भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

International Year of Cooperatives 2025
Cooperatives Build a Better World

No. 2025/E(Trg)/10/25 **New Delhi, dt. 17.09.2025**

TRAINING CIRCULAR

The General Managers
All Indian Railways including PUs
CORE/Allahabad
Metro Railway/Kolkata.

The Director Generals/Directors,
RDSO/Lucknow
All Centralized Training Institutes (CTIs)

The Pr. Chief Administrative Officer,
PLW/Patiala.

Sub: In-person Singapore Cooperation Programme on **"Creating a Business-Friendly Regulatory Environment for Economic Growth" from 19th to 23rd January, 2026 in Singapore.**

Ministry of Finance, Department of Economic Affairs (DEA) is sponsoring **In-person** Singapore Cooperation Programme on **"Creating a Business-Friendly Regulatory Environment for Economic Growth"** to be held in Singapore from 19th to 23rd January, 2026. Number of slots available for India is **One (01)**. In this connection, please find enclosed Training Circular of DEA dt. 25th August .2025.

2. The programme is intended for mid- to senior-level government officials who are involved in the regulatory sector.

3. The following forms need to be duly completed and certified by the participant and the competent authority.

(i) Sponsoring Government's application to be filled online (available at https://go.gov.sg/creatingabusinessfriendlyenvironment2025). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.

(ii) DEA's prescribed Performa – duly countersigned by competent authority **(Annex-III)**.

Other details (i.e. General Information, DEA proforma, Guidelines etc.) may be seen and downloaded from Ministry of Finance, Department of Economic Affairs (DEA)'s website **www.dea.gov.in** under the link **"Offerings→Careers→Employee Corner→Foreign Training' [https://mofapp.nic.in/training/default.aspx]**.

4. The application alongwith other attachments duly approved by the GM/DG/Pr.CAO/Director etc concerned should be sent to this office by **31th October, 2025 positively** on email **trainingbranch.rb@gmail.com** for forwarding the same to DEA. Nomination of candidates should be regulated by guidelines prescribed by DEA attached as Annex-II. **Nominations received after the prescribed date will not be considered**.

Encls: Program Brochure.

17/09/2025

(Jitendra Kumar)
Dy. Director, Estt (Training)
Railway Board
Tele: 011-23047251

No.12/42/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)
.....

North Block, New Delhi,
Dated the 25th August, 2025.

TRAINING CIRCULAR

Subject:- **In-person** Singapore Cooperation Programme on **"Creating a Business-Friendly Regulatory Environment for Economic Growth" from 19th to 23rd January, 2026 in Singapore.**

The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme on **"Creating a Business-Friendly Regulatory Environment for Economic Growth" from 19th to 23rd January, 2026 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in the regulatory sector. 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://go.gov.sg/creatingabusinessfriendlyenvironment2025). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
(iii) 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 14.11.2025** 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
chourasia.anil@nic.in

Contd.....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**].

(Soumitra N. Motilal)
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), M/o Commerce & Industry, Udhyog Bhavan, New Delhi.
2. Joint Secretary (Admn.), Deptt. Of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. 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].

CREATING A BUSINESS-FRIENDLY REGULATORY ENVIRONMENT FOR ECONOMIC GROWTH

19 TO 23 JANUARY 2026

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 150,000 officials from more than 180 countries, territories, and intergovernmental organisations 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 will share Singapore's insights on the enablers of various forms of tourism, including the traditional forms of tourism and the more recent ones, such as health tourism and technology-enabled tourism.

Synopsis

Topics to be covered include:

- Introduction to economic sectors that are ripe for regulatory attention;
- Singapore's regulatory journey for creating a business-friendly regulatory environment; and
- Case studies on business related schemes

Methodology

This course will be conducted in-person in Singapore and in a variety of formats which may include, but not limited to, seminar-style sharing sessions, site visits, and group discussions.

Course Duration and Venue

The course will be held over five days from **19 to 23 January 2026** in Singapore**.**

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in the regulatory sector;
- 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:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel 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;
- Per diem of One Hundred and Thirty Singapore Dollars (S$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in

  Singapore, in accordance with the policy of a local insurance company.

Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and

- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, 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;
- Strictly observe the course schedule and attend all 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.

Application Procedure

(Closing date for nomination: **21 November 2025**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant(s). 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 NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at https://go.gov.sg/creatingabusinessfriendlyenvironment2025 by **21 November 2025**. 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 will receive a certificate of completion from the SCP upon completion of the 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 should be made only upon receipt of the Letter of Acceptance to the course.

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

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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 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 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 ae 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 f 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.

ANNEX-III

DEA PROFORMA FOR FOREIGN TRAINING

1. Name			
2. Date of Birth		**3. Male/Female**	
4.Educational Qualifications		**5. Date of Entry into Govt. Service**	
6.Service to which Officer belongs		**7. Date of Regular appointment**	

8. Details of Posts held during the last five years (starting from present) :

S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work

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

11. 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 :	

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 Email (alongwith official seal)	

ANNEX-IV

CHECK LIST

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

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)

