



मनुष्यवती भूमिरर्थः



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
Arun Jaitley National Institute of Financial Management
(वित्त मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)
(An autonomous institute of Ministry of Finance, Government of India)
सैक्टर-48, पाली रोड, फरीदाबाद-121001 (हरियाणा), भारत
Sector-48, Pali Road, Faridabad-121001 (Haryana), India

MANAGEMENT DEVELOPMENT PROGRAMME

ON

‘Public Procurement through GeM’

Date: 22nd – 23rd September, 2025



About AJNIFM

Arun Jaitley National Institute of Financial Management (AJNIFM) is a Centre of Excellence specializing in capacity building in the fields of public policy, financial management and other governance issues for promoting highest standards of professional competence and practice. The Capacity Building Commission (CBC), setup by Government of India, has granted ATI UTKRISHTHA (अति उत्कृष्ट) rating under the National Standards for Civil Services Training Institutions {NSCSTI}. AJNIFM caters to the training needs of various Ministries/ Departments/ Attached Offices, Autonomous Bodies, PSUs, etc. of both Central and State/ UT Governments. We also run training programs for international participants under ITEC program of Ministry of External Affairs.



Apart from conducting training programs which are OPEN for the officers from various Ministries/ Departments/ Attached Offices, Autonomous Bodies, PSUs, etc. of both Central and State/ UT Governments, we at AJNIFM, analyse the capacity building and training needs of different levels of Officers/ Cadres in an organization. Based on this we, in consultation with that organization/ Cadre, design and deliver the training programs suiting their specific requirements. Various areas of training include GFRs, DFPRs, Public Procurement, GeM, PFMS, GST and Income Tax, Financial Management, Budgeting, Public Private Partnership, Project Management, Auditing, Contract Management, Arbitration & Negotiations, etc.



The Institute has lush green campus spread over 42 acres of land in Faridabad on the outskirts of the National Capital.



The campus has an indoor sports complex with gymnasium, billiard, squash, badminton, Yoga and outdoor sports' facilities providing conducive environment for learning.



About the Program

➤ **Program Background**

- A significant amount of public funds is allocated to the procurement of organisation requirements, for which specific rules and procedures have been established. It is crucial that officers involved in public procurement directly or indirectly, especially those in decision-making roles or serving as members of the Committees, are well-versed in these guidelines to ensure procurement of various goods and services in most efficient, cost effective and transparent manner.
- Ministry of Finance, Government of India has identified AJNIFM as the nodal agency for conducting training programs on procurement with a view to educating and familiarizing the concerned executives/officers with all the relevant rules and procedures of Public Procurement. AJNIFM has been conducting these training programs regularly since 2015 and receives active support from Public Procurement Policy Division of Ministry of Finance, Government of India in this regard.

➤ **The Program Objectives**

- AJNIFM offers very high quality training for all types of public procurement, viz., goods, works and consulting services using GeM platform or outside the GeM. The Institute has vast experienced resources for designing and delivering the training programs in this regard for all types of organizations, cadres and units of officers.
- This special Training Program is designed to equip officers with the knowledge and skills necessary to effectively manage public procurement, ensure compliance, and contribute to the achievement of the organisation objectives using efficiently the limited funds available on their disposal.

➤ **The Program Contents**

The program coverage would include:

- i. GFR – Fundamental Principles
- ii. Procurement Process
 - a. Procurement Cycle
 - b. Defining the Specifications (Special Qualitative Requirements)
 - c. Methods of Procurement
 - d. Drafting of EoI, Bid Documents, Contract, etc
 - e. Legal issues in Procurement
- iii. Procurement through GeM including detailed hands-on practice sessions

➤ **Pedagogy and Faculty**

The pedagogy of the program is a mix of discussion, case studies and role play, etc. Ample opportunities shall be provided to the participants to share their experiences and learn from the experience of the experts and the other participants. The faculty comprises of AJNIFM's internal faculty members and leading experts from the relevant areas.

➤ **The targeted participants**

The program is designed to meet the needs of middle and senior-level officers from Central and State Governments, PSUs of Central and State Governments and Autonomous Bodies/ Institutions, preferably directly or indirectly connected with the finance function in their organisation. The officers who sincerely believe in enhancing their value and standing out from the others should apply.

➤ **The Program duration and dates**

The program is residential and of 2 days duration. The program shall start in the morning of Monday 22nd September, 2025 from 09:30 A.M. onwards and would complete at 05:30 P.M. on Tuesday 23rd September, 2025.

➤ **The Program Venue**

- The venue of the program is Arun Jaitley National Institute of Financial Management (AJNIFM), Sector - 48, Pali Road, Faridabad - 121001, Haryana.
- It is located in Faridabad town on Badkhal-Pali Road, about 1.4 km south of Badkhal Lake crossing.
- AJNIFM is at a distance of about 30 kms from India Gate, New Delhi and about 35 kms from Delhi Airport. The nearest metro station is Badkhal Mor. Participants may reach AJNIFM one day before commencement of the programme and proceed for their return journey after conclusion of the programme on the same day or the next day.

➤ **Program Fee & Payment Procedure**

- The fee in respect of the nominees from Central or State Government Ministries/ Departments/ Attached/ Subordinate Offices is ₹ 22,000/- per participant.
- The fee in respect of the nominees from Autonomous Bodies/ PSUs and other organisations of Central or State Governments is ₹22,000/- plus 18% GST per participant.

- The fee includes course fee, lodging, boarding and access to library, computer lab, Indoor sports complex with Gym, Yoga Room and out-door sports facilities, etc. However, it does not include to and to fro journey to AJNIFM.
- The bank details for online transfer of fee is given in [Annexure I](#).

➤ **Program Capacity**

- 30 (thirty).
- The nominations shall be accepted on FIRST COME FIRST SERVE basis.
- In the event of excess nominations received, the nominees shall be considered in the next program.
- Confirmation of acceptance of nomination from AJNIFM shall be sent by e-mail in respect of those nominees whose fee is received and nomination are found acceptable. Only such nominees shall be allowed to join the program.

➤ **How to Apply**

- The Nomination form is given at [Annexure II](#).
- The Nomination form may be filled up and forwarded by the sponsoring authority and sent by e-mail to mdpcell@nifm.ac.in from the e-mail account of the forwarding authority, super-scribing the subject as “Nomination for the MDP on ‘Procurement through GeM’- 22nd – 23rd September, 2025.
- Last date: 18th September, 2025.

Head of the Institute	Course Director	Training Co-ordination Cell
Shri Praveen Kumar, IDAS Director Tel. No.: +91-129-2418870 Fax: No.: +91-129-2418867 Email: director@nifm.ac.in	Shri Varun Nayyar, IDAS Associate Professor & Head of Training Co-ordination Tel. No: 0129- 2465251 Email: varunnayyar@nifm.ac.in Mobile: +91-9888885074	Shri Uma Shankar Turkel (AAO) Tel. No.: +91-129-2465259 Email: mdpcell@nifm.ac.in Mobile. No.: +91-9711971601



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Sector-48, Pali Road, Faridabad-121001 (Haryana), India

+91-129-2465258 (Phone)

Sector-48, Pali Road, Near Badkhal Lake National
Capital Region Faridabad, India 121001

www.ajnifm.ac.in

Following are the details of bank account of NIFM for making payment through e-transfer:

Name of the Account Holder	Arun Jaitley National Institute of Financial Management
Name of the Bank	HDFC Bank Ltd.
Address of Bank	Shop No.3, Crown complex, 1-2 chowk, NIT 2, Faridabad -121001.
Account Number	50100083121045
IFSC	HDFC0002445
MICR No.	110240246
SWIFT Code For foreign remittance	HDFCINBBDEL
PAN	AAAAN2489D
GSTIN	06AAAAN2489D1ZQ



NOMINATION FORM
Management Development Programme
on
‘Procurement through GeM’

Programme Date: 22nd – 23rd September, 2025

Name: _____

Male: ☐ Female: ☐

Designation: _____

Organisation: _____

Address for communication: _____

Phone (O) _____ (R) _____ (M) _____

Email: _____

Signature of the Candidate

TO BE FILLED IN BY THE SPONSORING AUTHORITY

Name of the sponsor _____ Designation _____

Address for communication _____

_____ City _____ Pin _____

Phone _____ Email _____

Detail of Fee Sent, including UTR Number and date _____

GST No. of the sponsoring Organisation _____

**Signature of the Sponsoring
Authority with stamp of the
Organisation**

Date: _____

Please send the completed form to: mdpcell@nifm.ac.in

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