

F.No.16/29/2011-PMU
Ministry of Finance
Department of Economic Affairs
PMU & Training Section

New Delhi, the 10th June, 2011.

OFFICE MEMORANDUM

Subject:- Colombo Plan Training Programme on Promotion of One-Village-One-Fisheries Product (FOVOP), Samut Prakan, Thailand, 15-23 December, 2011.

The Colombo Plan Secretariat has offered the above-mentioned training course to be held in Thailand during 15-23 December, 2011.

2. The applicants should be middle to senior level Government officers dealing with fishing communities with at least 3 years work experience, completed university 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 Thailand, training costs, accommodation and per diem of US\$ 20.
4. The number of nominations to be sent to this Department may not exceed two (one principal 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 (two sets).
 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 **22.9.2011**. 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".


(Neelam Vohra)

Under Secretary (PMU & Trg.)

1. Ministry of Agriculture & Cooperation.
2. Department of Husbandry, Dairying & Fisheries,
3. Ministry of Micro Small and Medium Enterprises.
4. Ministry of Food Processing Industries.
5. PM Office.
6. All State Governments.
7. Copy to Guard File for placing it on MoF website.



THE COLOMBO PLAN



SOUTHEAST ASIAN
FISHERIES
DEVELOPMENT CENTER

**Training Programme on
Promotion of "One-Village-One-Fisheries Product (FOVOP)"
15-23 December 2011**

Jointly organized by

The Colombo Plan

and

Southeast Asian Fisheries Development Centre (SEAFDEC)

Implemented by

Southeast Asian Fisheries Development Centre (SEAFDEC)

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

2. Southeast Asian Fisheries Development Centre (SEAFDEC)

The Southeast Asian Fisheries Development Centre (SEAFDEC) is an intergovernmental organization established in December 1967 for the promotion of sustainable fisheries development in the region. Its current member countries are Brunei Darussalam, Cambodia, Indonesia, Japan, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand and Vietnam. Representing the member countries is the Council of Directors, the policy making body of SEAFDEC. The chief administrator is the Secretary-General, whose office, the Secretariat, is based in Bangkok, Thailand.

In April 2009, during the 41st Meeting of the SEAFDEC Council, the new programme framework and its mandate was adopted: "to develop and manage the fisheries potential of the region by rational utilization of the resources for providing food security and safety for people and alleviating poverty through transfer of new technologies, research and information dissemination activities.

To achieve the objectives and mandate of the Centre, four technical departments were established to undertake various technical disciplines of fisheries namely, Training Department, Marine Fishery Research Department, Aquaculture Department and Marine Fishery Resource Development and Management Department.

3. Proposed Programme

FOVOP has been identified as a potential approach which could contribute to the region's efforts in providing alternative/supplementary livelihoods to fishing communities through enhanced rural economy and abated poverty. In effect, the fishing communities would be empowered in order to be actively engaged in long-term fisheries development and management processes.

4. Objective

The main objective of the training programme is to build capacity and sharing of experiences from the ASEAN region to support the promotion of FOVOP in the Colombo Plan's eligible countries. Specifically, the training workshop aims to provide the participants with:

- Knowledge on relevant issues required for the promotion of FOVOP
- Experiences and lessons learned from the ASEAN region, issues and considerations in the promotion of FOVOP in the Colombo Plan developing member countries

12. Scholarship

The scholarship award will cover:

- A return air ticket on economy class to Thailand
- Training costs
- Per diem allowance of USD20
- Accommodation on bed and breakfast basis (B/B)

13. Airport Transfer

SEAFDEC would provide airport transfers.

14. Attire

All participants should wear office attire during the class room sessions and the study visit.

15. 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 sent by **1 October 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. Mohd 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

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

The deadline for the nominations will be strictly observed.



THE COLOMBO PLAN

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:

Name of course	Name of Training Institute	Year

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: _____

Date: _____

Email: _____

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

14
8

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 nomination 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