O/O THE CHIEF SECRETARY
RECEIVED
27 NOV 2019
GOVT. OF TRIPURA

P-211

No.12/41/2019-BPC&TRG.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC & Trg. Section)

No. 6099-GS/17
28.11.19

O/o the Addl. Chief Secretary (F&T)
RECEIVED
No. 1779
Date 28/11/19
Govt. of Tripura

North Block, New Delhi,
27th November, 2019.

TRAINING CIRCULAR

Subject:- Singapore Cooperation Programme Training Award(SCPTA) Course on **"Integrated Cyber Security Management and Systems"** in Singapore from 3rd to 7th February, 2020.

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 government officers involved in cyber security policy planning and implementation. 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, accommodation and other local and incidental expenses of their participants.** 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://scpfortal.gov.sg/scp/2019/integrated-cybet-security
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)**.

O/O THE JOINT SECRETARY, GA(P&T) DEPARTMENT
Received
No. 13772
Date 28/11/19
GOVT. OF TRIPURA

DNO. 9042 dtd (PRT)
29.11.19

5. **Application Form complete in all respects reach this Department through the Administrative Ministry/Department not later than 16.12.2019** 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

O/O THE JOINT SECRETARY, GA(P&T) DEPARTMENT
Received
No.
Date
GOVT. OF TRIPURA

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".

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

1. Chief Executive Officer, NITI Aayog, NITI Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Home Affairs, New Delhi.
3. Joint Secretary(Police), Ministry of Home Affairs, New Delhi.
4. Joint Secretary(Admn.), Ministry of Electronics & Information Technology, Electronics Niketan, CGO Complex, Lodhi Road, New Delhi
5. Adviser(FS&CS), Department of Economic Affairs, North Block, 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 MOF'S WEBSITE

ANNEX-I

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INTEGRATED CYBER SECURITY MANAGEMENT AND SYSTEMS

3 TO 7 FEBRUARY 2020

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 127,000 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.

Course Objectives

This course aims to share best practices of the policy and regulatory framework for cyber security management, as well as Singapore's experience in this area. Participants will analyse the role of public institutions in internal security and how security systems counter cyber threats.

Synopsis

Topics to be covered include:

- Singapore – a Smart nation vision;
- Role of public institutions in Smart City security;
- Cyber security concerns – threats and attacks;
- Data and intelligence in cyber security
- Robust cyber security defence;
- Cyber resilience and security operations;
- Governance and risk management; and
- Competency and capacity building.

Methodology

The programme is designed with seminars and hands-on workshop and presentations to ensure maximum participation and diversity of engagement for the participants such that the key learning points are entrenched well. Relevant site visits will also be included.

Duration

The course will be held from **3 to 7 February 2020.**

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in cyber security policy planning and implementation;
- 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; and
- 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; and
(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; and
(f) Return to their respective home countries upon completion of the course.

Application Procedure

(Closing date for nomination: **23 December 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/integrated-cyber-security by **Monday, 23 December 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 celia_tang@mfa.gov.sg if you encounter technical issues during application.

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- 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***

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	8 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.

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Annex-III

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)

ANNEX-II

BIA 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)	