

No.F.13/9/2011-PMU & TRG
Ministry of Finance
Department of Economic Affairs
(PMU & Trg. Section)

New Delhi, 14th June, 2011.

TRAINING CIRCULAR

Subject: 'A Seminar on Control of Drug Offence' to be held in Japan from 25th September, 2011 to 8th October, 2011 under the Technical Cooperation Programme of the Government of Japan.

The Government of Japan have offered the above noted training programme. Copies of the training brochure and application forms may be accessed from Finance Ministry website. The Government of Japan will provide round-trip air fare, accommodation allowance and the living allowance.

2. This programme is designed for Drug law enforcement agencies of the Central Government.
3. The number of slot available to India is **one**. The number of nominations to be sent to this Department may not, therefore, exceed **one regular and one reserve**.
4. The nomination of suitable candidates may be done in accordance with the Department of Economic Affairs'O.M.No.1/13/03-PMU, dated 27.2.2006. The nomination details should be submitted on the following:
 - (i) Prescribed Application Form A2A3 together with the medial history questionnaire.
 - (ii) DEA's prescribed proforma – duly countersigned by competent authority.
 - (iii) Country Report
5. Last Date of Submission: The completed 'application form' should reach this Department not later than **12.07.2011**. Nomination received after the prescribed date will not be considered.
6. The details of the programme and the application form may be down loaded from this Department's Website : www.finmin.nic.in under "Training Programme".


(Neelam Vohra)

Under Secretary(Admn. & PMU)

1. Joint Secretary(Admn.), Ministry of Home Affairs, New Delhi
2. Joint Secretary(Admn.). Department of Revenue, NC Board, New Delhi,
3. All State Governments.
4. Joint Secretary (Admn.), Ministry of Health, New Delhi.

✓ Copy to Guard File for placing it on the M.O.F. website under the "Short term courses offered by Japan"



TRAINING AND DIALOGUE PROGRAMS

GENERAL INFORMATION ON
SEMINAR ON CONTROL OF DRUG OFFENCES

集団研修「薬物犯罪取締セミナー」

JFY 2011

<Type: International Dialogue / 類型: 国際対話型>

NO. J11-00691 / ID. 1180706

Phases in Japan: From Sep. 25, 2011 to Oct. 8, 2011

This information pertains to one of the Training and Dialogue Programs of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

I. Concept

Background

Drug problems have become serious on a mass global scale due to escalated problems of synthesized drug and subtlety of smuggling by international drug crime organizations, and so forth. Most of supply sources of drugs are located in developing countries and poverty is one of the background factors. Measures for drug offence control and prevention of drug abuse have been actively and powerfully implemented in each country. However, as drug offense has characteristic of internationality, it is indispensable to take every possible measure on a global scale, not only by a single country. Those measures have been repeatedly discussed at International Conferences such as the UN and the summit and have become the most urgent issues.

Based on the current situation, this seminar has been designed for senior officials of Drug Law Enforcement Agencies of the central government in developing countries to find out the most effective and appropriate measures by comparative study of control measures used in each country to eradicate drug abuse of stimulant and narcotic drugs, and further intensify international cooperation and deepen mutual understanding among the nations concerned for reinforcement of international investigation system.

For what?

The seminar aims cross-boarder prevention and tighter control of drug offences, improvement on investigation capability of participants as well as building an international network among participating countries and Japan.

For whom?

This program is offered to those organizations which intend to promote cross-boarder prevention and tighter control of drug offences and improvement on investigation capability of their officials as well as establishment of an international network among participating countries and Japan, especially for directors of divisions or senior executives in higher positions of the organization ("JUNKOKYU", in Japanese).

(*Please be reminded that those who are in charge of treatment and rehabilitation for the drug abusers do NOT meet the requirement.)

How?

Participants shall have opportunities in Japan to understand various countermeasures against drug offences and acknowledge the current situation of those offences both in participating countries and Japan among others. It is also envisioned that the program would serve the cause of mutual collaboration among participating countries and Japan in the area of knowledge sharing.

II. Description

1. Title (J-No.): Seminar on Control of Drug Offences (J11-00691)

2. Period of program

Core Phase in Japan: September 25 to October 8, 2011

3. Target Countries

India, Iran, Laos, Malaysia, Nigeria, Philippines, and Turkey

4. Eligible / Target Organization

Drug law enforcement agencies of the central government

5. Total Number of Participants

7 participants

6. Language to be used in this program

English

7. Program Objective

The seminar aims to share knowledge and experiences regarding cross-boarder prevention and tighter control of drug offences, and improvement of investigation capability. At the same time, the seminar aims to establish a basis of international investigative cooperation among participating countries and Japan for future collaboration such as information exchange and the like.

8. Overall Goal

The mutual understanding and cooperation among the countries concerned will be enhanced by strengthening the international investigative structure for control of drug offences and for prevention of drug abuse.

9. Contents of the Program (JFY 2011)

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

(1) Core Phase in Japan (September 25 to October 8, 2011) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules/Outputs	Subjects/Agendas	Methodology
(1) To acknowledge the current situation of drug offences both in participating countries and Japan as well as to understand various countermeasures against drug offences.	<u>1. Lecture(Q&A)</u> (1) Police activities in Japan (2) Current trend and situation of the drug offences and their countermeasures in Japan (3) Japanese organized crime groups (Boryokudan or Yakuza)	Lecture(Q&A)
(2) To identify the root of drug abuse and find the control measures for eradicating drug abuse through study and discussions.	<u>2. Country report presentation by each participant</u> <u>3. Discussion</u> (1) Current situation of drug syndicates (2) Investigation methods and techniques (3) Improvement of international investigative cooperation	Country Report Presentation Discussion Observation
(3) To build a basis of the international collaboration among participating countries and Japan for international investigative cooperation.	(4) Wrap-up <u>4. Observation tour</u> (1) Metropolitan Police Department (2) Prefectural Police Offices	

Schedule of Training (Tentative)

**Seminar on Control of Drug Offences
September 25, 2011 - October 8, 2011**

Date		a.m. (10:00-12:00)	p.m. (13:30-17:00)			
9/25	Sun	Arrival in Japan				
9/26	Mon	Briefing	Return Flight Meeting	Program Orientation	Opening Ceremony	
9/27	Tue	Lecture I Drug Situation & Countermeasures against Drugs	Lecture II Police in Japan	Lecture III Japanese Organized Crime Group "Boryokudan"		
9/28	Wed	Lecture IV Investigative Method against Drug Crimes	Comparative Study Presentation & Discussion			
9/29	Thu	Lecture V Drug Situation & Investigative Method	Comparative Study Presentation & Discussion			
9/30	Fri	Comparative Study Presentation & Discussion	Comparative Study Presentation & Discussion			
10/1	Sat	Day-off				
10/2	Sun					
10/3	Mon	Observation Tour				
10/4	Tue					
10/5	Wed					
10/6	Thu	Wrap-up of the Seminar among All Participants	Observation Tour			
10/7	Fri	Evaluation Meeting	Closing Ceremony			
10/8	Sat	Departure from Japan				

*This schedule is subject to minor change.

*At the end of each day, participants would have wrap-up and Q&A session (30min) in order to review and sum-up the outcome of lectures and discussions on each day.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operations. Applying organizations are expected to use the program for those specific purposes.
- (2) In this connection, applying organizations are expected to nominate the most qualified candidates to address the said issues or problems, carefully referring to the qualifications described in section III-2 below.
- (3) Applying organizations are also expected to be prepared to make use of knowledge acquired by the nominees for the said purpose.

2. Nominee Qualifications:

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

(1) Essential Qualifications

Applicants should:

- (1) be nominated by their government in accordance with the procedures mentioned in section III-4 below,
- (2) be Directors of divisions or in the equivalent positions ("JUNKOKYU", in Japanese) who are currently in charge of Drug Law Enforcement at the central government
*Please be noted that those who are in charge of treatment and rehabilitation for the drug abusers do NOT meet the requirement.
- (3) have a minimum of 3 years of professional experience in Drug Law Enforcement
- (4) be aged: 30 - 50 years of age, in principle,
- (5) be proficient in spoken and written English (be able to actively discuss and write a thesis/report on the subject of the Core Phase in Japan in English)
- (6) be in good health, both physically and mentally, to complete the course, and
※Pregnancy: Pregnant participants are strictly requested to complete the required procedures before departure in order to minimize the risk for their health. The procedures include 1) letter of the participant's consent to bear economic and physical risks 2) letter of consent from the participant's supervisor 3) letter of consent from your Embassy in Japan, 4) medical certificate. Please ask National Staff in JICA office for the details.
- (7) not be serving in the military.

3. Required Documents for Application

- (1) Application Form: The Application Form is available at the respective country's

- JICA office or the Embassy of Japan.
- (2) **ANNEX I:** Attach ANNEX I which specifies your police rank (if not, military rank) and your position (including bureau, department and section in your organization). Both should be typewritten and your position and responsibility must be clearly described.
 - (3) **Organization Chart and Rank System Chart:** Attach the organization chart and the rank system chart of your organization.
 - (4) **Country Report:** Prepare a "Country Report" in accordance with the subjects indicated in ANNEX II. (Selected applicants are required to prepare for the Country Report presentation based on the direction provided in ANNEX III.) *Please be reminded that this country report will be distributed to all the participants in this seminar.*
 - (5) **Nominee's English Score Sheet:** To be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.

Note: (2) (3) and (4) should be attached to the application form. All the documents are subject to be considered for the selection.

4. Procedure for Application and Selection:

(1) Submitting the Application Documents:

Closing date for application to JICA Tokyo: July 22, 2011

Note: Please confirm the closing date set by the respective country's JICA office or Embassy of Japan of your country to meet the final date in Japan.

(2) Selection:

After receiving the documents through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to JICA Tokyo, which organizes this program. Selection shall be made by JICA Tokyo in consultation with National Police Agency (NPA) based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.*

(3) Notice of Acceptance

Notification of results shall be made by the respective country's JICA office (or Embassy of Japan) to the respective Government by **no later than August 26, 2011.**

5. Conditions for Attendance:

- (1) to observe the schedule of the program,

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- (2) not to change the program subjects or extend the period of stay in Japan,
 - (3) not to bring any members of their family,
 - (4) to return to their home country at the end of the program in Japan according to the travel schedule designated by JICA,
 - (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
 - (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Tokyo

(2) **Contact:** Public Policy Division (tictif@jica.go.jp)

2. Implementing Partners:

**Drugs and Firearms Division, Organized Crime Department,
National Police Agency (NPA)**

Address: 1-2 Kasumigaseki 2-chome, Chiyoda-ku, Tokyo, 100-8974

TEL: +81-3-3581-0141 (ex.3321 or 3316) FAX: +81-3-3592-1862

(81: country code for Japan, 3: area code)

<http://www.npa.go.jp/english/index.htm>

National Police Agency (NPA) is the competent authority to supervise and coordinate Prefectural Police activities. In Japan, each prefecture has its own police force and takes charge of maintaining its public peace and order, such as prevention, suppression, and investigation of crimes.

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) **Travel Insurance:** Term of Insurance: From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

4. Accommodation in Japan:

JICA will arrange the hotel accommodations for the participants in Japan (Shinjuku area).

Lectures are given in the seminar room of JICA Tokyo International Center;

JICA Tokyo International Center (JICA TOKYO / TIC)

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

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

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

Please refer to facility guide of TIC at its URL.

<http://www.jica.go.jp/english/contact/domestic/pdf/welcome.pdf>

5. Expenses:

The following expenses will be provided for the participants by JICA:

- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given to the selected participants

before (or at the time of) the pre-departure orientation.

Note: Compared to JFY2010, allowances for accommodation, and living expenses is reduced in this year, JFY2011. Please ask national staffs in JICA office for the details.

6. Pre-departure Orientation:

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

V. Other Information

Required Documents List

Documents	Deadline of Submission	Submitted to	Format
Application form	July 22, 2011	JICA Tokyo	
Annex I	July 22, 2011	JICA Tokyo	Annex I
- Organization Chart	July 22, 2011	JICA Tokyo	
- Rank System Chart	July 22, 2011	JICA Tokyo	
Country Report	July 22, 2011	JICA Tokyo	Annex II
Material used for the Country Report presentation	Sept. 27, 2011	JICA Tokyo	Annex III

VI. ANNEX:

ANNEX I

For All Applicants

SEMINAR ON CONTROL OF DRUG OFFENCES (JFY 2011)

Country: _____

NAME	RANK	TITLE OF HIS/HER JOB	NAME OF ORGANIZATION THE APPLICANT BELONGS TO (IN DETAIL)
(example) Mr. Taro YAMADA	SENIOR SUPERINTENDE NT	Director	International Criminal Investigation Division, National Anti-Drug Agency, Ministry of Interior

**Please attach (1) your organization's chart and (2) the rank system chart, and in which please circle or highlight your position to specify your bureau, department, and division as in detail as possible.*

ANNEX II

For All Applicants

SEMINAR ON CONTROL OF DRUG OFFENCES

(JFY 2011)

Country Report

Nominees are required to prepare a Country Report on the following subjects.

The Report should be typewritten in English, on A-4 size paper and submitted together with the Application Form.

Please be reminded that this country report will be distributed to all the participants in this seminar.

Part I Personal Profile

1. Your Name
2. Your nationality
3. Present Occupation
 - (1) Position
 - (2) Name of Division or Department
 - (3) Name of Organization
 - (4) Rank
4. E-mail Address of Nominee

Part II Country Profile

- | | |
|----------------|-----------------|
| Population | (Year 2010) |
| Area | Km ² |
| GNP | |
| GNP per capita | |

Part III Current trend and situation of drug offences

- (1) Outline of the situation of drugs abused in your country with the focus on the involvement of organized crimes in trafficking them, such as opium, heroin, cocaine, cannabis, amphetamine type stimulants (amphetamine, methamphetamine, MDMA, etc.), and others
- (2) Statistical data on the number of offenders and cases apprehended and drug seizure from 2005 to 2009 classified by drugs and mode of offences
- (3) New trafficking methods disclosed recently, if any
- (4) Major drug trafficking organizations (domestic and international) and their respective structures

Part IV Current situation of illicit drug trafficking syndicates

(Money Laundering, Modi Operandi, Illicit Precursor Chemicals Trafficking)

- (1) Production
 - a. Major production groups in the country
 - b. Transport and communication practices

- c. Trafficking of precursor chemicals
- (2) Trafficking
 - a. Major trafficking syndicates and their structure in the country
 - b. Methods of smuggling (trafficking, concealing, etc.)
 - c. Related countries and foreign groups
- (3) Distribution
 - a. Major syndicates, their structure, and communication practices in the country
 - b. Distribution by using Internet or other new technologies
 - c. Methods of finding users, dosage purity, prices in the street level
- (4) Money laundering
 - a. Major groups or syndicates
 - b. Methods of collecting money from users, etc.
 - c. Methods of laundering

Part V Drug control structure

- (1) An organization chart (starting from the section at the lowest level) for every agency responsible for the control of drug offences in your country
- (2) Outline of the major functions and number of personnel of each organization

Part VI. Drug problems and countermeasures

- (1) Countermeasures taken by the government
 - e.g. Enactment of a new law, establishment of a new organization, development of a new technique for interception at a port of entry, etc.
- (2) Recent examples of international investigative cooperation

Part VII Drugs and relevant laws and regulations

- (1) The retail price of drugs in your country

(Kind of drug)	(Price)
Heroin	/g
Cocaine	/g
Methamphetamine	/g
Cannabis	/g
Cannabis Resin	/g
Ecstasy	/tablet or /g
Opium	/g
- (2) Names of drugs and relevant laws and regulations
- (3) Scope and characteristics of each law and regulation
- (4) Punishment
 - a. Name of the law / regulation
 - b. Sections regarding specific offences and related punishment
 - c. General nature of offences
 - d. Punishment
 - e. Date of enforcement of the law / regulation (of above a.)
- (5) Flow chart of the legal procedure for a drug offender case, from arrest to prosecution with specifying the detention term at each stage
- (6) Flow chart of the deportation procedure for the case of a drug offender of foreign nationality, specifying the detention term at each stage. (END)

SEMINAR ON CONTROL OF DRUG OFFENCES

(JFY 2011)

Country Report Presentation & Discussion

The following points are the requirements to be addressed in the country report presentation. Those who are informed of acceptance to participate in the Seminar by JICA are expected to be adequately prepared for their 30 minutes presentation.

It is recommendable to use audio visual aids such as Microsoft Power Point, video, slides, OHP sheets, photos and maps.

Focal Points of County Report Presentation (30 min.)

- (1) Situation of general drug-related crimes (2 min.)
- (2) Situation of drug abuse (2 min.)
 - a. Estimated number of drug addicts
 - b. Methods of use, dosage purity, and the price of drugs in the street level
- (3) Drug trafficking groups (12 min.)
 - Major production groups, their structure and histories
 - Major international trafficking syndicates, their structures and histories
 - Chemical sources and trafficking
 - Transport and communication practices
 - Methods of concealing
- (4) Countermeasures against drug crime syndicate (2 min.)
- (5) International cooperation (2 min.)
- (6) Q & A (10 min.)

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs 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 are being customized to address the specific needs of different target organizations, 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 was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "adopt and adapt" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

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 this "adoption and adaptation" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap. 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.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Tokyo International Center (JICA TOKYO)
Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan
TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

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 5th 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/Depts./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.

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 borrie. 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 offices 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
(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

Guidelines of Application Form for the JICA Training and Dialogue Program

The attached form is to be used to apply for the training and dialogue programs of the Japan International Cooperation Agency (JICA), which are implemented as part of the Official Development Assistance Program of the Government of Japan. Please complete the application form while referring to the following and consult with the respective country's JICA Office - or the Embassy of Japan if the former is not available - in your country for further information.

1. Parts of Application Form to be completed

1) Which part of the form should be submitted?

It depends on the type of training and dialogue program you are applying for.

>Application for Group and Region Focused Training Program

Official application and Parts A and B must be submitted.

>>Application for Country Focused Training Program including Counterpart Training Program

Part B will be submitted. Official application and Part A need not to be submitted

2) How many parts does the Application Form consist of?

The Application Form consists of three parts as follows;

Official Application

This part is to be confirmed and signed by the head of the relevant department/division of the organization which is applying.

Part A. Information on the Applying Organization

This part is to be confirmed by the head of the relevant department/division of the organization which is applying.

Part B. Information About the Nominee

This part is to be completed by the person who is nominated by the organization applying. The applicants for Group and Region Focused Training Program are required to fill in every item. As for the applications for Country Focused Training Program including Counterpart Training Program and some specified International Dialogue Programs, it is required to fill in the designated "**required**" items as is shown on the Form.

Please refer to the General Information to find out which type the training and dialogue program that your organization applies for belongs to.

2. How to complete the Application Form

In completing the application form, please be advised to:

- (a) carefully read the General Information (GI) for which you intend to apply, and confirm if the objectives and contents are relevant to yours,
- (b) be sure to write in the title name of the course/seminar/workshop/project accurately according to the GI, which you intend to apply,
- (c) use a typewriter/personal computer in completing the form, of which the electronic



For a better tomorrow for all.
Japan International Cooperation Agency

Version 071011

version is available on the web site: [http://www.jica.go.jp/*****](http://www.jica.go.jp/), or write in **block letters**.

- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
- (j) submit the original application form with the necessary document(s) to the responsible organization of your government according to the application procedure.

Any information that is acquired through the activities of the Japan International Cooperation Agency (JICA), such as the nominee's name, educational record, and medical history, shall be properly handled in view of the importance of safeguarding personal information.

3. Privacy Policy

1) Scope of Use

Any information used for identifying individuals 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 identifying information and other materials in accordance with the provisions of this privacy policy.

2) Limitations on Use and Provision

JICA shall never intentionally provide information that can be used to identify individuals 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 information grants permission for its disclosure to a third party;
- (c) In cases in which JICA commissions a party to process the information collected; the information provided will be within the scope of the commissioned tasks.

3) Security Notice

JICA takes measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.



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version is available on the web site: http://www.jica.go.jp/*****, or write in **block letters**.

- (d) fill in the form in **English**,
- (e) use or "x" to fill in the () check boxes,
- (f) attach a picture of the Nominee,
- (g) attach additional page(s) if there is insufficient space on the form,
- (h) prepare the necessary document(s) described in the General Information (GI), and attach it (them) to the form,
- (i) confirm the application procedure stipulated by your government, and
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Application Form for the JICA Training and Dialogue Program

OFFICIAL APPLICATION

(to be confirmed and signed by the head of the relevant department / division of the applying organization)

1. Title: (Please write down as shown in the General Information)

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2. Number: (Please write down as shown in the General Information)

J	0		-						
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3. Country Name:

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4. Name of Applying Organization:

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5. Name of the Nominee(s):

1)	3)
2)	4)

Our organization hereby applies for the training and dialogue program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

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

Confirmation by the organization in charge (if necessary)

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:			
Designation / Position		Official Stamp	
Department / Division			



Part A: Information on the Applying Organization

(to be confirmed by the head of the department / division)

1. Profile of Organization

1) Name of Organization:

2) The mission of the Organization and the Department / Division:

2. Purpose of Application

1) Current Issues: Describe the reasons for your organization claiming the need to participate in the training and dialogue program, with reference to issues or problems to be addressed.

2) Objective: Describe what your organization intends to achieve by participating in the training and dialogue program.



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3) Future Plan of Actions: Describe how your organization shall make use of the expected achievements, in addressing the said issues or problems.

4) Selection of the Nominee: Describe the reason(s) the nominee has been selected for the said purpose, referring to the following view points; 1) Course requirement, 2) Capacity /Position, 3) Plans for the candidate after the training and dialogue program, 4) Plan of organization and 5) Others.



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9) Contact Information

Office	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Home	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:
Contact person in emergency	Name:	
	Relationship to you:	
	Address:	
	TEL:	Mobile (Cell Phone):
	FAX:	E-mail:

10) Others (if necessary)

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4. Career Record

1) Job Record (After graduation)

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

2) Educational Record (Higher Education)(required)

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



3) Training or Study in Foreign Countries; please write your past visits to Japan specifically as much as possible, if any.

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

5. Language Proficiency (required)

1) Language to be used in the program (as in GI)				
Listening	() Excellent	() Good	() Fair	() Poor
Speaking	() Excellent	() Good	() Fair	() Poor
Reading	() Excellent	() Good	() Fair	() Poor
Writing	() Excellent	() Good	() Fair	() Poor
Certificate (Examples: TOEFL, TOEIC)				
2) Mother Tongue				
3) Other languages ()	() Excellent	() Good	() Fair	() Poor

¹ 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.

¹ Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.

¹ Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.

¹ Poor: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.



6. Expectation on the applied training and dialogue program

1) Personal Goal: Describe what you intend to achieve in the applied training and dialogue program in relation to the organizational purpose described in Part A-2.

2) Relevant Experience: Describe your previous vocational experiences which are highly relevant in the themes of the applied training and dialogue program. (required)

3) Area of Interest: Describe your subject of particular interest with reference to the contents of the applied training and dialogue program. (required)

***7. Declaration (to be signed by the Nominee) (required)**

I certify that the statements I made in this form are true and correct to the best of my knowledge.

If accepted for the program, I agree:

- (a) not to bring or invite any member of my family (except for the program whose period is one year or more),
- (b) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the Japanese Government regarding the program,
- (c) to follow the program, and abide by the rules of the institution or establishment that implements the program,
- (d) to refrain from engaging in political activity or any form of employment for profit or gain,
- (e) to return to my home country at the end of the activities in Japan on the designated flight schedule arranged by JICA,
- (f) to discontinue the program if JICA and the applying organization agree on any reason for such discontinuation.
- (g) to consent to waive exercise of my copyright holder's rights for documents or products that are produced during the course of the project, against duplication and/or translation by JICA, as long as they are used for the purposes of the program.

Date:	Signature:
	Print Name:



MEDICAL HISTORY AND EXAMINATION

1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____)
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(b) Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes (_____) months
-----------------------------	---

(c) Are you allergic to any medication or food?

<input type="checkbox"/> No	<input type="checkbox"/> Yes >>> <input type="checkbox"/> Medication	<input type="checkbox"/> Food	<input type="checkbox"/> Other: _____
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(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

(_____)

Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the JICA official in charge for a more detailed account of your condition.

2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____)
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)

(c) High blood pressure

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____) mm/Hg to (_____) mm/Hg

(d) Diabetes (sugar in the urine)

Past:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Present:	<input type="checkbox"/> No	<input type="checkbox"/> Yes >> Present Condition (_____)
		Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes

(e) Past History: What illness(es) have you had previously?

<input checked="" type="checkbox"/> Stomach and Intestinal Disorder	<input checked="" type="checkbox"/> Liver Disease	<input checked="" type="checkbox"/> Heart Disease	<input checked="" type="checkbox"/> Kidney Disease
<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Asthma	<input type="checkbox"/> Thyroid Problem	
<input type="checkbox"/> Infectious Disease >>> Specify name of illness (_____)			
<input type="checkbox"/> Other >>> Specify (_____)			

(e') Has this disease been cured?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Specify name of illness) _____
Present Condition: (_____)	

3. Other: Any restrictions on food and behavior due to health or religious reasons?

--

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

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

Date:	Signature: _____
	Print Name: _____