जुलाई 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन - नामांकन के संदर्भ में ।

महोदय/ महोदया,

केन्द्रीय जल आयोग, राष्ट्रीय जल अकादमी पुणे में , “Hydrological Modeling using Free Tools” विषय पर 06 - 10 जुलाई 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन किया जा रहा है। विस्तृत ब्योरा सहित कार्यक्रम विवरणिका (**Program Brochure**) भी संलग्न है। इस प्रशिक्षण कार्यक्रम के लिए मुख्य विवरण नीचे दिए गए हैं:

कार्यक्रम का नाम	अवधि और दिन	नामांकन प्राप्ति की अंतिम तिथि	प्रतिभागियों की प्रोफाइल
Hydrological Modeling using Free Tools	06 - 10 जुलाई 2026 (5 days)	30.06.2026 Tuesday	Water Resource Professionals from Central and State Water Resources and Irrigation Departments, and other interested stakeholders

यह अनुरोध है कि इस कार्यक्रम से लाभ उठाने हेतु अधिकारियों के नामांकन विवरणिका में दिए गए प्रारूप में भरकर राष्ट्रीय जल अकादमी की ईमेल आईडी nwa.pune@gmail.com / directorrm-nwa@gov.in में भेजें। नामांकित प्रतिभागियों से अनुरोध है कि वे पहले <https://forms.gle/5J3TL8BwJa4dbepf9> लिंक के माध्यम से Google फॉर्म में अपना पंजीकरण कराएं। प्रतिभागियों के लिए शुल्क की जानकारी संलग्न कार्यक्रम विवरणिका में दी गई है। नामांकनों की स्वीकृति की पुष्टि हमारी वेबसाइट <http://nwapune.gov.in> पर 01.07.2026 को प्रकाशित की जाएगी।

संलग्न: कार्यक्रम विवरणिका

भवदीय

Digitally signed by

Kumar Kushal

Date: 22-06-2026

10:44:40

कुमार कुशल

निदेशक

प्रतिलिपि सूचनार्थ:

1. Training Dte., CWC, New Delhi
2. SM Ste., CWC, New Delhi
3. DD (IT & GIS), NWA, Pune



भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं
गंगा संरक्षण विभाग
केंद्रीय जल आयोग,
राष्ट्रीय जल अकादमी



Government of India
Ministry of Jal Shakti
Dept of Water Resources,
River Development & GR
Central Water Commission
National Water Academy



File No. T-980119/9/2026-NWA

Dated: 19.06.2026

To,

1. Chairman, CWC, New Delhi
2. All CWC Regional Offices
3. Principal Secretary / Chief Secretaries / Engineer-in-Chief, State WRD
4. Central Organisations
5. Private Organisations

Sub: **Training Programs on "Hydrological Modeling using Free Tools" at NWA, Pune during 06 – 10 July 2026 – Nominations – reg.**

Sir /Madam,

A training programme on "Hydrological Modeling using Free Tools" is being organized at the National Water Academy, Pune, Central Water Commission, during 06 - 10 July 2026. The detailed programme brochure is also enclosed. The main details of this training programme are given below:

Name of the Program	Duration & Days	Last date of receipt of nomination/s	Participants' Profile
Hydrological Modeling using Free Tools	06 – 10 July 2026 (5 days)	30.06.2026 Tuesday	Water Resource Professionals from Central and State Water Resources and Irrigation Departments, and other interested stakeholders.

It is requested that the nominations of officers may be sent in the format given in the brochure to the National Water Academy at the email IDs nwa.pune@gmail.com / directorm-nwa@gov.in so that they may avail the benefit of this programme. Nominated participants are requested to first register themselves through the Google Form using the link <https://forms.gle/5J3TL8BwJa4dbepf9>. Information regarding the fee for participants is given in the enclosed programme brochure. Confirmation of acceptance of nominations will be published on our website <http://nwapune.gov.in> on 01.07.2026.

Yours faithfully,

Encl.: Program Brochure

Sd/-
Kumar Kushal
Director

Copy to:

1. Training Dte., CWC, New Delhi
2. SM Ste., CWC, New Delhi
3. DD (IT & GIS), NWA, Pune