



BY E-mail /Speed Post

Govt of India, Ministry of Defence
Directorate General Defence Estates

Raksha Sampada Bhawan

Ulaanbaatar Marg Delhi Cantt-10

Tele: 011-25671737/ Email: ddgadm-dgde@nic.in

File No:124/ADM/DE/MISC/2016-17/A (FMS ID:57027)

Dated: 29 Oct, 2019

To,

The Principal Director,
Defence Estates,
Central/Eastern/Northern/Western/Southern/Southwestern Command
Lucknow/Kolkata/Jammu/Chandigarh/Pune/Jaipur

**Subject: Singapore Cooperation Programme Training Awards (SCPTA)
Course on "The Entrepreneurial Ecosystem : Supporting
Start-Ups and Communities" in Singapore from 9th to 13th
December, 2019**

Ministry of Finance has invited nomination of eligible officers for attending the Singapore Cooperation Programme Training Awards (SCPTA) Course on "The Entrepreneurial Ecosystem: Supporting Start-Ups and Communities" in Singapore from 9th to 13th December, 2019 vide letter No. 12/35/2019-BPC&TRG dated 16.10.2019 (copy Enclosed).

2. This information may be disseminated to all eligible officers for invitation of willingness for the course. The application received from eligible officers may be forwarded to this Directorate General latest by **30.10.2019**.

(Srikant Sharma)

Dy. Director (Admin)
Defence Estates

Encl: As above

Copy to:-

Director, NIDEM

DMS/Website/ AU & RC

13/A

No.12/35/2019-BPC&TRG.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC & Trg. Section)

North Block, New Delhi,
16th October, 2019.

TRAINING CIRCULAR

Subject:- Singapore Cooperation Programme Training Award(SCPTA) Course on
"The Entrepreneurial Ecosystem: Supporting Start-Ups and
Communities" in Singapore from 9th to 13th December, 2019.

The Republic of Singapore has invited nominations for the above mentioned training programme to be held in Singapore under the Technical Assistance Programme with India. The programme is intended for mid-to-senior level officials involved in supporting SME development and entrepreneurship. 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 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 travel related 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:

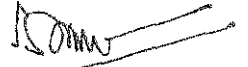
- (i) Sponsoring Government's application to be filled online (available at <https://sceptalog.sixsite.com/scp2019/the-entrepreneurial-ecosystem>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. Application Form **complete in all respects** is to be sent at the following address not later than **1.11.2019 positively**:-

Shri R. Murali,
Section Officer (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 271-B, North Block, New Delhi,
Ph:- 011-23095135,
Email - murali.r@nic.in

रक्षा सचिवालय
आयुक्त सचिव
दिनांक 22/10/19
ADM 2019/3478

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 the website of Department of Economic Affairs, Ministry of Finance at www.dea.gov.in under the link "Foreign Training Programme".



(Sanjay Kumar)

Under Secretary to the Govt. of India

Tele: 23095233

1. Joint Secretary(Admn.), Ministry of Skill Development and Entrepreneurship, 2nd Floor, Annexe Building Shivaji Stadium, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi, Delhi 110001.
2. Joint Secretary (Admn.), Ministry of Commerce & Industry, Deptt. of Promotion and Industry and Internal Trade, Udyog Bhavan, New Delhi.
3. Joint Secretary (Admn.), Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, Rafi Marg, New Delhi.
4. Joint Secretary (Admn.), Ministry of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi.
5. Deputy Director General, Department of Financial Services, Jeevandeep Building, Sansad Marg, New Delhi.
6. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
7. Chief Secretaries of all States Governments/UTs.
8. All Cadre Controlling Authorities (As per list enclosed).

TO BE UPLOADED ON MOP'S WEBSITE

List of Cadre Controlling Authorities

| S. No. | Services | Cadre Controlling Authorities |
|--------|-------------------------------------|---|
| 1 | Indian Police Service | Secretary M/o Home Affairs North Block, New Delhi |
| 2 | Indian Forest Service | Secretary Ministry of Environment, Forest & CC Indira Paryavaran Bhawan Jor Bagh Road, New Delhi |
| 3 | Indian Foreign Service | Secretary Ministry of External Affairs South Block, New Delhi |
| 4 | Indian Revenue Service (C&E) | Chairperson Central Board of Excise & Customs North Block, New Delhi |
| 5 | Indian Revenue Service (Income Tax) | Chairperson Central Board of Direct Taxes North Block, New Delhi |
| 6 | Indian Audit & Accounts Service | Comptroller and Auditor General Office of Comptroller and Auditor General of India 9, Deendayal Upadhyay Marg New Delhi-110124 |
| 7 | Indian Railway Traffic Service | Chairman Railway Board |
| 8 | Indian Railway Personnel Service | Ministry of Railways |
| 9 | Indian Railway Accounts Service | Rail Bhawan, New Delhi |
| 10 | Indian Postal Service | Secretary Department of Posts Dak Bhawan, New Delhi |
| 11 | Indian Civil Accounts Service | Controller General of Accounts C— Wing, 7 th floor Lok Nayak Bhawan, New Delhi |
| 12 | Indian Defence Accounts Service | Controller General of Accounts Ulaanbaatar Marg Delhi Cantt-110010 |
| 13 | Indian Trade Service | Secretary Department of Commerce M/o Commerce & Industry Udyog Bhawan, New Delhi |

| | | |
|----|--|--|
| 14 | Indian Defence Estate Service | Director General (Defence Estates) Directorate General of Defence Estates Raksha Sampada Bhawan Ulaanbaatar Marg, Delhi Cantt -110010 |
| 15 | Indian Corporate Law Service | The Secretary Ministry of Corporate Affairs Shastri Bhawan, New Delhi |
| 16 | Indian Information Service | Secretary Ministry of Information & Broadcasting Shastri Bhawan, New Delhi |
| 17 | Indian P&T Accounts & Finance Service. | Secretary D/o Telecommunication Sanchar Bhawan, New Delhi |
| 18 | Indian Ordnance Factory Service | Secretary Department of Defence Production South Block, New Delhi |
| 19 | Indian Economic Service | Secretary D/o Economic Affairs Ministry of Finance North Block, New Delhi |
| 20 | Indian Statistical Service | Chief Statistician of India & Secretary Ministry of Statistics and Program Implementation Sardar Patel Bhawan, New Delhi |
| 21 | Indian Legal Service | Secretary Department of Legal Affairs Ministry of Law & Justice Shastri Bhawan, New Delhi |
| 22 | Indian Administrative Service | Secretary Department of Personnel and Training North Block, New Delhi |
| 23 | Central Secretariat Service | Secretary Department of Personnel and Training North Block, New Delhi |

THE ENTREPRENEURIAL ECOSYSTEM: SUPPORTING START-UPS AND COMMUNITIES

9 TO 13 DECEMBER 2019

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

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 128,000 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.

Synopsis

This course explores the key enablers of entrepreneurship and a holistic start-up ecosystem. Apart from business accelerators and incubators, it also looks into enhancing the ecosystem with technology and innovations.

Topics to be covered include:

- Singapore's experience in start-up accelerators and incubators
- Support frameworks for entrepreneurs
- Venture management and mindset approaches
- Media and knowledge transfer in the start-up ecosystem
- Global opportunities and internationalising start-ups
- Role of innovation and technology

Methodology

The course will include lectures and briefings by experienced speakers with substantial resource knowledge of the subject matter including those from the relevant Singapore authorities. It will include interactive sessions through discussions and presentations and relevant site visits.

Duration

The course will be held from **9 to 13 December 2019**.

Application Information

Applicants should be:

- Mid-to-senior-level officials involved in supporting SME development and entrepreneurship;
- 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 Award.

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:

- Daily training allowance
[Complimentary breakfast is provided in the hotel from the first day to one day after the course.]
- Transportation to course venue and site visits
- Accommodation for the entire duration of the course
- Basic hospitalisation and surgical insurance
[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:

- (a) The nominating Government will be responsible for its participants' round-trip airfares.
- (b) Participants are advised to have money for miscellaneous expenses that might be incurred prior to receiving their training allowance.
- (c) As the basic hospitalisation and surgical insurance coverage is limited, participants are also advised to purchase comprehensive travel insurance which includes medical evacuation in case they encounter any unexpected emergencies.

Regulations

Participants are required to comply with the following:

- (a) Strictly observe course schedules and not miss training sessions.
- (b) Not bring any member of their family and/or aide for the duration of the course.
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or the Government of Singapore with respect to the course.
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore.
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.
- (f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **8 November 2019**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance to nominate **one (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 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://scpcatalog.wixsite.com/scp2019/the-entrepreneurial-ecosystem> by **Friday, 8 November 2019**. All application forms must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance.

Note:

- All applications should be completed in full. Incomplete application forms or forms which are not endorsed will not be considered. Please contact benedict_chua@mfa.gov.sg if you encounter technical issues during application.
- 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 National Focal Point will also be informed directly or through Singapore's diplomatic representations in the nominating country.
- Flight arrangements are to be made only upon receipt of the Letter of Acceptance to the course.

Information on Singapore

For more information about Singapore, you may wish to visit the Singapore Tourism Board website at www.yoursingapore.com



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 APPLY3. 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, MITCP - Malaysian Technical Cooperation Programme

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)

DEA PROFORMA FOR FOREIGN TRAINING

| 1. Name | | | | |
|--|------------------------------|-----------------------------------|----------------------------------|-------------------|
| 2. Date of birth | | 3. Male/Female | | |
| 4. Educational Qualifications | | | | |
| 5. Service to which officer belongs | | 6. Date of regular appointment | | |
| 7. Details of Posts held during the last five years (starting from present): | | | | |
| S.No. | Post held | Ministry/Department/ Organization | Nature of work | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 8. Name of 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 training | Subject/title of training | Name of the training Institution | Source of funding |
| | | | | |
| | | | | |
| | | | | |
| Signature of the candidate: | | | | |
| Office Phone: | | | | |
| Mobile No.: | | | | |
| E-mail: | | | | |
| <u>CERTIFICATE</u> | | | | |
| 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) | | | | |