No.2019/E(Trg)/6/37

New Delhi, dated: 04.07.2019

The General Manager, 
Northern Railway, N. Delhi.

The Director General, 
NAIR, Vadodara.

Sub: 4/2019 Advanced Management Programme (AMP) to be conducted at NAIR/Vadodara, INSEAD/Singapore & ICLIF/Malaysia.

Ref: Railway Board’s letters of even no. dated 12.06.2019 & 03.07.2019.

The 4/2019 Advanced Management Programme (AMP) would be conducted as per the following schedule:-

<table>
<thead>
<tr>
<th>NAIR/Vadodara</th>
<th>ICLIF/Malaysia</th>
<th>INSEAD/Singapore</th>
</tr>
</thead>
</table>

2. Further to Board’s letters dated 03.07.2019, following officer is nominated for the Advanced Management Programme(4/2019) to be held as per the above schedule are as follows:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
<th>Designation</th>
<th>Rly./PU</th>
<th>DoB</th>
<th>Service</th>
<th>Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SHREEDEEP SINHA</td>
<td>Dy.CMM/CONST</td>
<td>NR</td>
<td>27/03/1978</td>
<td>IRSS</td>
<td>2001</td>
</tr>
</tbody>
</table>

(The above Officers shall attend foreign component of the Advanced Management Programme subject to their not being promoted as SAG officers. They may, however, attend domestic component at NAIR.)

3. The General Manager of the concerned Railway may ensure that the nominated Officers are clear from vigilance angle for attending the subject training. If any Officer is not clear from vigilance angle, the same may be advised to this office immediately so that suitable Officer may be nominated in his/her place (e-mail ID: amp.railways@gmail.com).

4. Programme related guidelines:

i. Attendance by the officer for the AMP as indicated in the annexures may be ensured failing which the foreign component of the training for the officer will be held in India. It is mandatory to submit complete information sought vide Annexure-I and confirm attendance and send the same duly filled up through e-mail to amp.railways@gmail.com.

ii. Attendance in the programme is mandatory. No family member (including spouse, children, grand children, parents) either from India or abroad are permitted to accompany the officer during the programme. In case, it is noticed that the officer lacked due seriousness in the training sessions, or missed any session during the training programme, or behaved inappropriately causing embarrassment to Government of India in any manner, appropriate action as deemed necessary would be taken.
iii. **Bond:** The participant should execute a bond (format as per Annexure-II) in non-judicial stamp paper of Rs. 100/- value for the period of training to serve the Indian Railways for a period of three years after return from abroad. The bond should be kept by the concerned Railway Administrations in safe custody for a minimum period of 5 years after return of the trainees from abroad. A copy of the Bond is to be furnished to the Course Director in NAIR, Vadodara in confirmation of having executed the Bond. Release of foreign exchange would be subject to submission of the above-mentioned Bond.

iv. **DA etc.:** Officers are entitled to DA as per the extant instructions of the MEA. The authorization letter will be issued by Railway Board as per their entitlement for disbursement by the Railway/PU/Board etc. where the officer is posted.

v. **Training Report:** On completion of training, the participants are also required to submit a Report on the training attended to E(Trg) Branch within 15 days after their return from their training. The same may also be sent through e-mail at amp.railways@gmail.com.

**5. Logistics Guidelines:**

i. **Passport:** All the officers may be directed to report to Under Secretary (Protocol), Room No.1, Rail Bhawan (Railway Board’s office, Phone no. 011-23389044 (P&T) and 43773 (Rly.) (email id: protocolrail@gmail.com) immediately for completion of necessary formalities like submission of application form for passport. They should bring with them their passports (personal/official, if any) for surrender/validation. Those who do not have any official passport with them would have to apply for a new passport. Accordingly, these officers should bring at least three unattested passport size colour photographs (in white background) and attested copy of their Identity Card for applying for passport. **Guidelines for applying for passport is attached as Annexure-III.**

ii. **Accommodation abroad:** Accommodation at Singapore and Malaysia for the officers would be arranged through the High Commission of India at Singapore and at Kuala Lumpur by E(Trg) Branch, and the details of the same would be communicated in due course.

**4/2019 AMP:** Rooms would be booked for the nights of 18.08.2019 to 23.08.2019 (06 nights - Check in on 18.08.2019 and Check out on 24.08.2019) at Kuala Lumpur and for the nights of 24.08.2019 to 30.08.2019 (07 nights - Check in on 24.08.2019 and Check out on 31.08.2019) at Singapore.

iii. The participants may be briefed that during their stay abroad, only the room charges would be paid by our Missions/or the Ministry of Railways as the case may be. All other charges like room service, lunch, dinner, telephone calls etc. should be settled directly by the participants with the concerned hotel before check-out. Officers’ entitlement is for a single room only. **Guidelines for the stay at Singapore/Malaysia is attached at Annexure-IV and strict adherence to the guidelines should be ensured. Officers are requested to sign the Undertaking (Annexure-V) and send it to the undersigned along with the Annexure-I.**

iv. **Officers may please note that in terms of extant instructions ex-India leave cannot be availed before the commencement of deputation/training period.** For ex-India leave after the training period, closed holidays (Saturday/Sunday) during ex-India leave may be allowed to be prefixed/suffixed, subject to the condition that no extra financial implications like payment of hotel charges/per diem allowances etc. are involved.

v. **Travel Plan:** Travel Plan shall be finalised in adherence to Min of Finance’ instructions regarding travel abroad by AIR India, Singapore is directly connected with Delhi, Mumbai and Chennai through Air India(Al)/Air India Express(IX). Also, there is a code share flight
with Singapore Airlines between Kolkata and Singapore on Monday, Friday and Saturday. But Kuala Lumpur is not connected with Air India(AI)/Air India Express(IX) flights with any city in India. There is no AI/IX flight between Malaysia and Singapore. Details of available flights and other guidelines are given in Annexure-VI. However, Officers may check the website of Air India for any further details.

vi. Transportation Abroad: All transportation arrangements including airport to hotel on arrival, back to airport and hotel to institution and back (as a group) would be taken care of by the two institutions. However, officer(s) is/are permitted to travel by road/train between Singapore-Kuala Lumpur/Malaysia and Kuala Lumpur/Malaysia-Singapore in lieu of air travel subject to the ceiling limit of permissible air fare, provided it does not involve additional expenditure in terms of DA, halt etc. Actual expenditure incurred by the trainee officer(s) on this account is to be reimbursed to him/her on production of original receipts/certificates.

vii. Tickets: The official passports and air journey tickets of the nominated officers (only) would be arranged by the Protocol office. Tour programme of the officer duly approved by the concerned DRM/PHOD may be sent to Protocol/Training Directorate in advance only for ticketing purposes. However, it may be ensured by the officer that his/her tour programme duly approved by the General Manager is sent to the Board prior to the officer's departure from India.

Tickets for the officer may be booked only through Protocol office/Railway Board. Tickets purchased by the officer by himself/herself would not be reimbursed. All queries regarding tickets, passport, visa etc. should be addressed to the Protocol/Railway Board, at email id: protocolrail@gmail.com, phone/FAX – 011-23380044, Railway phone – 43238/43773.

viii. Insurance: Officers may be advised to get appropriate insurance coverage on their own for the duration of training abroad.

6. Other Guidelines:

Pre-course material: INSEAD sends course materials and questionnaire through mail to all participants at their given email id prior to the training. For the training at INSEAD, officers should go through the course materials provided and should be prepared with the material before reaching at NAIR.

7. A copy of the letter has been uploaded on the official website of Indian Railways, i.e. www.indianrailways.gov.in.

(Jitendra Kumar)
Dy. Director, Estt(Trg)
Railway Board
CUG No. 9717647248

Copy to:-

i. Dy.CPO(Gaz.) to confirm the para 3 above and to compile the necessary information in Excel sheet and to provide the same along with training forms (Annexure-I) and Undertaking (Annexure-V) from nominated officers.
ii. DGS/AMs/Advisers of concerned Service for ensuring participation by the officers.
iii. OSDs to all Board Members for information.
iv. Under Secretary(Protocol)/RB for making arrangements for passport, visa and blocking of air tickets.
v. The Officer concerned.

****
Details of Officers nominated for 4th AMP

1) Regular/Standy: ______________________ RUID NO. ______________________

2) Complete name (no abbreviations); FIRST NAME: ______________________
   MIDDLE NAME(if any): _______________ SURNAME: ________________

3) E-mail address: ______________________________________________________

4) Complete office address including building, street & city name and pin code(Please do not indicate residential address)
   a. _________________________________________________________________
   b. _________________________________________________________________

5) Service/Batch: ______________________________________________________

6) Designation (no abbreviations); ________________________________
   Pay Scale & Grade Pay ________________________________

7) Phone number including country and city code;
   Railway Phone No. ________________________________
   P&T Number : ________________________________
   Fax number : ________________________________

8) Date of birth: ________________________________

9) CUG number : ________________________________

10) Food preference (vegetarian or non-vegetarian): ________________________________

11) Whether attended any AMP conducted by NAIR in the past: __________

12) Details of training programmes attended/undertaken in the past(if required a separate sheet may be attached):
   i. Within India
   ii. Foreign Training

   I certify that presently I am undergoing/not undergoing any major/minor penalty proceedings. I accept the terms and conditions mentioned in nomination letter for subject AMP Programme. I also confirm that I am willing to attend the AMP.

   (Signature)

   Name: ________________________________
   Railway: ________________________________
Annexure-II

BOND FOR PERMANENT GOVERNMENT SERVANTS PROCEEDING ABROAD ON DEPUTATION
FOR TRAINING
TO BE FURNISHED ON NON-JUDICIAL PAPER OF Rs. 100/-

KNOW ALL MEN BY THESE PRESENT THAT I ________________ resident of ________________ in the district of ________________ at present employed as ________________ in the Ministry/Office of do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my (Details of training programme to be mentioned) i.e. all monies paid to me or expended on my account during the period of training viz. (training period to be mentioned) such as pay and allowances, leave salary, cost of fee, traveling and other expenses, cost of international travel and cost of training abroad met by the govt./agency concerned, etc. at (place of training/venue to be mentioned) in (Name of the Country to be mentioned) together with interest thereon from the date of demand at Government rates, for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, ________________, am being deputed for the (Details of training programme with venue and date to be mentioned) by the Ministry of Railways, Government of India,

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:-

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after the expiry or termination of the period of the said training, OR failing to complete the training programme, OR quitting the service at any time within a period of THREE years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government. On demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

Signed and delivered this the _____ day of _____ month of the year Two Thousand and Eighteen.

Signed and delivered by ________________ (Name and designation)

Witness:

1.

2.

ACCEPTED on behalf of the President of India by the Cadre Controlling Authority (Authorized Signatory)
Steps for submission of passport form (official) online:

1. For training purposes, only OFFICIAL PASSPORT would be issued.

2. The passport form is to be submitted ‘online’ and hard copy to be submitted in Protocol office/Railway Board.

3. For this purpose the Officers may log on to link ‘Passportseva’ and click on Register New/New User.

4. The form would open and officers are requested to click on the option “CPV Delhi” and not Passport office.

5. Submit the form online and take print out of the same. Hard copy is to be submitted in Protocol office/Railway Board.

6. The form along with 02 additional photographs on MAT paper in plain white background, face forward, not more than 6 months old is to be sent to Railway Board.
   - Photograph should be easily identifiable
   - Photographed within six months
   - Face Forward, face should take 80-85% of the photograph
   - Clear front, no hat, no background
   - **The photo should be in color, but must have only a plain white background on Mat paper.**
   - Photos with dark or patterned backgrounds will not be accepted.
   - 35 millimeters x 35 millimeters size (no edges) (Presently, 35mm x 45 mm are also accepted)
   - Person shall be in formal and must not put on T-Shirt.

7. If the officer has an official/diplomatic passport or personal passport, the same should also be sent to the Protocol Office. The personal passport would be kept in safe custody by the Protocol office for issue of official passport and the same may be collected on return of the official passport. Valid official passports may be advised to Protocol Office accordingly.

8. If an officer had applied for official/personal passport at any time earlier in connection with any training/visit, but the passport was not collected/required due to various circumstances, it is imperative that officer indicates the same in the form i.e. the appropriate column should be indicated as “Yes”.

9. Please fill up the form fully and correctly. Any queries in this regard may be clarified from Protocol Cell/RB – phone no. 011-23398044 and railway no. 030-43238.

10. The Official passport form shall be verified (signed and stamped) by an SAG Officer. The photograph on the second page of the form shall also be attested across by the verifying Officer.

**KEY NOTES:**

1) Officials not issued (Diplomatic/Official) passport in past should apply afresh.
2) Officials issued (Diplomatic/Official) passport in past (even presently expired) shall apply for re-issue.
3) Name of applicant official on the on-line application shall match available passport, if any and office ID.
4) In family details, names of both the parents and spouse, if married shall be indicated. These names shall also match with the available passport, if available.
5) Details of all passports issued in past (even presently expired) shall be mentioned in on-line application.
6) Printout/hardcopy of the application shall be signed by the applicant officer within the boxes on both the pages of application form.
7) **Hard copy duly verified** by an SAG officer (as mentioned in para 10 above) along with a copy of office ID, 02 extra photographs and original Passport(s), if any shall be sent by hand to Protocol Branch, Railway Board (Room No. 1, Ground Floor, Rail Bhavan).
Guidelines for official participants during their training abroad

HOTELS:-

The accommodation shall be arranged in the hotels by the Ministry of Railways/Indian High Commissions in the respective countries from among the ones in their respective panels.

Incidental charges:-

Hotels charge an amount per room as a guarantee upon check in, which shall be returned upon check out if no dues are pending on account of usage of their hospitality or any breakages etc. Guests also have the option to provide credit card pre-authorization upon check in if they choose not to guarantee with cash. All payment in respect of the family or bills for items/expenditure incurred by the officer other than what is paid for by the Ministry of Railways or any damage/breakage to the hotel property by the officer/family of officer, should be settled by the officer prior to his/her check-out from the hotel.

Cooking:-

Cooking in any form by use of electric cooker, rice cooker etc. is not permitted in the rooms. Participants are not permitted any type of cooking in the rooms. Any report received from the hotel that there have been incidents of cooking shall be viewed seriously and may attract penal recovery and/or DAR action.

Use of Electrical Appliances:-

The electric kettle/appliances provided by the hotel in the room is to be used with extreme care so that water/tea/coffee does not spill on the carpet. Any such soiling would invite penalty for damage by hotel authorities. In any such event, the bill should be settled by the participant before/at the time of check-out.

Check in/Check out timings:-

Standard check in time is 1400 hrs. and the checkout time is 1200 hrs. Late checkout till 1800 hrs. can be arranged at an additional half day charge and for a guaranteed early check in a full night charge shall be applied.

Breakfast Charges:-

Breakfast with standard items is included in the room rate and any other additional breakfast item not listed would be charged directly to the guest. This should be settled upon check out.
OTHER RELEVANT INFORMATION

Breakfast:-

Breakfast would be available at the common breakfast room (there would be no room service and even if there is, it would be charged for). Therefore, officers may check before ordering food to the room. Breakfast is to be consumed in the common breakfast room/area only.

Mini Bar:-

Consumption of items from the Mini Bar is chargeable and payable by the officer. Usually if any item is removed from its slot in the mini bar for a designated time (indicated in the mini bar), it gets automatically billed. Therefore, unless you wish to consume any item, it is advisable not to touch it. If anything is consumed, the bill is to be settled before/at the time of checkout.

Television in the rooms:-

Before using the television, please check about paid channels. In some hotels they block paid channels but in some they do not. So one must be doubly sure otherwise you end up paying a huge Bill (that too in foreign currency)

Internet:-

The hotel rooms would normally be web enabled. Before use of the web services, it must be checked from the hotel reception regarding charges for the same. All payments will have to be settled before checkout.

Ironing Press:-

Ironing Press may be available at the hotel. The hotel reception would guide you about it. Please check before usage.

Telephone Calls:-

Even local calls from the hotel rooms are expensive. If you make any local/international calls from your hotel rooms, you need to settle the bills before you vacate the room.
UNDERTAKING

1) I have fully read and understood the guidelines issued vide Annexure-IV for AMP courses being held in Singapore and Malaysia.

2) I intend to act fully on the laid down norms without any deviation or departure.

3) I also understand that failure on my part to adhere to the guidelines would attract DAR action and debarment from any future foreign training.

4) I undertake to do nothing or act in a manner which is unbecoming of Railway officers as provided in the Railway Servants (Conduct) Rules, 1968 as amended from time to time.

(Signature with date)

Name:

Designation:

Railway:
INSTRUCTIONS/GUIDELINES FOR FOREIGN TRAVEL

1. Flights available for travel to and from Singapore from various destinations in India are given below in the table for ready reference:

<table>
<thead>
<tr>
<th>Flight No.</th>
<th>Days</th>
<th>Departure time</th>
<th>Departure City</th>
<th>Arrival time</th>
<th>Arrival City</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI 346</td>
<td>Daily</td>
<td>1130</td>
<td>Chennai</td>
<td>1755</td>
<td>Singapore</td>
</tr>
<tr>
<td>AI 380</td>
<td>Daily</td>
<td>2315</td>
<td>Delhi</td>
<td>0730</td>
<td>Singapore</td>
</tr>
<tr>
<td>AI 342</td>
<td>Daily</td>
<td>2350</td>
<td>Mumbai</td>
<td>0750</td>
<td>Singapore</td>
</tr>
<tr>
<td>AI 7261</td>
<td>1, 3, 5, 6</td>
<td>2350</td>
<td>Kolkata</td>
<td>0640+1</td>
<td>Singapore</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flight No.</th>
<th>Days</th>
<th>Departure time</th>
<th>Departure City</th>
<th>Arrival time</th>
<th>Arrival City</th>
</tr>
</thead>
<tbody>
<tr>
<td>AI 347</td>
<td>Daily</td>
<td>0900</td>
<td>Singapore</td>
<td>1025</td>
<td>Chennai</td>
</tr>
<tr>
<td>AI 381</td>
<td>Daily</td>
<td>0835</td>
<td>Singapore</td>
<td>1135</td>
<td>Delhi</td>
</tr>
<tr>
<td>AI 343</td>
<td>Daily</td>
<td>1915</td>
<td>Singapore</td>
<td>2205</td>
<td>Mumbai</td>
</tr>
<tr>
<td>AI 7262</td>
<td>1, 3, 5, 6</td>
<td>2100</td>
<td>Singapore</td>
<td>2235</td>
<td>Kolkata</td>
</tr>
</tbody>
</table>

1. Officers may take any flight of Malaysian airlines (MH), or Air Asia for Singapore and Kuala Lumpur (to and fro). However, flight bookings are to be made for both ways (return tickets) and not for one way only. Booking by Protocol Dte. will be done only for the above flights, subject to availability.

2. Officers may take any suitable AI flight for Singapore and then take connecting private Airline flights as mentioned in para 2 above for Kuala Lumpur and back by the same route. Journey between India and Kual Lumpur should be performed via Singapore. No other than AI flight will be permitted between India and Singapore and directly between India and Kuala Lumpur.

3. Officers may finalize their tour programme on any of the above flights. Options of flights once exercised would be treated as final and no request for change subsequently will be entertained.

4. Officers may note that Tour Programmes duly approved by their respective General Managers(Additional Members in case of officers posted in Railway Board) may be submitted to Protocol Branch for issuance of air ticket and foreign exchange. Tickets would be handed over by Protocol Branch only on receipt of tour programme approved by the General Manager of the concerned Railway. However, for blocking seats, tour programmes approved by DRM/PHOD may be furnished as an advance copy.

5. Officers may please note that in terms of extant instructions ex-India leave cannot be availed before the commencement of deputation/training period. However, closed holidays (Saturday/Sunday) during such ex-India leave may be allowed to be prefixed/suffixed, subject to the condition that no extra financial implications like payment of hotel charges/per diem allowances etc. are involved.

6. Scanned copies of passport and tour programme may be sent to Protocol through email/fax at protocolrail@gmail.com / fax no. 011-23389044.