Time Bound

No. PER(AP)-C-F (4)-1/2020-Loose
Government of Himachal Pradesh
Department of Personnel (AP-III).

From

The Additional Chief Secretary (Personnel) to the
Government of Himachal Pradesh.

To

All the Administrative Secretaries to the
Government of Himachal Pradesh.

Dated: Shimla-171002, the 11TH January, 2021

Subject:- Online Singapore Cooperation Programme on "Empowering Persons with Disabilities and Special Needs" in Singapore from 22nd to 26th February, 2021.

Madam/Sir,

I am directed to refer to the subject cited above and to enclose herewith a copy of Training Circular No.12/24/2020-BPC&T, dated 28.12.2020, alongwith its enclosures, issued by the Under Secretary to the Government of India, Ministry of Finance, Department of Economic Affairs, for taking necessary action.

Yours faithfully,

Enclosure: As above.

(O.P. Bhandari)
Joint Secretary (Personnel) to the
Government of Himachal Pradesh.
Tel.No. 0177-2626097

***

No.12/24/2020-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
28th December, 2020.

TRAINING CIRCULAR

Subject:- Online Singapore Cooperation Programme on **"Empowering Persons with Disabilities and Special Needs"** in Singapore from 22nd to 26th February, 2021.

The Republic of Singapore has invited nominations for **online** course on **Empowering Persons with Disabilities and Special Needs"** in Singapore from 22nd to 26th February, 2021under the Technical Assistance Programme with India. The programme is intended for policymakers involved in social policy planning and development. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government **(Annex-I).** Number of slots available for India is **one.**

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II.**

3. **The course is sponsored by Government of Singapore,** who conducted as an online. All nominees are to submit their applications online at https://go.gov.sg/swmsu.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

(i) Sponsoring Government's application to be filled online (available at https://go.gov.sg/swmsu. Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
(ii) DEA's proforma - duly countersigned by competent authority **(Annex-III).**

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 18.1.2021** positively at the following address:-

Shri R. Murali,
Section Officer(BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 271 B, North Block, New Delhi-110001.
Ph:- 011 - 2309 5135
Email- murali.r@nic.in

.....2/-

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

(Sanjay Kumar)
Under Secretary to the Govt. of India
Tele: 23095233
Email:- kumar.sanjay76@nic.in

1. Joint Secretary (Admn.), Department of Empowerment of Persons with Disabilities, 5th Floor Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
2. Joint Secretary(Admn.), Ministry of Social Justice & Empowerment, Room no. 202, 2nd floor C-wing, Shastri Bhawan, New Delhi, Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON MOF'S WEBSITE

ANNEX-I

EMPOWERING PERSONS WITH DISABILITIES AND SPECIAL NEEDS

22 TO 26 FEBRUARY 2021

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SCP TRAINING AWARD (E-LEARNING)

to be conducted by

Civil Service College

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 131,000 officials from more than 170 countries and territories have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

Civil Service College

Civil Service College (CSC) is the central learning institution for the Singapore Public Service. It plays a pivotal role in nurturing and developing people for a first-class Public Service. As a Statutory Board under the Prime Minister's Office, we endeavour to be the heart of learning excellence and development for the Singapore Public Service.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration and public reforms.

Course Objectives

This online course is conducted under the auspices of the Singapore Cooperation Programme Training Award.

In line with Singapore's constant effort to build an inclusive and caring society, this course articulates our approach to empowering persons with disabilities (PWDs) and special needs, and shares the multi-dimensional nature of policies in this area.

Synopsis

Topics to be covered include:

Singapore's multi-faceted approach to empower PWDs
- Overview of Singapore's current disability landscape and the ecosystem of PWDs
- Key trends, concerns and opportunities that are identified within the Singapore's ecosystem of PWDs
- The 3rd Enabling Masterplan – Singapore's roadmap to a more inclusive society

Supporting caregivers, Building the community
- Building the disability sector's capacity and capability to better support PWDs and their caregivers
- Mobilising volunteers to support and promote inclusiveness of PWDs in the community
- Using Assistive Technology and Information Technology to improve quality of life of PWDs

Building an inclusive society
- Improving accessibility by adopting the principles of universal design in the built environment
- Empower PWDs to participate actively in the community, such as in sports and cultural activities
- Promote social inclusion and better understanding between PWDs and members of the public

Methodology

There will be a mix of Synchronous and Asynchronous learning components. Synchronous components will include a series of thematic sharing sessions, facilitated discussions and reflections. Asynchronous components will comprise a mix of articles, videos and other e-learning materials to complement the various Synchronous sessions.

Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and not miss training sessions, and;
- Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or Government and the Government of Singapore and its appointed trainer, with respect to the course.

Duration

The course will be held over 5 days from 22 to 26 February 2021.

The synchronous sessions will be conducted from **1400h to 1800h** (Singapore Time; UTC/GMT +8 hours) daily, with breaks when appropriate.

Application Information

Applicants should be:

- Policymakers involved in social policy planning and development;
- Able to attend all the synchronous e-learning sessions. They will require an internet-enabled device with a functioning webcam, microphone and audio.
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Awards.

Application Procedure

(Closing date for nomination: 25 January 2021)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **1** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFP in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at **https://go.gov.sg/empowering-persons** by 25 January 2021. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: https://go.gov.sg/start-guide
- NFPs: https://go.gov.sg/start-nfp

Note:

- Participants who complete all course assignments and attend at least 80% of 'live' e-learning sessions, will receive a certificate of completion from the SCP.
- Applicants should refrain from making telephone and email inquiries on the status of their applications.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly.

Follow us at
SCP Friends

Annex II

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

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

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

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

HOW TO APPLY

3. **Filling up of application forms:-**

(i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, applications will not be entertained.

(ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respects. Wherever the sponsoring agency asks for Country Report, the same should also be attached.

(iii) The column relating to **Vigilance Clearance** in DEA proforma should be filled in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.

(iv) In case of **training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. **Nominations:-**

(i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly **indicate the prioritization** of the nominees.

(ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications **are not to be sent** to the sponsoring foreign country/ agency **direct** unless the same has been endorsed by the Nodal Department i.e. DEA.

5. **Clearances:-**

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

Abbreviations:-

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

ANNEX-III

DEA PROFORMA FOR FOREIGN TRAINING

1. Name			
2. Date of Birth		3. Male/Female	
4. Educational Qualifications			
5. Service to which the officer belongs		6. Date of regular appointment	

7. Details of posts held during the last five years (*starting from the present*):

S.No.	Post held	Ministry/Department/ Organization	Nature of work/Job profile

8. Name of foreign training programme applied for and its relevance to the candidate	
9. Papers etc. if any published by the candidate	

10. Details of Foreign Training Programmes attended during the last two years

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

Signature of the candidate:	
Office Phone No. Mobile No.:	
E-mail:	

CERTIFICATE

Certified that Shri/Ms _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.

Signature of the competent administrative authority of the applicant with Name, Designation, Phone number and E-mail (along with office seal)	