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. 2026/E(Trg)/10/15 **New Delhi, dt.: 09.04.2026**

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 "Workshop on Digital Government" from 21st to 24th September, 2026 in Singapore.

Ministry of Finance, Department of Economic Affairs (DEA) is sponsoring In-person Singapore Cooperation Programme on "Workshop on Digital Government" to be held in Singapore from 21st to 24th September, 2026. Number of slots available for India is **One (01)**. In this connection, please find enclosed Training Circular of DEA dt. 01st April, 2026.

2. The programme is intended for mid- to senior-level government officials, who are leading or involved in the design, implementation or oversight of digital policy, digital transformation and digital government initiatives and programs.

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/sgwb26). 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://dea.gov.in/foreign-training-and-employee-corner]**.

4. The application along-with other attachments duly approved by the GM/DG/Pr.CAO/Director etc. concerned (**along with the concurrence of associate finance**), should be sent to this office by **13th June, 2026, 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.

09/04/2026

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

No.12/16/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)
.....

Kartavya Bhavan-I, New Delhi,
Dated the 1st April, 2026.

TRAINING CIRCULAR

Subject:- **In-person** Singapore Cooperation Programme on **"Workshop on Digital Government" from 21st to 24th September, 2026 in Singapore.**

The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme on **"Workshop on Digital Government" from 21st to 24th September, 2026 in Singapore** under the Technical Assistance Programme with India. The course is intended for mid- to senior-level government officials who are leading or involved in the design, implementation or oversight of digital policy, digital transformation and digital government initiatives and programs. 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 under the Singapore-World Bank third Country 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 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/sgwb26**). 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 26.06.2026** positively at the following address:-

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 – 2401 2878,
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.dea.gov.in under the link "Foreign Training Programmes" **[https://dea.gov.in/foreign-training-and-employee-corner]**.

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

1. Joint Secretary (Admn.), Ministry of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi.
2. Joint Secretary (Admn.), Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi.
3. Adviser (Investment), Department of Economic Affairs, North Block, New Delhi.
4. Joint Secretary (Admn.), Department of Financial Services, Jeevandeep Building, Sansad Marg, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[https://dea.gov.in/foreign-training-and-employee-corner].

संख्या.12/16/2026-बीपीसीएंडटी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

नॉर्थ ब्लॉक, नई दिल्ली,

दिनांक 1 अप्रैल, 2026.

प्रशिक्षण परिपत्र

विषय : **सिंगापुर में 21 से 24 सितंबर, 2026 तक " डिजिटल सरकार पर कार्यशाला " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।**

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत **सिंगापुर में 21 से 24 सितंबर, 2026 तक " डिजिटल सरकार पर कार्यशाला " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम** सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह पाठ्यक्रम मध्यम स्तर के वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो डिजिटल नीति, डिजिटल परिवर्तन और डिजिटल सरकारी पहलों और कार्यक्रमों के डिजाइन, कार्यान्वयन या निरीक्षण में अग्रणी या 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. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में **(अनुलग्नक III)** यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

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/sgwb26**) 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)।**

.....2/-

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 26.06.2026 तक अवश्य ही** निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,
अवर सचिव (बीपीसी एंड टी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।
पीएच:- 011 - 2401 2878,
ईमेल- pankaj.gangwar@gov.in
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.dea.gov.in पर "विदेशी प्रशिक्षण कार्यक्रम" **[https://dea.gov.in/foreign-training-and-employee-corner]** लिंक के तहत अपलोड किया जाता है।

(पंकज गंगवार)
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6 सी. जी. ओ. परिसर, लोधी रोड, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन), सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय, सरदार पटेल भवन, नई दिल्ली।
3. सलाहकार (निवेश), आर्थिक कार्य विभाग, नॉर्थ ब्लॉक, नई दिल्ली।
4. संयुक्त सचिव (प्रशासन), वित्तीय सेवा विभाग, जीवनदीप भवन, संसद मार्ग, नई दिल्ली।
5. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
6. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[https://dea.gov.in/foreign-training-and-employee-corner]।

WORKSHOP ON DIGITAL GOVERNMENT

21 TO 24 SEPTEMBER 2026

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

WORLD BANK GROUP

under the

SINGAPORE – WORLD BANK THIRD COUNTRY TRAINING PROGRAMME

to be conducted by

MINISTRY OF DIGITAL DEVELOPMENT AND INFORMATION, SINGAPORE

and the

CIVIL SERVICE COLLEGE, SINGAPORE

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 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

World Bank Group

The World Bank Group is an international development institution whose mission is to end extreme poverty and boost shared prosperity on a livable planet, through the provision of financing, policy advice, and technical assistance to its member countries.

The World Bank Group's Digital and AI Vertical Vice Presidency (Digital & AI VPU) leads the Bank's digital and AI agenda, supporting countries in harnessing digital transformation to drive inclusive growth, improve service delivery, and build resilient economies. Through financing, policy advice, analytics, and partnerships, its work focuses on digital public infrastructure, connectivity and affordability, digital government services, and AI readiness. This collaboration is led by the Digital and AI, East Asia and Pacific (Digital EAP) Unit.

Ministry of Digital Development and Information, Singapore

The Ministry of Digital Development and Information (MDDI) drives Singapore's digital development in four key domains — the economy, government, security, and society. MDDI oversees the development of the infocomm technology, cybersecurity, and media sectors; the Government's digitalisation initiatives; and the national library, national archives, and public libraries. The Ministry is also responsible for effective public communications, and the Government's information and public communication policies. Our mission is to engage hearts and minds, and build a thriving digital future for all.

Civil Service College, Singapore

The 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 to meet the challenges of the future. As a Statutory Board under the Public Service Division, Prime Minister's Office, CSC endeavours to be the heart of learning excellence and development for the Singapore Public Service.

Course Objectives

Building a trusted digital government begins with putting people at the centre. This course equips participants with strategies and practical approaches to design secure, inclusive, and citizen-focused services, while fostering innovation through open-source ecosystems.

Drawing on Singapore's digital governance experience, participants will explore how trust and transparency can be strengthened through agile, open-source tools like Isomer and FormSG, and how platforms like LifeSG demonstrate people-first service delivery. By the end of the course, participants will understand how to apply these strategies and leverage open-source innovation to accelerate digital transformation, even in resource-constrained settings, while maintaining citizen trust at the core.

The course will also highlight the key policies and regulatory enablers that support sustainable and scalable digital government.

Synopsis

Topics to be covered include:

- Singapore's Digital Government Strategy Governance Models for Digital Public Goods (DPGs)
- Singapore Government Tech Stack and Digital Identity & Trust Infrastructure
- World Bank global insights and diagnostics on digital transformation, digital government and digital public infrastructure, drawing on global lessons, best practices and country experiences.

Methodology

The course will be conducted in-person in Singapore and will include the delivery of course sessions, case studies, country presentations as well as group discussions.

Course Duration and Venue

The course will be held over four days from 21 to 24 September 2026 in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are leading or involved in the design, implementation or oversight of digital policy, digital transformation and digital government initiatives and programs;
- 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.

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. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Non-compliance with full participation requirements will affect the eligibility for future SCP course applications; 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: **Friday, 3 July 2026**)

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/sgwb26** by **3 July 2026**. 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)