

F.No.12/12/2008-PMU  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(PMU & Trg.)

New Delhi the 9<sup>th</sup> April, 2008.

OFFICE MEMORANDUM

Subject: SCPTA - Aviation Security Management, 4-10 June, 2008.

1. The Singapore High Commission has offered the above-mentioned training programme to be held in Singapore from 4 – 10 June, 2008 under Singapore Cooperation Training Programme Awards (SCPTA).

2. The applicants should be Supervisors and Managers managing aviation security operations or Internal Trainers responsible to train aviation security topics. Nominated by their respective Governments. They should be below 50 years of age.

3. Under the Singapore Cooperation Programme arrangement, the Government of Singapore will bear the following expenses during the training in Singapore:

- (a) A daily training allowance of Forty Singapore Dollars (S\$40) will be provided from first day to last day of the course to cover meals and daily expenses. Complimentary breakfast is provided in the hotel from first day to one day after the course.
- (b) Transportation to course venue and site visits;
- (c) Medical insurance for participants to cover accident and hospital treatment during their stay in Singapore in accordance with the policy of a local insurance company.
- (d) Accommodation for the entire duration of the course.

4. The Organisations / State Governments/Central Ministries concerned are to pay for the participant's round-trip airfare. **They should specifically undertake to bear the cost of participant's round trip airfare, while forwarding the applications. Applications received without such an undertaking may not be considered.**

5. Each participant is advised to have money for miscellaneous expenses that might be incurred prior to receiving the allowance.

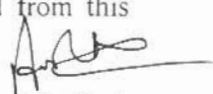
6. The number of nominations to be sent to this Department may not exceed One with one reserve.

7. The nominations of suitable candidates may be done in accordance with the Department of Economic Affairs' OM No.1/13/03-PMU dated 27.2.2006. The nomination details should be submitted on the following:

1. Prescribed application form
2. DEA's prescribed proforma – duly counter signed by competent authority.

8. Last date for submission: The completed 'application form' should reach this Department not later than 12.4.2008. Nominations received after the prescribed date will not be considered.

9. The details of the programme and the application form may be down loaded from this Department's Website: [www.finmin.nic.in](http://www.finmin.nic.in).

  
(Arun Prabha)

Under Secretary (PMU & Trg.)

Tele:2309 2229

1. Ministry of Civil Aviation.
2. All State Governments – Education Department.
3. Copy to Guard File for placing it on MoF websiste.

## AVIATION SECURITY MANAGEMENT

4 June to 10 June 2008

Sponsored by the

**MINISTRY OF FOREIGN AFFAIRS, SINGAPORE**

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARDS**

to be conducted by the

**CJ SECURITY CONSULTING GROUP**

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### 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. Through the Singapore Cooperation Programme (SCP), Singapore can contribute to the development of other developing countries.

In 1992, the SCP was established, bringing together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries. Since 1992, Singapore has sponsored training courses and study visits for over 53,000 officials from 168 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

### CJ SECURITY CONSULTING GROUP

CJ Security Consulting Group private Limited (CJSC Group) is a premier security consulting and training organisation with ISO 9000 certification. Its mission is to create a safe and secure work environment for client organisations by providing leading edge consulting and training services. To date, a total of over 125 courses and consulting projects have been conducted for client organisations across North America, Europe, Africa, Australia and Asia. CJSC Group's focus is on aviation security, maritime security, x-ray screening and certification, corporate security, risk assessments and audits.

### COURSE OBJECTIVE

By the end of the course, participants will be able to:

- Explain the origin and purpose of ICAO aviation security related legal instruments, Annex 17 and the Security Manual (ICAO Doc 8973/5) and understand basic concepts of management to aviation security;

- Understand how the airline security programmes and Standard Operating Procedures (SOPs) are developed and how the national, airport and airline security programmes and SOPs are implemented and enforced;
- The role of police and security personnel in the implementation of aviation security preventive measures;
- Understand the need for the development of airline and airport emergency plans and manage the security and the various responses necessary in security emergencies involving aircraft, airline buildings, property and facilities; and
- Understand the importance of AVSEC training for security personnel, and other airline personnel, including airline contract employees; and develop and maintain liaison with other airline departments, and outside organisations and agencies.

## SYNOPSIS AND METHODOLOGY

The course will comprise lectures, discussions, group activities, role plays and exercises, including familiarisation visit to airline facilities and local airport.

The topics to be covered are:

- Threats to Aviation
- Development of Counter- Measures
- Legislation And National/Airport Security Programmes
- Airline Operator's Security Programme
- Management Of Airline Security at an Airport
- Management of Human Resources
- Training in Airline Security
- Development of Standard Operating Procedures
- Surveys, Inspections and Systems Testing
- Contingency Planning
- Organisation of Emergency Responses
- Airlines Management Response to Acts of Unlawful Interference

## DURATION

The course will be held from 4 June to 10 June 2008.

## APPLICATION INFORMATION

Applicants should be:

- Supervisors and Managers managing aviation security operations or Internal Trainers responsible to train aviation security topics
- Nominated by their respective Governments
- Proficient in spoken and written English
- Below 50 years of age
- In good health

## TERMS OF AWARD

The course is sponsored by the Government of Singapore under its Singapore Cooperation Programme Training Awards.

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:

- A daily training allowance of Forty Singapore Dollars (S\$40) from first day to last day of the course to cover meals and daily expenses. Complimentary breakfast is provided in the hotel from first day to one day after the course;
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

### Note:

- (i) The recipient government will be responsible for their participants' round-trip airfares
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance

- (iii) Any expenses for out-patient medical/ dental treatment should be borne by the participants themselves

## REGULATIONS

Participants are required to comply with the regulations

- (a) To strictly observe course schedules and not to change training subjects;
- (b) Not to bring any member of their family for the duration of the course;
- (c) To carry out such instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore, in respect of the course;
- (d) To refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore;
- (e) To return to their respective home countries upon completion of the course; and
- (f) To discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act.

## APPLICATION PROCEDURE

(Closing Date for Nomination: **16 April 2008**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance to nominate one (1) suitable candidate. In case there are more applicants than training places, the selection of candidates will be based on merit. Hence, the Government of Singapore seeks the understanding of the respective National Focal Points for Technical Assistance in the event their nominee is not selected.

All nominations are to be carried out by the respective Government Institutions, using the official application form. The application forms are to be submitted and should reach the **Ministry of Foreign Affairs, Singapore** through the National Focal Point and the Singapore Embassy in the nominating country not later than **16 April 2008**.

Please address the forms to:

The Director  
Technical Cooperation Directorate  
Ministry of Foreign Affairs, Singapore  
Tanglin  
Singapore 248163

Person: Mr Mark Ang Zichao  
Tel: (65) 6379 8472  
Fax: (65) 6479 3357  
E-mail: ang\_zichao@mfa.gov.sg

- To expedite the process, a copy of the completed application forms can be faxed to the **Ministry of Foreign Affairs, Singapore** at Fax (65) 6479 3357. The original application forms can be mailed through diplomatic or normal channels.
- All application forms should be completed in full and must bear the endorsement of the respective National Focal Point responsible for technical assistance.
- Incomplete application forms or forms which are not endorsed will not be accepted.
- Only successful applicants will be notified.
- Applicants should refrain from making telephone, fax 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. Their National Focal Point will also be informed directly or through our diplomatic representations in the nominating country.
- Flight arrangements are only to be made 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.visitsingapore.com](http://www.visitsingapore.com)

# SINGAPORE COOPERATION PROGRAMME

## APPLICATION FORM FOR TRAINING IN SINGAPORE

Please type or write clearly in capital letters.  
 The words "NIL" or "N/A" should be used where applicable.  
 Do not leave any space blank.



Programme: Singapore Cooperation Programme Training Awards (SCPTA)

Course Title: Aviation Security Management

Date of Course: 4 June - 10 June 2008

### PART I: PARTICULARS OF APPLICANT

Name Mr/Mrs/Miss/Dr* _____ (Full name in capital letters as in International Passport – please underline Family/Last Name)		
Nationality	Date of Birth (dd/mm/yy)	Place of Birth
Gender Male / Female*	Passport Number (Diplomatic / Official / Ordinary)*	Expiry Date of Passport (dd/mm/yy)
Marital Status	Religion	Dietary Restriction, if any
Home Address	Tel No: _____ - _____ - _____ Country Code Area Code Tel No.	
Airport of Departure to Singapore:	Fax No: _____ - _____ - _____ Country Code Area Code Fax No.	
Job Title	Tel No: _____ - _____ - _____ Country Code Area Code Tel No.	
Office Address (Name of Organisation and Address)	Fax No: _____ - _____ - _____ Country Code Area Code Fax No.	
Email Address: _____		

\*Delete where applicable

Person to be notified in case of an emergency:

Name	Relationship
Home Address	Tel No: _____ - _____ - _____ Country Code Area Code Tel No.

### PART II: EMPLOYMENT HISTORY

NOTE:

This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.

**Singapore Cooperation Programme Application Form for Bilateral Courses**

(starting from present position - in reverse chronological order)

Organisation / Department	Designation	Nature of job	Period (dd/mm/yy)	
			From	To

**PART III: EDUCATIONAL RECORD**

Degree / Diploma / Certificate	Educational Institution	Location	Period (dd/mm/yy)	
			From	To

**PART IV: DETAILS OF PROFESSIONAL QUALIFICATIONS**

Type of Professional Qualification	Date Attained

**PART V: PREVIOUS ATTENDANCE**

Have you previously attended any courses sponsored under the Singapore Cooperation Programme?

Yes /  No (please tick)

If yes, please state the name and date of course/s:

- \_\_\_\_\_
- \_\_\_\_\_

**PART VI: EXPERIENCE AND TRAINING REQUIREMENTS**

Please write briefly on your working experience and training requirements. Copies of the relevant supporting documents (e.g. educational certificates, testimonials) should be attached.

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**NOTE:**

*This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.*

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**PART VII: NOMINEE'S DECLARATION**

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name) (Country)

declare that :

- (a) all information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material fact;
- (b) I am medically fit and free from any medical problem which may impair my ability to attend the training in Singapore; and
- (c) I will be personally liable for all medical expenses incurred during my stay in Singapore. (All successful participants are covered under Group Personal Accident and Hospitalisation Insurance policies against accidents)

Upon successful selection for the training award, I undertake to:

- (a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- (b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- (c) submit/present any report which may be required;
- (d) refrain from engaging in political activities and any form of employment for profit or gain;
- (e) return to my home country upon completion of the training; and
- (f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I would be liable to depart from Singapore on my own expense.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Nominee)

**NOTE:**  
*This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.*

**PART VIII: (To be completed by the Nominating Government)**

Comments and observations on the Nominee's:

(a) \*Proficiency of the English Language

	Excellent	Fair	Basic	Nil
Spoken				
Written				

	Excellent	Good	Fair	Poor
Fitness level				

\*Tick where appropriate

(c) Reasons for the Nominee's selection:

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(d) The post which the Nominee will be required to fill upon satisfactory completion of training:

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(e) Relevance of course to the nominee's job:

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**NOTE:**

*This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.*

**PART IX: OFFICIAL DECLARATION (to be completed by the Nominating Government)**

On behalf of the Government of \_\_\_\_\_  
(Country)

I, \_\_\_\_\_, certify that:  
(Name of Official)

- (a) I have examined the educational, professional or other certificates quoted by the nominee in this form and I am satisfied that they are authentic and relate to the nominee.
- (b) The nominee is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the nominee is other than fit to undertake the journey to Singapore and to remain in Singapore for the duration of training.
- (c) The nominee has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Mr/Mrs/Miss/Dr) \_\_\_\_\_ holding  
Passport No \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Organisation)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Address of Organisation)

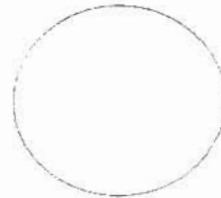
Country Code - Area Code - Office Tel No.

\_\_\_\_\_  
(Email Address)

Country Code - Area Code - Office Fax No.

**Endorsement by the nominating country's National Focal Point for Technical Assistance:**

\_\_\_\_\_  
(Name)



\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name of Organisation)

\_\_\_\_\_  
(Email Address)

Country Code - Area Code - Office Tel No.

Country Code - Area Code - Office Fax No.

**NOTE:**

*This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.*

To GOVERNMENT OF THE REPUBLIC OF SINGAPORE

Dear Sir

**LETTER OF INDEMNITY**

In consideration of you allowing me to do my training with the relevant Government departments/statutory boards/institutions in Singapore, I \_\_\_\_\_,  
Passport Number \_\_\_\_\_ of \_\_\_\_\_, hereby declare  
that I shall be personally liable for and shall indemnify the Government of the Republic of  
Singapore against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or  
expenses whatsoever arising under any statute or at common law which may be made or taken  
against the Government of the Republic of Singapore or incurred or become payable by the  
Government of the Republic of Singapore in respect of any medical illness, personal injury  
(whether fatal or otherwise) to or the death of any person or in respect of any injury or damage  
whatsoever to any property, real or personal arising out of or in the course of or by reason of my  
carelessness or negligence, omission or default during my training with the relevant Government  
departments/statutory boards/institutions in Singapore.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2008 / 2009

Signed by \_\_\_\_\_  
(Signature of trainee) (Name of trainee)

in the presence of

Signed by \_\_\_\_\_  
(Signature of witness) (Name of witness)

\_\_\_\_\_  
(Designation of witness)

**NOTE:**  
*This application form should be duly completed and endorsed by National Focal Point for Technical Assistance in your country. Forms, which are incomplete and/or not endorsed, will not be accepted.*

## DEA PROFORMA FOR FOREIGN TRAINING

1. Name:
2. Date of Birth:
3. Educational Qualifications:
  - (i) Academic
  - (ii) Technical
4. Contact Nos:
  - (i) Phone number (with STD Code):
  - (ii) Fax number (with STD Code):
5. (i) Service to which officer belongs:
  - (ii) Year of appointment/allotment:
  - (iii) Present post:
  - (iv) Date from which the current post held:
  - (v) Details of previous posts held:
  - (vi) Details of the posts held which are relevant to the course
6. Relevance of the course to the candidate:
7. Papers etc. published by the candidate:  
(Please attach separate sheet, if necessary)

8. List of training courses attended abroad:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding

9. List of training courses attended in India:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding

Date:  
Place:

Signature of the Candidate

10. Shri/Smt.-----is cleared/not cleared from Vigilance angle.

Countersigned

Signature of the designated competent authority  
(with office stamp)

Date:  
Place:

**No.1/13/03-PMU  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(PMU & Training Division)**

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New Delhi February 27, 2006

**OFFICE MEMORANDUM**

**Subject: Foreign training courses administered by the Department of Economic Affairs**

In supersession of the guidelines issued vide letter of even number dated 5<sup>th</sup> April 2004 and based on the experience gained during the intervening period, the following guidelines are issued regarding the nominations for foreign training programmes being administered by Department of Economic Affairs (DEA).

State Governments may submit their nominations directly to DEA subject to the condition that the nomination should have been approved by the designated competent authority in the State Government. Nominations from Central Ministries/Departments should also be approved by the designated competent authority in the Ministry/Department. Officials nominated should actually be working in the area to which the course relates. PSUs and Autonomous Undertakings of Government should send nominations through the concerned Central Ministries/State Governments. In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees. Sending of piecemeal nominations may please be avoided.

Central Ministries/Deptts./State Governments/Agencies are responsible for ensuring the necessary clearances such as *political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre controlling authority etc.* These clearances may be obtained after the candidate is finally selected for the course and before he proceeds on foreign training. However vigilance clearance may be conveyed at the time of sending the nomination to DEA. Nominating State Governments and Central Ministries are informed that in case an officer does not file his/her nominations papers after being duly nominated, he/she will be debarred from any foreign training programme for two years and for officers who fail to attend the said training course after being selected, there will be a debarment of five years.

Nominating State Governments/ Central Ministries should ensure that following instructions on foreign training are duly adhered to: -

Duration of Long Term and Short Term Programmes:

- (i) Training programmes abroad of a duration of six months or more are treated as Long Term;
- (ii) Training programmes abroad of duration of 15 days or more but less than six months are treated as Short Term.

Minimum Service:

Officers should have completed a minimum of 9 years of service on the date of commencement of particular programme. However, in case a foreign Government or university prescribes a different minimum service that would be accepted.

Upper age limit:

Generally for Long Term courses the upper age limit followed is 50 years and for Short Term courses, 55 years at the time of commencement of programme. However, in case where foreign Government/institution prescribes a different upper age limit for a training programme, the same will prevail.

Only one Long Term Programme:

An officer can attend only one long-term training programme in his/her service career.

'Cooling-off' condition:

- (i) An officer having attended a foreign training programme of a duration of upto 15 days will be required to complete a 'cooling off' period of two years before such an officer can be considered again for any foreign training;
- (ii) Officers deputed for training abroad of a duration of more than 15 days and upto six months are required to complete a 'cooling off' period of three years for any foreign training;
- (iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for any programme;
- (iv) An officer can attend a maximum of three foreign training programmes of a duration of more than 15 days in his/her career;
- (v) For Seminars/Workshops abroad of up to 2 days, no cooling off would be required. Beyond that the principle applied for training will apply.
- (vi) Project-related training/official visits abroad, are exempted from the provisions of 'cooling off'.

Nomination of SC/ST and Women officers:

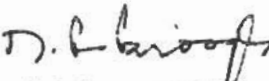
Names of suitable officers belonging to SC/ST as well as women officers for training abroad may also be forwarded in sufficient numbers so that due representation can be given to them.

Officers serving under Central Staffing Scheme:

(i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI at the time of nomination, should be recommended for long term training programmes abroad;

(ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such offices would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases;

(iii) In case of officers whose tenure is due to come to an end more than two months before the commencement of the training programme, the Ministry/Department may sponsor such officers only with the concurrence of the cadre controlling authority concerned. On selection such officers would revert to their Cadre and thereafter proceed on training.

  
(M.F. Farooqui)  
Joint Secretary

To

1. Secretaries of all the Central Ministries/Departments
2. Chief Secretaries of all State Governments

Copy to:

1. Secretary (Department of Personnel) of all State Governments
2. Joint Secretary (Admn./IC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA