



ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

3-DAY MANAGEMENT DEVELOPMENT PROGRAMME (MDP)

On

Public Procurement through GeM and AI

22nd – 24th February, 2027



Arun Jaitley National Institute of Financial Management (AJNIFM)

अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान

Sector 48, Pali Road, Near Badkhal Lake, Faridabad, 121001, Haryana, India

ABOUT AJNIFM

The Arun Jaitley National Institute of Financial Management (AJNIFM) was established in 1993 as an autonomous institute under the Ministry of Finance, Government of India. Set up originally to provide foundational training to probationers of the organised accounting services, the Institute has since grown into a multi-dimensional centre that supports the capacity-building needs of government departments, public sector undertakings and allied organisations across the country. This growth reflects AJNIFM's ongoing commitment to strengthening public financial management through continuous learning and institutional innovation.

Among AJNIFM's academic verticals, its Management Development Programmes (MDPs) form one of the most active areas of work. These programmes cover Public Procurement, Public Finance, Corporate Finance, governance and public policy, leadership, and emerging domains such as Fintech, Artificial Intelligence and Blockchain and their application to public finance and expenditure management. Participants are drawn from central and state government organisations, autonomous bodies, and international institutions — reflecting AJNIFM's standing as a leading centre for executive education and capacity building in the public sector.

The Institute was accredited by the Capacity Building Commission (CBC) under the Mission Karmayogi initiative on December 15, 2023, and holds a 4-star “Ati Utkrisht” rating from the National Standards for Civil Services Training Institutions (NSCSTI) and the National Accreditation Board of Educational Training (NABET), in recognition of its standards in public financial management and governance training.

CAMPUS & FACILITIES

AJNIFM's 42-acre campus in Faridabad is equipped with an indoor sports complex featuring a gymnasium, billiards, squash, badminton and yoga facilities, along with outdoor sports grounds. Together with its training halls, computer labs and library, these facilities create a well-rounded, residential learning environment for participants.



Cricket & Outdoor Grounds



Computer Lab



Library



Basketball Court



Lawn Tennis Court



Badminton Court



Gymnasium



Billiards / Pool Table

HOSTEL

AJNIFM has two hostel buildings — Ganga Bhawan and Yamuna Bhawan — with accommodation for about 268 participants on single and double occupancy.

Facilities available in the hostels:

- Daily newspapers and magazines are available in the reading room/reception of both hostels.
- Ganga Bhawan and Yamuna Bhawan each have a separate mess.

PROGRAMME BACKGROUND

Programme Date: 22nd – 24th February, 2027 (Hybrid Mode)

A significant amount of public funds is allocated to the procurement of organisational 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 purchase committees — are well-versed in these guidelines, to ensure procurement of goods and services in the most efficient, cost-effective and transparent manner.

The Ministry of Finance, Government of India has identified AJNIFM as the nodal agency for conducting training programmes on procurement, with a view to educating and familiarising concerned executives/officers with all relevant rules and procedures of public procurement. AJNIFM has been conducting these training programmes regularly since 2015, and receives active support from the Public Procurement Policy Division of the Ministry of Finance, Government of India in this regard. AJNIFM also has a Memorandum of Understanding (MoU) with the Government e-Marketplace (GeM) for capacity building of officers on the GeM portal, reinforcing the Institute's position as a preferred training partner for public procurement.

PROGRAMME OBJECTIVES

AJNIFM offers high-quality training for all types of public procurement — goods, works and consulting services — using the GeM platform as well as procurement outside GeM. The Institute draws on its experienced faculty resources to design and deliver training programmes suited to organisations, cadres and units of officers of all types.

This programme is designed to equip officers with the knowledge and skills necessary to effectively manage public procurement, ensure compliance, and contribute to the achievement of organisational objectives through the efficient use of the limited funds at their disposal. Given that GeM has become the mandatory primary channel for procurement of goods, services and works by Central and State Government Ministries/Departments, PSUs and Autonomous Bodies, the programme places special emphasis on developing practical, portal-level proficiency — enabling participants to independently plan, execute and manage the complete procurement lifecycle on GeM with confidence, compliance and transparency.

With the Government e-Marketplace progressively integrating Artificial Intelligence (AI)-based tools — such as AI-driven price and demand analytics, automated bid evaluation assistance, anomaly and fraud detection, and AI-powered chatbot support for buyers and sellers — the programme also familiarises participants with the emerging role of AI in

public procurement. This includes an understanding of how AI can enhance transparency, efficiency and decision-making across the procurement lifecycle, while preparing officers to adapt confidently to these evolving technological developments on the GeM portal.

PROGRAMME STRUCTURE

3 Days | Offline / Hybrid Mode, as specified for each batch. Three batches are being offered during 2026-27:

Batch	Duration	Mode
Batch 1	28th – 30th September, 2026	Offline
Batch 2	23rd – 25th November, 2026	Offline
Batch 3	22nd – 24th February, 2027	Hybrid

PROGRAMME CONTENTS

The programme coverage would include:

- GFR – Fundamental Principles.
- Procurement Process:
 - Procurement Cycle.
 - Defining the Specifications (Special Qualitative Requirements).
 - Methods of Procurement.
 - Drafting of EoI, Bid Documents, Contract, etc.
 - Legal issues in Procurement.
- Public Procurement through GeM– Hands On:
 - Introduction to GeM.
 - Registration Process.
 - Placement of bids: Direct Purchase, L-1, Bidding and Reverse Auction.
 - Workflow of procurement on GeM for buyers.
 - Ensuring compliance with GFR (General Financial Rules) via GeM.
 - Customized bidding on GeM: bid parameters and technical specifications for equipment.
 - Custom Bid, Bunch Bidding, BoQ Bid etc.

- RA (Reverse Auction) and its role in cost optimization.
 - Contract management on GeM: order placement, delivery, and payment modules.
 - Handling vendor-related issues: performance, quality, and grievance redressal.
 - Major decisions/directives from GeM/MoF in the last two years.
 - Common Do's and Don'ts.
 - Role of Artificial Intelligence (AI) in Public Procurement:
 - Emerging applications of AI across the public procurement lifecycle.
 - AI-enabled features on GeM: price and demand analytics, bid evaluation assistance and chatbot support.
 - Use of AI for anomaly/fraud detection and vendor risk assessment.
- Ethical, governance and accountability considerations in AI-assisted procurement decisions

PEDAGOGY AND FACULTY

The pedagogy of the programme is a mix of lectures, discussions, case studies, role-play and hands-on exercises. Ample opportunity is provided to participants to share their experiences and learn from the experience of the faculty and fellow participants. The faculty comprises AJNIFM's internal faculty members and leading experts from the relevant fields.

THE TARGETED PARTICIPANTS

The programme 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, who are involved directly or indirectly with the procurement or finance function of their organisation.

PROGRAMME DURATION, DATES & VENUE

The programme is of 3 days' duration. Each batch will commence at 09:30 hrs on the first day and conclude by 17:30 hrs on the last day. Participants may plan their travel accordingly.

- The venue of the programme is the 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 the Badkhal Lake crossing.

- AJNIFM is about 35 km from Delhi Airport and about 32 km from New Delhi Railway Station. The nearest metro station is Badkhal Mor.
- Lodging and boarding shall be provided without any additional charge for participants attending the in-campus sessions. Participants may reach AJNIFM the previous day of commencement of the programme and leave the day after its conclusion.

PROGRAMME FEE & PAYMENT PROCEDURE

The training fee (as approved by the Department of Expenditure, Ministry of Finance) for the various programme formats is as follows:

a. **Residential Programme:** ₹30,000/- (Rupees Thirty Thousand only) per participant, plus 18% GST if applicable. This fee covers:

- Tuition and course delivery
- Course material and certificates
- Group photograph
- Accommodation and meals (lodging and boarding)
- Access to indoor and outdoor sports facilities
- Use of the library and computer lab
- Accommodation for one day prior to and one day after the programme, at no extra cost to participants

b). **Online Programme:** ₹6,000/- (Rupees Six Thousand only) per participant, plus 18% GST. (Subject to minimum participation of 15 participants)

Bank details for online transfer of fee are provided in Annexure I.

PROGRAMME CAPACITY

- 30 (thirty) participants per batch.
- Nominations shall be accepted on a first-come-first-served basis.
- In the event of excess nominations, additional nominees shall be considered for the next batch.
- Confirmation of acceptance of nomination shall be sent by AJNIFM by e-mail to nominees whose fee has been received and whose nomination is found

acceptable. Only such nominees whose nomination has been confirmed by AJNIFM through e-mail shall be permitted to join the programme.

HOW TO APPLY

- The Nomination Form (Annexure II) should 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 Public Procurement through GeM and AI**”.

Head of the Institute	Course Director	Training Coordination Cell
Shri Praveen Kumar Director Tel: +91-129-2418870 Email: director@nifm.ac.in	Dr. Ashima Arora Head, Training Co-ordination Division Tel: 0129-2465237 Email: ashima.arora@nifm.ac.in	Shri Uma Shankar Turkel (AAO) Tel: +91-129-2465281 Email: mdpcell@nifm.ac.in Mobile: 9711971601 MDP Cell : 01292465-254/256/259

ANNEXURE I

Following are the details of the bank account of AJNIFM 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

ANNEXURE II

NOMINATION FORM

3-Day Management Development Programme (MDP) on
“Public Procurement through GeM and AI”
22nd – 24th February, 2027 (Hybrid Mode)

Name	
Gender	Male ☐ Female ☐
Designation	
Organisation	
Address for Communication	
Phone (O) / (R) / (M)	
Email	
Programme Mode (tick one)	Residential ☐ Online ☐

Signature of the Candidate: _____

TO BE FILLED IN BY THE SPONSORING AUTHORITY

Name of the Sponsor	
Designation	
Address for Communication	
City / Pin / Phone / Email	
Fee Details (UTR Number & Date)	
GST No. of Sponsoring Organisation	

Signature of the Sponsoring Authority with Organisation Stamp: _____

Date: _____

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