



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 Training for Govt. Doctors’

30th June – 02nd July, 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 government hospital requirements, for which specific rules and procedures have been established. It is crucial that doctors 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 Government Doctors, who are directly or indirectly involved in the process of procurement (both as a buyer or as a user) with the knowledge and skills necessary to effectively manage public procurement, ensure compliance, and contribute to the achievement of national health 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

IV. Practical cases relating to Health Sector procurement.

➤ **Pedagogy and Faculty**

The pedagogy of the program is a mix of lecture, discussion, case studies and practical sessions on computers available exclusively for each participant, etc. Ample opportunities shall be provided to the participants to discuss the issues faced by them and 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 Doctors from Central and State Government Hospitals, involved directly or indirectly (either as buyer or user) in the public procurement function.

➤ **The Program duration and dates**

The program is residential and of 3 days duration.

The program shall start in the morning of Monday (30.06.2024) from 09:30 A.M. and would complete at 05:30 P.M. on Wednesday (02.07.2024). The participants should make their travel arrangements accordingly.

➤ **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 Hospitals which are functioning as a part of the Ministry/ Department (non-autonomous) is ₹30,000/- per participant
- The fee in respect of the nominees from Government Hospitals running as an Autonomous Organisation (like AIIMS), is ₹30,000/- per participant (**plus** GST @18%).
- The fee includes course fee, boarding, Certificate and free access to library, computer lab, Gym, sports and other facilities. 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 may 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 who have received confirmation from AJNIFM shall be allowed to join the program.

➤ **How to Apply**

- The Nomination form ([Annexure II](#)) 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 “Public Procurement Training for Govt. Doctors” - 30th June – 02nd July, 2025.
- Last date for sending nomination and submitting fee is: 26th June, 2025.

Head of the Institute	Course Director	Training Co-ordination Cell
Shri Praveen Kumar, IDAS Director Tel. No.: +91-129-2418870 Email: director@nifm.ac.in	Shri Rajesh K Agrawal, ICoAS Professor & Head of Training Co-ordination Tel. No: 0129-2418860, 2465256 Email: rajeshkagrawal@nifm.ac.in Mobile: 9818241081	Shri Uma Shankar Turkel (AAO) Tel. No.: +91-129-2465281 Email: mdpcell@nifm.ac.in Hostel Tel. No.: +91-129-2465320, 2465307



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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
“Public Procurement Training for Govt. Doctors”

Programme Date: 30th June – 02nd July, 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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