


F.No.16/24/2011-PMU  
Ministry of Finance  
Department of Economic Affairs  
PMU & Training Section

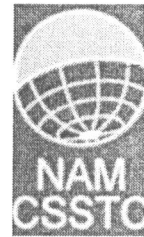
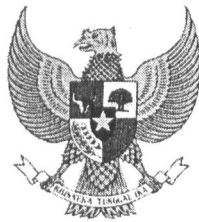
New Delhi, the 9<sup>th</sup> May, 2011.

**OFFICE MEMORANDUM**

**Subject:-** Colombo Plan Training Course on Rural Community – based Microfinance Development for the Colombo Plan / NAM member countries from 19-24 September, 2011, Bali, Indonesia.

The Colombo Plan Secretariat has offered the above-mentioned training course to be held in Indonesia during 19-24 September, 2011.

2. The applicants should be senior or mid-level government officials, officers from chambers of Commerce who deal with microfinance practices either at the policy or operational level, presently engaged in the field of microfinance services with a minimum three years experience in the microfinance field and a Bachelor's Degree or its equivalent, nominated by their respective Governments and age below 45 years.
  3. Participants will be provided with a return air ticket on economy class to Bali, Indonesia, training costs, accommodation and per diem allowance.
  4. The number of nominations to be sent to this Department may not exceed two (one principle and one reserve).
  5. 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.
  6. Last date for submission: The completed 'application form' should reach this Department not later than 23.7.2011. Nominations received after the prescribed date will not be considered.
  7. The details of the programme and the application form may be downloaded from this Department's Website: www.finance.nic.in under "Training Programme".
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(Neelam Vohra)  
Under Secretary (PMU & Trg.)
1. Ministry of Commerce & Industry. *Ministry of Rural Development*
  2. Ministry of Finance (DEA),
  3. Planning Commission.
  4. PM Office.
  5. All State Governments.
  6. Copy to Guard File for placing it on MoF websiste.



**Training Programme on  
Rural Community-based Microfinance Development for the  
Colombo Plan/NAM Member Countries  
19-24 September 2011  
Bali, Indonesia**

**Jointly organized by**

**The Colombo Plan**

**and**

**The Government of the Republic of Indonesia**

**Implemented by**

**Non-Aligned Movement Centre for South-South Technical  
Cooperation (NAM CSSTC)**

## 1. BACKGROUND

### **The Colombo Plan**

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific is a unique inter-governmental organization providing development assistance under the "Planning for Prosperity" motto and the concept of self-help where member countries provide assistance to one another in socio-economic development.

The Colombo Plan was conceived at the Commonwealth Conference on Foreign Affairs held in Colombo, Ceylon (now Sri Lanka) in January 1950 and was established on 1 July 1951 as a cooperative venture for economic and social advancement of the people of South and Southeast Asia. It has grown from the founding group of seven Commonwealth nations - Australia, Britain, Canada, Ceylon, India, New Zealand and Pakistan - to 26 including non-Commonwealth and countries belonging to the Association of South-East Asian Nations (ASEAN) and South Asian Association for Regional Cooperation (SAARC). Current Colombo Plan member countries are Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Fiji, India, Indonesia, Iran, Japan, Republic of Korea, Lao PDR, Malaysia, Maldives, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Papua New Guinea, the Philippines, Singapore, Sri Lanka, Thailand, United States of America and Vietnam.

In December 1977 the Colombo Plan for Cooperative Economic Development in South and Southeast Asia was changed to **The Colombo Plan for Co-operative Economic and Social Development** in Asia and the Pacific, to reflect the expanded geographical composition of its enhanced membership and the scope of its activities. The primary focus of all Colombo Plan activities is human resources development in the Asia-Pacific region.

Over the years, the programme content of the Colombo Plan has been adjusted to respond to the needs of member countries in a fast changing economic environment. In the early years, the training programmes were more of a long-term nature whilst the current programmes are established to provide advance skills and experience sharing, aimed at arriving at the best practices in different fields of economic and social activities for effective policy making and governance.

### **Current Programmes:**

In 1995, the Colombo Plan revitalized its programmes to emphasize on short-term training courses in priority areas and promoting South-South cooperation. The current programmes of the Colombo Plan are in the areas of Public Administration and Environment including post-graduate long-term scholarships, Private Sector Development and drug demand and supply reduction in member countries. In this regard, the Colombo Plan has established four programmes

for capacity building, namely, Drug Advisory Programme, Programme for Public Administration and Environment, Long-term Scholarship Programme and Programme for Private Sector Development.

## **2. THE NON-ALIGNED MOVEMENT CENTRE FOR SOUTH-SOUTH TECHNICAL COOPERATION (NAM CSSTC)**

The Non-Aligned Movement Centre for South-South Technical Cooperation (NAM CSSTC) was established in 1995 as a centre for action and pooling resources as well as a forum for dialogue to attain the development objectives of both NAM member and non-member countries. Its mission is to contribute to the acceleration and enhancement of national development by strengthening and expanding South-South technical cooperation in the context of international development cooperation. Its particular objective is to increase the capacity of developing countries in eradicating poverty and accelerating economic development through technical cooperation.

As an effort to narrow the existing gaps among developing countries, technical assistance has been considered as one of the ways and means of accelerating economic development of the less developed economies. This would include financial and technical assistance, transfer of technology, education and training facilities to improve the quality of human resources and domestic small and medium economies sector.

## **3. TRAINING PROGRAMME ON RURAL COMMUNITY-BASED MICROFINANCE DEVELOPMENT FOR THE COLOMBO PLAN/NAM MEMBER COUNTRIES**

In the light of the economic challenges above and with its well-developed capacity in the field of micro finance, Indonesia has the initiative to promote microfinance as an alternative income-generation mechanism to stimulate the economic growth of developing countries. However, taking into account the close geographical proximity and the importance maintaining a sound regional economy, Indonesia consequently has developed such a mechanism of experience sharing in the Colombo Plan developing member countries.

This endeavor is in line with the Indonesian foreign policy that seeks active participation in promoting and strengthening cooperation among nations to pursue sustainable global prosperity and considers the Colombo Plan as one of its cornerstone. Whereas at a broader level, it is also appropriate to the United Nation's Millennium Development Goals (MDGs) which provide countries around the world with a basic framework of development with less poverty and hunger.

The training programme will promote rural community-based microfinance development as a means to support micro, small and medium enterprises modeled on the Balinese experience. Best practices of rural community-based institutional building which capitalise on microfinance for micro, small and

medium enterprises development will be shared. The Colombo Plan, using the development experience of Indonesia, wishes to share its knowledge and experience in capacity building in microfinance among the Colombo Plan member countries.

#### **4. OBJECTIVE**

The objective of the training programme is to provide the participants with an opportunity to improve their knowledge and skills/techniques in the field of microfinance, in particular, the operational aspects of rural community-based microfinance development. The participants will have the opportunity to exchange ideas, information and experiences among themselves on policy and technical aspects of microfinance development.

#### **5. CONTENTS OF THE TRAINING PROGRAMME**

The training programme would include the following modules:

- Introduction to the Indonesian economic development and microfinance development
- Regulatory and Government support for microfinance development
- Type of microfinance institutions (MFI) in Indonesia
- Introduction to the establishment of rural community-based microfinance: case of rural credit institution (LPD)
- Local Government support to LPD development
- Sociological framework of rural community-based microfinance
- Basic operations of LPD
- MFI network and strategic alliances
- Observatory Visit to LPD traditional village of Kuta Office and its clients

Field study to different financing models will be included in the training programme.

#### **6. Language**

The programme is conducted in English.

#### **7. Duration**

19-24 September 2011 (6 days)

#### **8. Invited Countries**

The Colombo Plan developing member countries.

## 9. Number of Participants

10 participants.

## 10. Admission Criteria

- Senior or mid-level government officials, officers from Chambers of Commerce who deal with microfinance practices either at the policy or operational level.
- Presently engaged in the field of microfinance services with a minimum of three years experience in the microfinance field.
- Have a basic knowledge in Economics or experience in rural community development
- In good health, both physically and mentally, in order to complete the training
- Completed a Bachelor's degree or its equivalent.
- Meet English language requirement.
- Not exceeding 45 years of age.

## 11. Fellowship

The scholarship award will cover:

- A return air ticket on economy class to Bali, Indonesia
- Training costs
- Per diem allowance
- Accommodation

## 12. Airport Transfer

Will be provided by Non-Aligned Movement Centre for South-South Technical Cooperation

## 13. Attire

All participants are required to dress appropriately during the workshop and the study visit.

## 14. Member Country Nominations

Each developing member country is requested to nominate, through the Colombo Plan National Focal Point up to two (2) candidates, one principal and one reserve, by completing the Colombo Plan Application Form. The duly completed nomination forms (two sets) should be forwarded by **1 August 2011** to the Colombo Plan Secretariat to the following address:

The Secretary-General  
Colombo Plan Secretariat  
No. 31, Wijerama Mawatha  
P.O. Box 596

Colombo 07, Sri Lanka

Attn:

Mr. M. Sazali bin Mohd. Zin

Director – Programme for Private Sector Development

Tel: 00 94 11 2684188 (Ext.142)

Fax: 00 94 11 2684386

Email: [mohd.sazali@colombo-plan.org](mailto:mohd.sazali@colombo-plan.org)

For more information contact:

Ms. Devika Karunaratne

Programme Officer- Programme for Private Sector Development

Tel: 94 11 2684188 (Ext.120)

Email: [devikak@colombo-plan.org](mailto:devikak@colombo-plan.org)

**The deadline for the nominations will be strictly observed.**



Please affix  
photograph  
(3cm X 4cm)

## The Colombo Plan –Short Term Training Programme APPLICATION FORM

IMPORTANT: Please fill in **BLOCK CAPITALS**. Do not omit any particulars. Tick (✓) as appropriate.

1. Title of the Training Programme:		
2. Implementing Agency (s) / Cooperating Partner (s):		3. Date of Training (DD/MM/YY):
4. Full Name (as in passport): Underline family name.		5. Gender:
		Male <input type="checkbox"/> Female <input type="checkbox"/>
6. Date of Birth (DD/MM/YY):	7. Country of Birth:	8. Marital Status:
		Single <input type="checkbox"/> Married <input type="checkbox"/>
9. Passport Number:	Place Issued:	Expiry Date:
10. Nationality:	11. Religion:	

Mailing Address & Contact Number						
12. Name of Organization:		13a. Job Title/Position:			13b. Length of Service in current position:	
14. Current Duties and Responsibilities:						
15. Applicant's Office Address:						
16. Office Telephone No:		Telefax:			Official Email:	
Country Code	Area Code	Number	Country Code	Area Code	Number	
17. Home Address:			Telephone No:			Mobile No:
			Country Code	Area Code	Number	Personal Email:
18. Person to be contacted in case of emergency – name, telephone and address:						



19. Have you ever participated in any Colombo Plan training programmes before: YES / NO	
If "Yes", please specify:	
<u>Name of course</u>	<u>Name of Training Institute</u> <u>Year</u>

20. Highest Academic/Professional Qualifications/Year (Please specify when possible):				
School leaving certificate	Graduate (e.g. BA [Hons] Eng)/Subject/Year	Postgraduate (e.g. Masters/PhD)/Subject/Year	Professional Qualification (Pls. specify)/Subject/Year	Others (Pls. specify)

21. Language Proficiency: (Please attach relevant English proficiency certificate e.g. 'O' level, 'A' level, IELTS, TOEFL, University certificate)			
Excellent	Good	Fair	Basic
Mother tongue: _____			

22. Employment Record (previous posts):		
Organization	Previous Job Title/Position	Length of Service in previous position

23. Reasons for applying for the course:

24. Physical Fitness: Please clarify any existing medical condition(s). (Applicants are expected to be medically fit. Female applicants should not be pregnant.)				
Good		Moderate		Poor
I certify that I am medically fit to undertake a course in: _____				

**DECLARATION**

I certify that my statements, to the best of my knowledge, are correct.

If accepted for a training award, I undertake to:-

- (a) Refrain from engaging in political activities, or any form of employment for profit or gain; and
- (b) Return to my home country promptly upon the completion of my course of study or training.

I fully understand that if I am granted a Colombo Plan award, it may be subsequently withdrawn if I fail to comply with the rules and regulations of the Colombo Plan and the host agency/government.

Signature of applicant: ..... Date: .....

**OFFICIAL ENDORSEMENT**

I hereby, certify that all information pertaining to the applicant is accurate.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature of responsible Government Official)

\_\_\_\_\_  
(Designation)

Address of Department/ Ministry:  
\_\_\_\_\_  
\_\_\_\_\_

Official Seal/ Stamp:

Office Telephone number: \_\_\_\_\_

Office Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

**All application forms, should be submitted through the Colombo Plan National Focal Points in invited countries.**

The Colombo Plan Secretariat  
No. 31, Wijerama Mawatha  
Colombo 7 – Sri Lanka  
P.O.Box: 596  
Tel: (94) 2684188, 2694192, 2694183-5  
Fax: (94-11) 2684386  
Website: [www.colombo-plan.org](http://www.colombo-plan.org)

DEA PROFORMA FOR FOREIGN TRAINING

1. Name:
2. Date of Birth:
3. Educational Qualifications:
  - (i) Academic
  - (ii) Technical
4. Contact Nos:
  - (i) Phone number (with STD Code):
  - (ii) Fax number (with STD Code):
5. (i) Service to which officer belongs.
- (ii) Year of appointment/allotment:
- (iii) Present post:
- (iv) Date from which the current post held:
- (v) Details of previous posts held:
- (vi) Details of the posts held which are relevant to the course
6. Relevance of the course to the candidate:
7. Papers etc. published by the candidate:  
(Please attach separate sheet, if necessary)
8. List of training courses attended abroad:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training institution	Source of funding

9. List of training courses attended in India:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training institution	Source of funding

Date:  
Place:

Signature of the Candidate

10. Shri/Smt. \_\_\_\_\_ is cleared/not cleared from Vigilance angle.

Countersigned

Signature of the designated competent authority  
(with office stamp)

Date:  
Place:

No.1/13/03-PMU  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(PMU & Training Division)

New Delhi February 27, 2006

OFFICE MEMORANDUM

Subject: Foreign training courses administered by the Department of Economic Affairs

In supersession of the guidelines issued vide letter of even number dated 5<sup>th</sup> April 2004 and based on the experience gained during the intervening period, the following guidelines are issued regarding the nominations for foreign training programmes being administered by Department of Economic Affairs (DEA).

State Governments may submit their nominations directly to DEA subject to the condition that the nomination should have been approved by the designated competent authority in the State Government. Nominations from Central Ministries/Departments should also be approved by the designated competent authority in the Ministry/Department. Officials nominated should actually be working in the area to which the course relates. PSUs and Autonomous Undertakings of Government should send nominations through the concerned Central Ministries/State Governments. In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees. Sending of piecemeal nominations may please be avoided.

Central Ministries/Deptts./State Governments/Agencies are responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre controlling authority etc. These clearances may be obtained after the candidate is finally selected for the course and before he proceeds on foreign training. However vigilance clearance may be conveyed at the time of sending the nomination to DEA. Nominating State Governments and Central Ministries are informed that in case an officer does not file his/her nominations papers after being duly nominated, he/she will be debarred from any foreign training programme for two years and for officers who fail to attend the said training course after being selected, there will be a debarment of five years.

Nominating State Governments/ Central Ministries should ensure that following instructions on foreign training are duly adhered to: -

Duration of Long Term and Short Term Programmes:

- (i) Training programmes abroad of a duration of six months or more are treated as Long Term;
- (ii) Training programmes abroad of duration of 15 days or more but less than six months are treated as Short Term.

Minimum Service:

Officers should have completed a minimum of 9 years of service on the date of commencement of particular programme. However, in case a foreign Government or university prescribes a different minimum service that would be accepted.

Upper age limit:

Generally for Long Term courses the upper age limit followed is 50 years and for Short Term courses, 55 years at the time of commencement of programme. However, in case where foreign Government/institution prescribes a different upper age limit for a training programme, the same will prevail.

Only one Long Term Programme:

An officer can attend only one long-term training programme in his/her service career.

'Cooling-off condition:

- (i) An officer having attended a foreign training programme of a duration of upto 15 days will be required to complete a 'cooling off' period of two years before such an officer can be considered again for any foreign training;
- (ii) Officers deputed for training abroad of a duration of more than 15 days and upto six months are required to complete a 'cooling off' period of three years for any foreign training;
- (iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for any programme;
- (iv) An officer can attend a maximum of three foreign training programmes of a duration of more than 15 days in his/her career;
- (v) For Seminars/Workshops abroad of up to 2 days, no cooling off would be required. Beyond that the principle applied for training will apply.
- (vi) Project-related training/official visits abroad, are exempted from the provisions of 'cooling off'.

Nomination of SC/ST and Women officers:

Names of suitable officers belonging to SC/ST as well as women officers for training abroad may also be forwarded in sufficient numbers so that due representation can be given to them.

Officers serving under Central Staffing Scheme:

(i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI at the time of nomination, should be recommended for long term training programmes abroad;

(ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases;

(iii) In case of officers whose tenure is due to come to an end more than two months before the commencement of the training programme, the Ministry/Department may sponsor such officers only with the concurrence of the cadre controlling authority concerned. On selection such officers would revert to their Cadre and thereafter proceed on training.

  
(M.F. Farooqui)  
Joint Secretary

To

1. Secretaries of all the Central Ministries/Departments
2. Chief Secretaries of all State Governments

Copy to:

1. Secretary (Department of Personnel) of all State Governments
2. Joint Secretary (Admn./IC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA