Government of West Bengal
Finance Department
Audit Branch, WBA&AS Cell
Writers' Buildings, Kolkata- 700 001.

No. 3314-F(Y)/WB **Dated: 18.07.2017**

Sub : In-service training of Officers of State Constituted Services

The matter of introduction of in-service training programme with an exposure to foreign institution for State Constituted Services in line with WBCS (Exe.) officers has been under active consideration of the Govt. for some time past. After careful consideration of the matter the Governor is pleased to approve 2 (two) weeks in-service training programme on Public Finance and Budgeting at O.P. Jindal Global University, Haryana and Lee Kuan Yew School of Public Policy, Singapore from **2nd October, 2017 to 13th October, 2017** for 25 (twenty five) officers of the State Constituted Services.

2. The names of the State Constituted Services eligible for participation in the aforesaid training programme along with respective quota of trainees for each service are detailed below :

Sl. No.	Name of the Constituted State Service	Quota of Trainees
1	West Bengal Audit & Accounts Service	7
2	West Bengal Commercial Tax Service	7
3	West Bengal Registration & Stamp Revenue Service	2
4	West Bengal Excise Service	2
5	West Bengal Food & Supplies Service	2
6	West Bengal Employment Service	2
7	West Bengal Co-operative Service	1
8	West Bengal Labour Service	1
9	West Bengal Agriculture Income Tax Service	1
	Total	**25**

3. The Cadre Controlling Authority of the respective State Services shall make initial short listing of officers in multiple of five times of the quota mentioned under Para 2 above for the aforesaid training programme based on the following criteria –
   a) Officers should have put in minimum 15 (fifteen) years of service from the date of joining to the date of commencement of training programme.
   b) Officers should have at least 08 (eight) years of service remaining (His/her date of superannuation should not fall within 30.09.2025) from the date of start of training programme.
   c) Officers who have already undergone foreign training programme in any official capacity are not eligible for the aforesaid training.

d) Officers should be cleared from vigilance angle and must have submitted his / her Asset Declaration Statement (ADS) and ACR (SAR) regularly.

4. Cadre Controlling Authority of the respective services is required to submit the following report to this department (**The Secretary, WBA&AS Cell, Finance Department, Writers' Buildings, Block IV, Ground Floor, Kolkata 700 001**) within **10th August, 2017** in respect of shortlisted officers for final selection to be made by the "Selection Committee" of Finance Department:

   i. Bio Data of officers & Consolidated Statement – Annexure-1 & 2.
   ii. Complete ACR Dossier for last 5 (five years) starting from 2011-2012 to 2015-2016- Annexure-3.
   iii. Vigilance Clearance Report of the State Vigilance Commission, West Bengal in respect of the concerned officer.
   iv. Visa Application Form duly filled and signed by the officer concerned.
   v. Covering letter duly signed by the officer concerned and addressed to The Visa Officer, Consulate General of Singapore, Delhi.

5. Final selection of trainees shall be made by the **"Selection Committee"** of Finance Department constituted for this purpose on the basis of recommendation made by the respective Cadre Controlling Department of the State Constituted Services. The **"Selection Committee"** shall comprise of :
   i. Principal Secretary, Finance Department.
   ii. Secretary / Special Secretary (WBA&AS Cell), Finance Department.
   iii. Special Secretary, Finance Department.

6. Based on the recommendation of the "Selection Committee", a final list of 25 (twenty five) trainees shall be prepared by Finance Department for undergoing the training.

7. Once selected an officer cannot opt out of the training programme. If he/she opts out for any reason, then the officer concerned would not considered for such training programme for next three (03) years.

8. For any query relating to the training programme please contact Shri Avik Roy, Assistant Secretary, WBA&AS Cell, Finance Department on (033) 2214 1372, email id asgrt2.fd-wb@gov.in.

Enclo: As stated.

Sd/- (H.K. Dwivedi)

Principal Secretary to the
Govt.of West Bengal.

No. 3314/1(100)-F(Y)/WB Date: 18.07.2017

Copy forwarded for information to:-

1. The Addl. Chief Secretary/Principal Secretary/Secretary,

----------Department.

2. Additional Secretary/Special Secretary/Joint Secretary

----------Department.

3. The Director/Commissioner ----------.

4. The M.D./CEO----------.

4. The Commissioner----------
Division.

5. The District Magistrate----------.

6. The Sub-Divisional Officer----------.

7. Shri Sumit Mitra, Network Administrator, Finance Department with a request to upload this order on the website of Finance Department.

Assistant Secretary to the
Government of West Bengal.

Annexure 1

Bio Data of Officers

1. Name of Officer :

2. Name of Service / Cadre :

3. Date of Birth :

4. Educational Qualification(s) :

5. Date of Entry into Service / Cadre :

6. Date of Confirmation in Service / Cadre :

7. Present Post (Substantive) :

8. Present Office with Address :

9. Passport No. with Issue Date :

10. Mobile No. :

11. Email ID :

12. Special Achievement (if any, in brief) :

13. Training's Attended :

Signature of the Officer

Countersignature of the Cadre
Controlling Authority

Annexure 2

Consolidated Statement of shortlisted officers eligible for Training Programme

Sl. No.	Name of the Officer (Shri/ Smt.)	Date of Birth	Year of Allotment	Date of Entry into Cadre	Date of Confirmation in Service	Date of Retirement	Remarks (if any)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

(Signature of the Cadre Controlling Authority)

Annexure 3

ACR dossier of short listed officers eligible for Training Programme

Sl. No	Name of Officer(Sh./Smt.)	Period of ACR(preceding 5 yrs) (Separate row for each part ACR)	Whether ACR is duly reported/reviewed/accepted? If yes, mark (V) If no, indicate the deficiency with reasons e.g. not reviewed etc.	Whether ACR is valid as per ACR Rules of State Govt. If yes, mark (V) If no, indicate reasons	ACR Score (out of '4')	Date of Submission of Declaration of Assets	Remarks
1	2	3	4	5	6		7
1.		2011-12					
		2012-13					
		2013-14					
		2014-15					
		2015-16					

(Signature of the Cadre Controlling Authority)

Guidelines for filling up Visa Application Form

1. Passport:
   Original Passport with the validity of minimum six months and minimum one blank page required. Please note attach all old passports (if any).

2. Visa Application Form:
   Form 14A to be duly filled and signed by the applicant.

3. Photo Specification:
   Two recent passport size colored photographs with matt or semi matt finish, 80% face coverage, white background and without border (Size: 35mm x 45 mm). Please note photographs should not be more than three months old, scanned/stapled and should not be used in any of the previous visas. This is required in addition to the photograph affixed on the Form 14A.

4. Covering Letter :
   Covering-Letter from applicant stating his name, designation, passport number and purpose & duration of visit in brief. The letter should be duly signed by the applicant and addressed to - The Consulate General of Singapore, Delhi.

5. Financials :
   Bank statement for last six months. (Required only for Fresh Passport holders).

6. The photograph needs to be affixed on the top right corner of the form and cross signed.

7. The purpose of visit is TOURIST.

8. Date of travel to Singapore is **08 Oct., 2017**.

9. In Form 14A in the Address of Origin, the box for PREFECTURE OF ORIGIN is to be left blank.

10. Place of stay is HOTEL. Please leave the address of place of stay blank.

11. In case of any confusion, kindly left the field blank in Form 14A.We will do it on our end.

12. Please do not attach Original Passport now. It will be requisitioned by the Finance Department after final selection of trainees.

Date:

To
The Visa Officer,
Consulate General of Singapore,
Delhi.

Subject: Request for a Tourist Visa.

Dear Sir/Madam,

I, _____ (Name as it appears on the Passport) holding passport number_____ would like to travel to Singapore for tourism purpose for_____(Duration of Stay).

(If Applicable), the below mentioned will be accompanying me on this trip. (Spouse/ Children etc.)

N a m e	**Passport number**	**Relation**

Please find the visa application form duly filled and signed along with the valid passport, Photographs and the relevant documents for your perusal.

All the expenses will be borne by me on this trip.

Kindly consider the application and grant necessary visa.

Thanking You,

X Y Z

(Contact Details)

Notes:

* Tick (√) where appropriate

FORM 14A
IMMIGRATION ACT [CHAPTER 133, SECTION – 55(1)]

Affix a recent Passport-size photograph here

APPLICATION FOR AN ENTRY VISA

PART I – PARTICULARS OF APPLICANT

Name:
Name as in Travel Document

Alias

Date of Birth: *D D M M Y Y Y Y*

Sex:* ☐ Male ☐ Female

Marital Status:* ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

Country of Birth:

State/Province of Birth:

Race: (*e.g. Malay, Indian, Chinese, Caucasian, etc*)

Nationality:

Type of Travel Document Held:

(*e.g. Passport, Certificate of Identity, Document of Identity, etc*)

Travel Document No.:

Travel Document Issued Date: *D D M M Y Y Y Y*

Expiry Date: *D D M M Y Y Y Y*

Country of Issue:

Place of Issue:

Address in Country of Origin

Country of Origin:

Division/State/Province of Origin:

Prefecture of Origin

County/District of Origin

Address : _____

THIS FORM IS ISSUED FREE

PART II –OTHER DETAILS

Occupation:

Highest Academic/Professional Qualifications Attained: _____

Religion/Denomination: _____

Purpose of visit : _____

Date of Intended Arrival in Singapore / Period of Visa Applied For: _____

How long do you intend to stay in Singapore ?* ☐ Up to 30 days ☐ More than 30 days

If your intended stay in Singapore is more than 30 days, please state the reason for your intended length of stay and the duration.

_____

_____

Nationality of Spouse:* ☐ Singapore Citizen ☐ Singapore Permanent Resident

☐ Others (Please Specify) _____

Address in Singapore

Where will you be staying in Singapore ?*

☐ Next-of-kin's Place ☐ Relative's Place ☐ Friend's Place ☐ Hotel ☐ Others (Please Specify)_____

Block/House No.: Floor No.: Unit No.: Postal Code:

Street Name: Tel No: _____

Building Name: _____

Did you reside in other countries, other than your country of origin, for one year or more during the last 5 years ?*
☐ Yes ☐ No

If yes, please furnish details

Country	Address	Period of Stay	
		From	To

PART III – ANTECEDENT OF APPLICANT *

(a) Have you ever been refused entry into or deported from any country, including Singapore? ☐ Yes ☐ No

(b) Have you ever been convicted in a court of law in any country, including Singapore? ☐ Yes ☐ No

(c) Have you ever been prohibited from entering Singapore? ☐ Yes ☐ No

(d) Have you ever entered Singapore using a different passport or name? ☐ Yes ☐ No

If any of the answer is "YES", please furnish details on a separate sheet of paper

PART IV - DECLARATION BY APPLICANT

I declare that the particulars and documents furnished in respect of this application are true and correct.

I undertake not to misuse controlled drugs or to take part in any political or other activities during my stay in Singapore which would make me an undesirable or prohibited immigrant under the Immigration Act.

I undertake to comply with the provisions of the Immigration Act and any regulations made thereunder or any statutory modification or re-enactment thereof for the time being in force in Singapore.

I undertake not to involve in any criminal offences in Singapore.

I undertake not to indulge in any activities which are inconsistent with the purpose for which the immigration passes have been issued

I further undertake not to be engaged in any form of employment, business or occupation whilst in Singapore without a valid work pass issued under the Employment of Foreign Manpower Act (Cap. 91A).

I am aware that overstaying or working illegally in Singapore is a serious offence and on conviction, the penalties may include mandatory imprisonment and caning.

I understand that if the Controller of Immigration is satisfied that I or any member of my family breaches this undertaking or becomes an undesirable or prohibited immigrant, he will cancel my immigration pass and the passes of the members of my family, and we may be required to leave Singapore within 24 hours of such cancellation.

I understand that this application for and possession of a visa does not guarantee entry into Singapore and permission to entry is entirely discretionary at the point of entry.

I give my consent for your department to obtain and verify information from or with any source as you deem appropriate for the assessment of my application for immigration facilities.

_____ _____

Date Signature of Applicant