

No.F.13/1/2022-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

\*\*\*

513, Lok Nayak Bhavan, Khan Market,  
6<sup>th</sup> February, 2023.

**OFFICE MEMORANDUM**

**Subject: Training Programs on Public Procurement for Government officers at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad.**

AJNIFM have been conducting training programs in the area of public procurement since 2015 and more than 10000 officers/ staff have been already provided training in last eight years. It has been decided to continue the training programs on this subject with a view to upgrade the capacities of the officers/ staff with all relevant rules and procedures of public procurement in the year 2023-24.

2. All Ministries/ Departments are requested to nominate officers/ staffs who are currently engage in the area of Public Procurement, directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., even the officers/ staff who are currently not working in this area can also be sent for these training. The training schedule for 2023-24 prepared by AJNIFM is enclosed herewith for information.

3. Ministries/ Departments may also direct their attached/ subordinate offices autonomous/ statutory bodies to nominate their officials for these trainings. **Complete cost for the training will be borne by the Department of Expenditure.**

4. The nominations may please be sent to Shri Mukesh Kumar Singh, Programme Director, AJNIFM, Sector-48, Pali Road, Faridabad-121001, e-mail: [procurementtraining@nifm.ac.in](mailto:procurementtraining@nifm.ac.in). The copy of this O.M. is also available on website of this Department [www.doe.gov.in](http://www.doe.gov.in) →Notifications→Circular/ O.M./ Notifications→ Procurement Policy/O.M. Any further query in this regard may be sent to AJNIFM/undersigned.

5. This issues with the approval of Finance Secretary.

**Encl : As above**

*Usha Rani  
06/02/2023*

(Usha Rani)  
Under Secretary(Procurement Policy)

Tel.24621304

email: usha.rani64@gov.in

To

Secretaries/ Financial Advisers of all Central Government Ministries/ Departments.

**Copy to :** Director, Arun Jaitley National Institute of Financial Management (AJNIFM), Pali Road, Sector-48, Faridabad – 121001, Email : [director@nifm.ac.in](mailto:director@nifm.ac.in)

**Arun Jaitley National Institute of Financial Management  
Faridabad**

**Detail of various slots of Residential Training Program  
Public Procurement (Basic & Advanced)**

**2023-2024**

Sr. No	Month	Dates/Slots	Name of Training	Who can Participate
1	April	10-15 April	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
2		17-21 April	MDP on Public Procurement (Advanced) ***	**
3		24-29 April	MDP on Public Procurement (Basic)	Officers/Staff
4	May	08-13 May	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
5		15-20 May	MDP on Public Procurement (Basic)	Officers/Staff
6		22 - 27 May	MDP on Public Procurement (Advanced)	**
7		29 May - 03 June	MDP on Public Procurement (Basic)	Officers/Staff
8	June	05-10 June	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
9		12-17 June	MDP on Public Procurement (Basic)	Officers/Staff
10		19 - 24 June	MDP on Public Procurement (Advanced)	**
11	July	03-08 July	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
12		10-15 July	MDP on Public Procurement (Basic)	Officers/Staff
13		17-22 July	MDP on Public Procurement (Basic)	Officers/Staff
14		24-28 July	MDP on Public Procurement (Advanced) ***	**
15		31 July - 05 Aug	MDP on Public Procurement (Basic)	Officers/Staff
16	August	07-12 August	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
17		21 - 26 Aug	MDP on Public Procurement (Basic)	Officers/Staff
18		28 Aug - 02 Sep	MDP on Public Procurement (Advanced)	**
19	September	11-16 Sep	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
20		18-23 Sep	MDP on Public Procurement (Basic)	Officers/Staff
21	October	09 - 14 Oct	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
22		16-21 Oct	MDP on Public Procurement (Advanced)	**
23		30 Oct-04 Nov	MDP on Public Procurement (Basic)	Officers/Staff
24	November	20-25 Nov	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
25	December	04-09 Dec	MDP on Public Procurement (Advanced)	**
26		11 - 16 Dec	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
27		18 - 23 Dec	MDP on Public Procurement (Basic)	Officers/Staff
28	January, 24	01-06 Jan	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
29		08-13 Jan	MDP on Public Procurement (Advanced)	**
30		15-20 Jan	MDP on Public Procurement (Basic)	Officers/Staff
31		29 Jan-03 Feb	MDP on Public Procurement (Basic)	Officers/Staff
32	February, 24	05-10 Feb	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
33		12-17 Feb	MDP on Public Procurement (Advanced)	**
34		19-24 Feb	MDP on Public Procurement (Basic)	Officers/Staff
35	March, 24	26 Feb-02 Mar	MDP on Public Procurement (Basic)	Officers/Staff
36		11-16 Mar	MDP on Public Procurement (Basic)	Gazetted Officers or Equivalent*
37		18-23 Mar	MDP on Public Procurement (Advanced)	**

\* Gazetted Officers or Equivalent mean: Officers working at Grade Pay of 4800 or above in CDA Scale and EO and above in IDA Scale and in any other scale equivalent to these two.

\*\* Officer who has done Public Procurement(Basic) can attend Public Procurement (Advanced) or having 05 years of experience in the field of Procurement.

\*\*\* 22 April, 2023 and 29 July, 2023 being a Gazetted Holiday, the training have been planned for five days only.