
Kartavya Bhavan-I, New Delhi,
Dated the 8th October, 2026.

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on "Introduction to Disaster Risk Reduction" from 11th January to 15th January, 2027 in Singapore.

The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme on "**Introduction to Disaster Risk Reduction**" from **11th January to 15th January, 2027 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in disaster risk reduction policy making and/or national emergency planning and management. These can include officials from planning and finance/budget office. 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 **Two**.

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 UNDRR under the Singapore-UNDRR Joint Training Programme**, which 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:

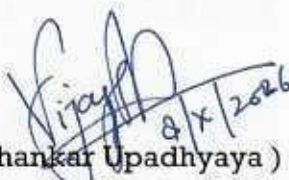
(i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/undrr2027>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.

(ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. **Application Form complete in all respects along with check-list should reach this Department through the Administrative Ministry/Department of Govt. of India/State Government/UT, as the case may be, not later than 30.10.2026 positively at the following address:-**

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -I, New Delhi-110001.
Ph:- 011 – 2401 2871,
Email- vs.upadhyay@gov.in
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.dea.gov.in under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].


(Vijay Shankar Upadhyaya)
Under Secretary to the Govt. of India

1. Joint Secretary(Admn.), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi.
2. Joint Secretary(Disaster Management), Ministry of Home Affairs, NDCC-II Building, Jai Singh Road, New Delhi.
3. Joint Secretary (Admn.), NITI Aayog, Sansad 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://dea.gov.in/foreign-training-and-employee-corner>].

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

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कर्तव्य भवन-1, नई दिल्ली,

दिनांक 8 अक्टूबर, 2026.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 11 जनवरी से 15 जनवरी, 2027 तक " आपदा जोखिम न्यूनीकरण का परिचय" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 11 जनवरी से 15 जनवरी, 2027 तक " आपदा जोखिम न्यूनीकरण का परिचय" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम मध्य-से वरिष्ठ-स्तरीय सरकारी अधिकारियों के लिए है जो आपदा जोखिम न्यूनीकरण नीति निर्माण और/या राष्ट्रीय आपातकालीन योजना एवं प्रबंधन में शामिल हैं। इनमें योजना और वित्त/बजट कार्यालय के अधिकारी भी शामिल हो सकते 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 दो 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 UNDRR द्वारा Singapore-UNDRR Joint Training Programm के तहत 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/undrr2027>) 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 30.10.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री विजय शंकर उपाध्याय,
अवर सचिव (बीपीसी एंड टी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
हॉल नं. 15051, कर्तव्य भवन -1, नई दिल्ली-110001।
पीएच:- 011 - 2401 2886,
ईमेल- vs.upadhyay@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।


(विजय शंकर उपाध्याय)
अवर सचिव, भारत सरकार

1. संयुक्त सचिव(प्रशासन), गृह मंत्रालय, एनडीसीसी-II भवन, जय सिंह रोड, नई दिल्ली।
2. संयुक्त सचिव(आपदा प्रबंधन), गृह मंत्रालय, एनडीसीसी-II भवन, जय सिंह रोड, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन), नीति आयोग, संसद मार्ग, नई दिल्ली।
4. संयुक्त सचिव (प्रशासन) भारत सरकार की सभी मंत्रालयों/विभागों, ।
5. 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>]

INTRODUCTION TO DISASTER RISK REDUCTION 11 TO 15 JANUARY 2027

Jointly sponsored by the
SINGAPORE COOPERATION PROGRAMME
and the
**UNITED NATIONS OFFICE FOR DISASTER RISK REDUCTION
(UNDRR)**
under the
SINGAPORE – UNDRR JOINT TRAINING PROGRAMME
to be conducted by
CIVIL SERVICE COLLEGE, SINGAPORE
and the
UNDRR

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 developing countries, territories and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Singapore Ministry of Foreign Affairs.

United Nations Office for Disaster Risk Reduction

The UN General Assembly adopted the International Strategy for Disaster Reduction in December 1999 and established the United Nations Office for Disaster Risk Reduction (UNDRR). UNDRR is the focal point in the UN system for the coordination of disaster risk reduction (DRR) and supports the implementation, follow-up and review of the Sendai Framework for Disaster Risk Reduction 2015 – 2030. Its core areas of work include supporting countries and regions in ensuring DRR is a national and local priority and increasing investments for DRR.

The UNDRR's Global Education and Training Institute (GETI), which was established in 2010, has a mandate to develop a new cadre of professionals in DRR and climate change adaptation for disaster resilient societies. To deliver on this mandate, it has focused primarily on national and city leaders and municipal disaster risk managers. Over the years, UNDRR GETI has trained over 43,000 officials and other participants from 186 countries and territories.

Civil Service College, Singapore

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

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration and management. CSC works closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration and public reforms. By sharing the Singapore government's experience and best practices, CSC hopes to promote good governance and develop goodwill, co-operation and understanding between different governments across the world.

Course Objectives

This course examines key principles of DRR and the hardcoding of resilience into policy, implementation action and human behavior. Drawing lessons from the COVID-19 global pandemic that demonstrates the 'new normal' of interconnected risk, and other disasters, participants will learn about the Sendai Framework for DRR 2015-2030, the 2030 Agenda for Sustainable Development and the Paris Agreement, interlinkages with International Health Regulations, and possible applications to their State's existing policy and plans, including disaster risk reduction strategies. The course will also cover Singapore's experiences in disaster risk reduction and its whole-of-government approach in formulating adaptation measures and building resilience in the community.

UNDRR will help participants become familiar with tools available to develop risk-informed strategies and plans that link DRR, climate, development action and health emergencies. UNDRR will also bring

global best practices and encourage sharing of experiences amongst the participants.

Course Outline

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

- Understanding how DRR links with the Sustainable Development Goals and the Paris Agreement, linking the Sendai Framework with the other two major agreements of 2015;
- Understanding how to prevent creation of new risk, and reducing existing risks, including biological and human-induced hazards;
- Fundamentals for formulating national and local DRR strategies as per Global Target E of the Sendai Framework and indicators of SDGs 1 on no poverty, 11 on sustainable cities and 13 on climate action;
- Integration of DRR and climate change adaptation into development policy. Key sectors covered will include infrastructure, housing, urban and land use planning, environmental protection, gender issues, psychosocial issues, and health;
- Singapore's experience in disaster risk reduction and whole-of-government approach to integrated risk management, and building resilience;
- Working with public and private stakeholders, and strengthening policy and decision-making processes.
- Applications of artificial intelligence (AI) for DRR

Methodology

This course will be conducted in a lecture and panel discussion style by experienced trainers, academics and/or policy makers in relevant topics, with opportunities for group work and discussions, experience sharing sessions, case studies and/or evaluation sessions. Site visits to relevant agencies and facilities will be arranged.

Course Duration and Venue

This course will be conducted from **11 to 15 January 2027** in Singapore.

Application Information

Applicants should be:

- Mid-to senior-level government officials involved in disaster risk reduction policy making and/or national emergency planning and management. These can include officials from planning and finance/budget office.
- Nominated by their government.
- Proficient in English
- In good health
- Prepared to participate actively in the programme.

Terms of Award

The course is sponsored by the Government of Singapore and UNDRR under the Singapore-UNDRR Joint Training Programme (JTP).

Under this JTP, the Government of Singapore and UNDRR will bear the following expenses for successful applicants, thereafter known as “participants”, during the course 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 to one day after the course.
- A daily 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 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.
- 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. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;;**
- Participants are to bear their personal expenses that might be incurred 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. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by such conditions as may be stipulated by the nominating government or the Government

of Singapore and the UNDRR with respect to 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: **6 November 2026**)

The Government of Singapore and the UNDRR are pleased to invite the National Focal Points for Technical Assistance to nominate one **(2)** suitable candidate for consideration.

Selection of candidates for the limited number of training awards will be based on merit. The Government of Singapore and the UNDRR may allocate more than one (1) place per country if there is additional capacity. The Government of Singapore and the UNDRR seek the understanding of the respective National Focal Points for Technical Assistance in the event that their nominee is not selected.

All nominations are to be submitted **online at** <https://go.gov.sg/undrr2027> by **Friday, 6 November 2026**. All applications must also be **endorsed** by the respective National Focal Point for Technical Assistance.

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

Note:

- Applications must be completed in full. Incomplete application forms will not be considered. Please contact mfa_scp@mfa.gov.sg if you encounter technical issues during application.
- 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 applications while your application is being processed.
- 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 representation in the nominating country. 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

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 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

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 :				
<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 Email (alongwith official seal)				

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)

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.	