

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

515, Lok Nayak Bhavan, New Delhi  
12.02.2024

**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 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 with all relevant rules and procedures of public procurement.

2. All Ministries/ Departments are requested to nominate officers who are currently engaged in the area of Public Procurement, directly or indirectly. As the officers keeps on rotating due to transfers etc., even the officers who are currently not working in this area can also be sent for these training. The training schedule for 2024-25 prepared by AJNIFM is enclosed herewith for information.
3. Ministries/ Departments may also direct their attached/ subordinate offices autonomous/ statutory bodies to nominate their officers 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.

**Encl : As above**

(Sher Bahadur)  
Under Secretary (Procurement Policy)  
Tel. No. 24621304  
Email: [sher.bahadur@nic.in](mailto:sher.bahadur@nic.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)**

**2024-2025**

Sr. No	Month	Dates/Slots	Name of Training
1	April	01-06 April	MDP on Public Procurement (Basic)
2	May	06-11 May	MDP on Public Procurement (Advanced)
3		13-18 May	MDP on Public Procurement (Basic)
4	June	03-08 June	MDP on Public Procurement (Basic)
5	July	01-06 July	MDP on Public Procurement (Basic)
6		08-13 July	MDP on Public Procurement (Advanced)
7	August	05-10 August	MDP on Public Procurement (Basic)
8	September	02-07 Sep	MDP on Public Procurement (Basic)
9		09-14 Sep	MDP on Public Procurement (Advanced)
10	October	14 - 19 Oct	MDP on Public Procurement (Basic)
11	November	04-09 Nov	MDP on Public Procurement (Basic)
12		18-23 Nov	MDP on Public Procurement (Advanced)
13	December	02-07 Dec	MDP on Public Procurement (Basic)
14	January, 25	06-11 Jan	MDP on Public Procurement (Basic)
15		13-18 Jan	MDP on Public Procurement (Advanced)
16	February, 25	03-08 Feb	MDP on Public Procurement (Basic)
17	March, 25	03-08 Mar	MDP on Public Procurement (Basic)
18		17-22 Mar	MDP on Public Procurement (Advanced)

\* **Public Procurement (Basic)** 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 can participate this training.

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