



North Block, New Delhi-1  
Dated the 16<sup>th</sup> March 2011.

TRAINING CIRCULAR

Su-Secy (Trg.)  
30-3-11

Subject: Workshop on Strengthening Negotiation Capabilities of Senior Officers from Developing Countries in Commonwealth (Asia) to be held at INTAN, Bukit Kiara, Kuala Lumpur Malaysia from 6<sup>th</sup> to 17<sup>th</sup> June 2011 (12days)

The undersigned is directed to state that the Commonwealth Secretariat has invited applications for the above training programme to be held at the National Institute of Public Administration (INTAN), Bukit Kiara, Kuala Lumpur Malaysia from 6<sup>th</sup> to 17<sup>th</sup> June 2011. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

29-03-11  
Secy (Trg & PA)

2. The workshop aims for the participants to identify strategies, tactics and practices to enable their organizations to improve and engage in effective negotiations; and exchange experiences and promote the dissemination of skills and knowledge on effective negotiations.

W.M.

3. The programme is primarily designed for Senior Officials of key public sector ministries who are currently engaged or likely to be involved in the near future in a wide range of public sector negotiations (bilateral and multilateral, organization, project and donor agencies) ; The candidates should be proficient in spoken and written English; and be below 55 years of age.

30-3-11  
D.S. (Trg.)

4. Selected applicants will receive the commonwealth Fund for Technical Cooperation award. The award covers Course registration fees; boarding and lodging/ small per diem (out of pocket allowance); programme delivery and training materials; local transportation and field tours and site visits. The nominating government will bear the return airfare; expenses incidental to travel abroad such as visas, passport, medical/travel insurance cover, travel injections, airport fees and transport to and from airport; and compensation in the event of death, disability or illness. **The forwarding authority should specifically undertake to bear the cost of participant's above expenditure. Applications received without such an undertaking will not be considered.**

A  
2013

S.P. Singh

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the Commonwealth Secretariat's Circular. The Ministries may sponsor the names of only Government/ Public Sector Undertaking functionary.

Basit  
31.3.2011

6. The nomination details should be submitted in the prescribed proformas duly authenticated by the Department concerned along with the requisite enclosures.

Su/Kiran

7. The applications should reach this Department through proper channel **not later than 25<sup>th</sup> April 2011.**

(Raakesh Mishra)  
Desk Officer  
Ph.No. 011-23094575  
e-mail [doeof@nic.in](mailto:doeof@nic.in)

1. The Secretaries, All Ministries/ Departments, Government of India.
2. All State Governments/ Union Territories.
3. Director (Technical), NIC with the request to post the circular along with the enclosed brochure and application proformas on the Department's website





North Block, New Delhi-1  
Dated the 17<sup>th</sup> March 2011.

**TRAINING CIRCULAR**

32-Sey (Trg)  
30-3-11

Subject: **Singapore-Commonwealth Third Country Training Programme - Asia Regional Programme Advanced Certificate in Quality and Productivity Management "Improving Service Quality" to be held in Singapore from 23<sup>rd</sup> May to 3<sup>rd</sup> June 2011 (12 days).**

The Commonwealth Secretariat has offered the above training programme, which is being jointly sponsored by the Ministry of Foreign Affairs, Singapore, under the Singapore Cooperation Programme and the Commonwealth Secretariat. The details of the programmes and the application forms may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

29-3-11  
Secy (Trg & FA)

2. The objective of the Course is to equip the participants with the knowledge and skills in enhancing quality and productivity within the civil service and to support institutional capacity development.

ham  
30-3-11  
D.S. (Trg)

3. The applicants should be mid-level government officials of National Productivity Organizations, public sector organizations or training institutions which are engaged in promoting service delivery and quality; possess at least 5 years working experience in the above field; be proficient in written and spoken English; be below 50 years of age; be in good health and be able to attend the full duration of the course.

30/3  
Spok

4. The Singapore cooperation Programme (SCP) and the Commonwealth Fund for Technical Cooperation (CFTC) will sponsor training fees, hotel accommodation expenses (room and breakfast) while on the programme, a daily training allowance of Forty Singapore Dollars (S\$40) from the first day to the last day of the course, transportation to the course venue and site visits and medical insurance to cover accident and hospitalization expenses in Singapore. Out-patient medical/dental treatment expenses will not be covered under the medical insurance scheme. The participant's nominating authority/ agency will be responsible for the cost of round-trip airfare of the participant and other local and incidental expenses. **They should specifically undertake to bear the cost of participant's above expenditure. Applications received without such an undertaking will not be considered.**

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the Singapore-Commonwealth Circular. The Ministries may sponsor the names of only Government/ Public Sector Undertaking functionary.

Madhu  
31-3-2011

6. The nomination details should be submitted in the prescribed proformas duly authenticated by the Department concerned alongwith the requisite enclosures.

7. The applications should reach this Department through the Administrative Ministry **not later than 13<sup>th</sup> April 2011**. Nominations received after the prescribed date will not be considered. The circular inviting applications for the above training programme is available on this Department's website [persmin.nic.in](http://persmin.nic.in)

Sat/Kiran

(Raakesh Mishra)  
Desk Officer  
Ph.No. 011-23094575  
e-mail- [doeof@nic.in](mailto:doeof@nic.in)

1. The Secretaries, All Ministries/ Departments, Government of India.
2. All State Governments/ Union Territories. [With the request to circulate it amongst the related organizations]
3. Director (Technical), NIC with the request to post the circular along with the Singapore High Commission's circular and the enclosed application Proformas on the Department's website



5175863  
30.3.11

North Block, New Delhi-1  
Dated the 17<sup>th</sup> March 2011.

**TRAINING CIRCULAR**

31-Seq (Trg.)

30-3-11

Subject: **Singapore-Qatar Third Country Training Programme – “Business Excellence: Enhancing Organizational Capability Achieving Service Excellence” to be held in Doha, Qatar from 30<sup>th</sup> May to 2<sup>nd</sup> June 2011 (4 days).**

The Singapore High Commission has offered the above training programme, which is being jointly sponsored by the Ministry of Foreign Affairs, Singapore and the Institute of Administrative Development, Qatar under the Singapore-Qatar Third Country Training Programme and will be conducted by the Civil Service College Singapore at Doha, Qatar from 30<sup>th</sup> May to 2<sup>nd</sup> June 2011. The details of the programme and the application forms may be drawn from Ministry of Personnel, Public Grievances and Pensions website ([persmin.nic.in](http://persmin.nic.in)).

29-03-11

Secy (Trg. SPA)

2. The objective of the Course is to enable the participants to understand the fundamentals of good governance and the public sector change movement, and be able to appreciate the rationale, philosophy and principles of organizational excellence.

3. The course is designed for participants who are of the rank of Deputy Director and above in the Departments relating to Strategic Planning, Corporate Development etc., it is also suitable for decision makers who implement improvement initiatives to bring about a culture of change towards greater productivity and excellence within their organization; be proficient in spoken and written English; be below 50 years of age and be in good health.

Wan

30-3-11

D.S. (Trg.)

4. The Singapore Government will be responsible for the cost of the trainer's fees while the Government of Qatar will bear the cost of the training facilities. The recipient Governments will be responsible for travel arrangements, accommodation and other local and incidental expenses of their participants. The forwarding authority should specifically undertake to bear the cost of participant's above expenditure. Applications received without such an undertaking will not be considered.

A  
20/3

So Ray

5. It is requested that the nomination of the suitable candidates may please be forwarded to this Department in accordance with the eligibility criteria and the terms and conditions of the Singapore High Commission's Circular dated 10<sup>th</sup> March 2011. The Ministries may sponsor the names of only Government/ Public Sector Undertaking functionary.

6. The nomination details should be submitted in the prescribed proformas duly authenticated by the Department concerned alongwith the requisite enclosures.

7. The applications should reach this Department through the Administrative Ministry/State Government's not later than 27<sup>th</sup> April 2011. Nominations received after the prescribed date will not be considered. The circular inviting applications for the above training programme is available on this Department's website '[persmin.nic.in](http://persmin.nic.in)'

Basu  
31.3.2011  
Smt. Karan



(Raakesh Mishra)  
Desk Officer  
Ph.No. 011-23094575  
e-mail- [doeof@nic.in](mailto:doeof@nic.in)

1. The Secretaries, All Ministries/ Departments, Government of India.
2. All State Governments/ Union Territories. [With the request to circulate it amongst the related organizations]
3. Director (Technical), NIC with the request to post the circular along with the Singapore High Commission's circular and the enclosed application Proformas on the Department's website





New Delhi, the 3 March, 2011.

**OFFICE MEMORANDUM**

Subject:- Singapore – Commonwealth TCTP – Advanced Certificate in Quality and Productivity Management from 23 May – 03 June, 2011.

The Commonwealth Secretariat has offered the above-mentioned training programme to be held in Singapore during 23 May -03 June, 2011.

2. The training course is intended for mid-level government officials of the national Productivity Organization or mid-level government officials from public sector organizations or training institutions, who are engaged in promoting service delivery and quality, possess at least 5 years working experience in the above field, nominated by their respective Governments and age below 50 years.

3. Selected applicants will receive the training awards sponsored by the Singapore Cooperation Programme (SCP) and the Commonwealth Fund for Technical Cooperation (CFTC), which include training fees, hotel accommodation expenses (room, breakfast and evening meals) while on the programme and a training allowance of Forty Singapore Dollars (S\$40) per day.

4. Participant's nominating government/agency will be expected to bear the costs of the air fares and other travel related expenses. **They should specifically undertake to bear the cost of participant's round trip airfare, while forwarding the applications. Applications received without such an undertaking will not be considered.**

5. The number of nominations to be sent to this Department may not exceed four or five.

6. The nominations of suitable candidates may be done in accordance with the Department of Economic Affairs' OM No.1/13/03-PMU dated 27.2.2006. The nomination details should be submitted on the following:

1. Prescribed application form
2. DEA's prescribed proforma duly countersigned by the competent authority.

7. Last date for submission: The completed 'application form' should reach this Department not later than **22.4.2011**. Nominations received after the prescribed date will not be considered.

8. The details of the programme and the application form may be downloaded from this Department's Website: [www.finance.nic.in](http://www.finance.nic.in) under "Training Programme".

  
(Arun Prabha)

Under Secretary (PMU & Trg.)

1. All Ministries
2. PM Office.
3. All State Governments.
4. Copy to Guard File for placing it on MoF website.

26- Secy (AP)  
28-3-11

26.3.11  
Secy (AR-734)

Wm  
28/3/11  
DS (AR)

gob  
gob

Kashyap  
29.3.2011  
Sub Khan