

North Block, New Delhi,  
Dated the 9<sup>th</sup> May, 2025.

**TRAINING CIRCULAR**

Subject:- **In-person Singapore Cooperation Programme on “Integrated Water Resources Management” from 13th to 16th October, 2025 in Singapore.**

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on “Integrated Water Resources Management” from 13th to 16th October, 2025 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in integrated water resources, water, sanitation as well as stormwater management. 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 and United Nations Children's Fund East Asia and Pacific Regional Office under Singapore - UNICEF Joint Training Programme, who will provide accommodation, local transport, medical insurance and daily allowance. The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other local and incidental expenses.** An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).

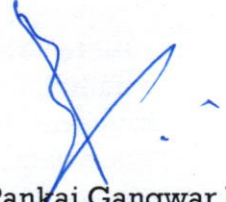
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/waterresources2025>). 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-IV**).

5. **Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 04.07.2025 positively at the following address:-**

**Shri Pankaj Gangwar,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Room No. 236, North Block, New Delhi-110001.  
Ph:- 011 - 2309 5082,  
Email- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

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](http://www.finmin.nic.in) under the link "Foreign Training Programmes" [<https://mofapp.nic.in/training/default.aspx>].



( Pankaj Gangwar )  
Under Secretary to the Govt. of India

1. Joint Secretary(Estt.), Department of Drinking Water and Sanitation, 4th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
2. Joint Secretary(Admn.), Ministry of Housing & Urban Affairs, Nirman Bhavan, New Delhi.
3. Joint Secretary(Admn.), Department of Water Resources, River Development & Ganga Rejuvenation Shastri Bhawan, Rafi Marg, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE  
[<https://mofapp.nic.in/training/default.aspx>].

भारत सरकार  
वित्त मंत्रालय  
आर्थिक कार्य विभाग  
(बीपीसी एंड टी अनुभाग)

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नॉर्थ ब्लॉक, नई दिल्ली,  
दिनांक 9 मई, 2025.

**प्रशिक्षण परिपत्र**

विषय : सिंगापुर में 13 से 16 अक्टूबर, 2025 तक "एकीकृत जल संसाधन प्रबंधन" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 13 से 16 अक्टूबर, 2025 तक "एकीकृत जल संसाधन प्रबंधन" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। इस कार्यक्रम का उद्देश्य मध्य से वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो एकीकृत जल संसाधन, पानी, स्वच्छता के साथ-साथ तूफानी जल प्रबंधन में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. यह पाठ्यक्रम सिंगापुर सरकार और संयुक्त राष्ट्र बाल कोष पूर्व एशिया और सिंगापुर - यूनिसेफ संयुक्त प्रशिक्षण कार्यक्रम के तहत प्रशांत क्षेत्रीय कार्यालय द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित उम्मीदवार या उसके नामित प्राधिकारी को राउंड ट्रिप हवाई किराया और अन्य स्थानीय और आकस्मिक खर्चों की लागत वहन करनी होगी। इस आशय का एक वचनबद्धता प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार द्वारा दी जानी चाहिए यदि वे निर्धारित प्रारूप (अनुलग्नक-III) में यात्रा व्यय वहन करने के लिए सहमत हैं।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/waterresources2025>) पर उपलब्ध। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।



5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 04.07.2025 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,  
अवर सचिव (बीपीसीएंडटी),  
आर्थिक कार्य विभाग, वित्त मंत्रालय,  
कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001  
फोन:- 011 - 2309 5082,  
ईमेल- [Pankaj.gangwar@gov.in](mailto:Pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट [www.finmin.nic.in](http://www.finmin.nic.in) पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।

( पंकज गंगवार )  
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (स्था. ), पेयजल और स्वच्छता विभाग, चौथी मंजिल, पंडित दीनदयाल अंत्योदय भवन, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003
2. संयुक्त सचिव (प्रशासन) ), आवास और शहरी कार्य मंत्रालय, निर्माण भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन) ), जल संसाधन, नदी विकास और गंगा संरक्षण विभाग, शास्त्री भवन, रफी मार्ग, नई दिल्ली।
4. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
5. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा  
[<https://mofapp.nic.in/training/default.aspx>]

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## **INTEGRATED WATER RESOURCES MANAGEMENT 13 TO 16 OCTOBER 2025**

Jointly sponsored by the  
**SINGAPORE COOPERATION PROGRAMME**  
and the  
**UNITED NATIONS CHILDREN'S FUND  
EAST ASIA AND PACIFIC REGIONAL OFFICE**  
under the  
**SINGAPORE – UNICEF JOINT TRAINING PROGRAMME**  
to be conducted by  
**PUB, SINGAPORE'S NATIONAL WATER AGENCY –  
SINGAPORE WATER ACADEMY**  
and the  
**UNICEF**

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### **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, more than 155,000 officials from more than 180 developing countries, territories and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

### **UNICEF**

UNICEF works in over 190 countries and territories to save children's lives, to defend their rights, and to help them fulfil their full potential, from early childhood through adolescence. UNICEF has spent nearly 80 years working to improve the lives of children and their families. Safe water, improved sanitation and good hygiene (WASH) is a foundation for development towards health, equity, gender equality and education and is at the centre of the 2030 agenda for Sustainable Development.

Goal 6 of the Sustainable Development Goals (SDGs) aims to "ensure availability and sustainable management of water and sanitation for all". UNICEF works within the framework of this new development agenda to support governments in achieving these goals. Water is a precondition to life on Earth and is essential for sustainable development. Safe drinking water and sanitation are human rights and critical for socioeconomic development, food security and healthy ecosystems.

However, climate change is increasing the variability in the water cycle. This translates into negative impacts on drinking water availability and quality, and also in negative performance of sanitation and hygiene services, with challenges to physical accessibility and impacts on affordability. Concerns for water supply include damage to infrastructure from flooding, loss of water sources due to declining rainfall and increasing demand, and changes in the quality of drinking water sources and within water distribution networks. Sanitation concerns include damage and reduce carrying capacity of sewers receiving wastewater.

SDG 13 aims to “take urgent action to combat climate change,” representing an important milestone which was not addressed in the previous Millennium Development Goals. It includes increasing adaptation and resilience at both the national and community levels and building capacity at all levels to respond to the impacts of climate change. Because the impacts of climate change are most commonly experienced through the medium of water, adaptation measures required target many aspects of the Water, Sanitation and Hygiene (WASH) sector.

Key actions to reduce climate risks include integrating climate resilience measures into water safety plans, as well as improved accounting and management of water resources. To address these growing threats to the WASH system due to the changing climate, UNICEF adopts a resilient approach in its WASH programming across the countries helping governments and partners to better design and implement a Climate Resilient WASH Programmes. For more information on UNICEF, please visit <https://www.unicef.org/water-sanitation-and-hygiene-wash>.

## **PUB, Singapore’s National Water Agency**

PUB is the national water agency, and manages Singapore’s water supply, water catchment and used water in an integrated way. PUB has ensured a diversified and sustainable supply of water for Singapore with the Four National Taps –

local catchment water, imported water, high-grade reclaimed water known as NEWater, and desalinated water. Its approach to water management can be distilled into three key strategies: collect every drop of water, reuse water endlessly, and desalinate more seawater. For more information on PUB, please visit <https://www.pub.gov.sg>.

## **Singapore Water Academy**

To enhance capability development, PUB has set up the Singapore Water Academy, a practitioner-focused institution in urban water management. Its aim is to build current and future organisational capability through competency-based training and development for PUB staff.

Besides this, the Academy welcomes international participants to its programmes.

## **Course Objective**

Conducted in collaboration with UNICEF, this course discusses approaches to integrated water resources, including potable water, used water and stormwater management to deal with the extreme weather conditions brought on by climate change.

This programme also aims to build and/or strengthen the capacities of government officials working on the sustainable use of water resources through climate-resilient approaches.

## **Course Outline**

Course topics will include, but not be limited to, the following:

- Integrated management of water resources including potable water, used water and stormwater in Singapore
- Site visits to PUB facilities
- Climate resilient water, sanitation and hygiene (WASH) Strategic Framework
- Climate Risk Analysis for WASH

- Risk Assessment Tools for Climate Change impacts to Water and Sanitation systems
- WASH-Water Resource Management Cooperation Framework
- Appraising and identifying appropriate climate resilient options and solutions for resilient WASH systems
- WASH Enabling Environment and WASH Bottleneck Analysis for sustained WASH services
- Climate Financing and Global Climate Agenda for WASH
- Group Project Discussion and Presentation.

## Methodology

This course will be conducted in person through lectures and site visits by experienced trainers, in relevant topics, with opportunities for group discussions, sharing and network sessions.

## Course Duration

The programme will be conducted in person over four days from **13 to 16 October 2025** in Singapore.

## Application Information

Applicants should be:

- Mid-to senior-level government officials involved in integrated water resources, water, sanitation as well as stormwater management.
- Nominated by their respective governments.
- Proficient in written and spoken English as the course is conducted fully in English without translation.
- In good health.
- Prepared to participate actively in the programme.

## Terms of Award

The course is jointly sponsored by the Government of Singapore and the UNICEF under

the Singapore-UNICEF Joint Training Programme.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore.

These expenses include:

- Course fees, including lecture fees, administrative fees, and course materials.
- Accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- A daily training allowance of One Hundred and Thirty Singapore Dollars (S\$130) from the first day to the last day of the course. A proportionate reduction in the daily training allowance will be made if you are unable to attend the full duration of the course;
- Transportation to the training venue and site visits during the course; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for the duration of the course in Singapore, in accordance with the policy of a local insurance company. This does not cover any pre-existing conditions/ illnesses and/or any outpatient medical/ dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy.

### Note:

- **The nominating government will be responsible for its participants' round-trip airfares**
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage is limited, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.



## Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at [www.ica.gov.sg/enter-transit-depart](http://www.ica.gov.sg/enter-transit-depart)
- Strictly observe course schedules and attend all training sessions
- 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
- Not bring any member of their family and/or aide during the duration of the course
- Not to engage in political activities, or any form of employment for profit or gain while in Singapore
- Discontinue the course, in the event they fall seriously ill and are considered unable to continue the course or have committed an improper act;
- Return to their respective home countries upon completion of the course

## Application Procedure

(Closing date for nomination: **11 July 2025**)

The Government of Singapore and UNICEF are pleased to invite the respective National Focal Point for Technical Assistance to nominate **one (1)** suitable applicant. Nominees for the in-person programme must have obtained the electronic certificate of completion for the virtual programme and the selection of candidates will be based on merit, the evaluation of written proposals submitted after the virtual programme, and other factors. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal Point for Technical Assistance in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/waterresources2025> by **Friday, 11 July 2025**. All application forms must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for

Technical Assistance 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 will receive a certificate of completion from the SCP upon completion of the in-person course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly.
- Flight arrangements are to be made only upon receipt of the Letter of Acceptance to the course.

## Follow us at:

- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
- SCP Facebook: [www.facebook.com/SCPFriends](http://www.facebook.com/SCPFriends)
- SCP Instagram: [www.instagram.com/SCPFriends](http://www.instagram.com/SCPFriends)

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**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**

<b>Duration of Training</b>	<b>No. of years of service completed in Govt. as on the date of FTP</b>	<b>Upper age limit on the date of FTP</b>	<b>Cooling off period</b>	<b>Limit on participation in number of trainings in a year</b>
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 exempted from the provisions 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 nomination 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, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, 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 filed 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. Clearance:-**

Once the nomination forwarded by DEA to the sponsoring 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.

**Abbreviation:-**

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

**DEA PROFORMA FOR FOREIGN TRAINING**

<b>1. Name</b>				
<b>2. Date of Birth</b>			<b>3. Male/Female</b>	
<b>4. Educational Qualifications</b>			<b>5. Date of Entry into Govt. Service</b>	
<b>6. Service to which Officer belongs</b>			<b>7. Date of Regular appointment</b>	
<b>8. Details of Posts held during the last five years (starting from present) :</b>				
<b>S.No.</b>	<b>Post held &amp; Pay level</b>	<b>Period of Posting</b>	<b>Ministry/Department/ Organization</b>	<b>Nature of Work</b>
<b>9. Name of training programme applied for and its relevance to the candidate</b>				
<b>10. Papers etc, if any, published by the candidate</b>				
<b>11. Details of Foreign Training Programmes attended during the last two years :</b>				
<b>S.No.</b>	<b>Dates &amp; Duration Of Training</b>	<b>Subject/title of training</b>	<b>Name of the Training Institution</b>	<b>Source of funding</b>
<b>Signature of the candidate:</b>				
<b>Office Phone : Mobile No. :</b>				
<b>E-mail :</b>				
<b><u>CERTIFICATE</u></b>				
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.				
<b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>				

**CHECK LIST**

<b>Sl. No.</b>	<b>Required Documents</b>	<b>YES/NO</b>
1.	<b>MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement</b>	
2.	<b>Complete DEA Proforma alongwith Vigilance Clearance</b>	
3.	<b>Whether Application has been recommended/ nominated by Line Ministry/Department/State Government</b>	
4.	<b>Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.</b>	

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of \_\_\_\_\_ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. \_\_\_\_\_ Designation \_\_\_\_\_ working in this Department/ Ministry/ State Government for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

PART- B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I \_\_\_\_\_ holding the post of \_\_\_\_\_ in the Ministry/Department/State Government of \_\_\_\_\_ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This issues with the approval of the Competent Authority.

(Signature of the candidate)  
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority  
Name, Designation (With seal)



