



## 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: 19<sup>th</sup> – 20<sup>th</sup> January, 2026**



# About AJNIFM

The Arun Jaitley National Institute of Financial Management (AJNIFM) was established in 1993 as an autonomous body under the Ministry of Finance, Government of India.

The Institute is dedicated to imparting training in Financial management for Group 'A' officers of Central Accounts and Finance Services. In addition, we

Offer short-term

## Management Development Programs (MDPs)

Covering a wide range of topics including Public Financial Management, Budgeting, Internal Audit, Procurement, Contract Management, IT, HR, and more, catering to the needs of officials from Central and State Governments, Public Sector Undertakings, and neighboring countries. Accredited by the Capacity Building Commission (CBC) under the Mission Karmayogi initiative on December 15, 2023, the institute was awarded the prestigious अति उत्कृष्ट 4-star rating by the National Standards for Civil Services Training Institutions (NSCSTI) and the National Accreditation Board of Educational Training (NABET). This accolade underscores AJNIFM's excellence in as a key centre in public financial management and governance.

## Leadership

The Institute is headed by Shri Praveen Kumar, the Director of AJNIFM. Shri Kumar, an officer of the 1987 batch of the Indian Defence Accounts Service, retired as the Special Controller General of Defence Accounts at the Apex level.



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.



# Hostel

There are two hostel buildings i.e. Ganga Bhawan & Yamuna Bhawan with accommodation capacity of about 268 participants on single and double



occupancy basis. The hostel accommodation is primarily meant for participants of residential training programmes /courses conducted by the Institute from time to time, visiting guest faculty and for the chairman & members of the Governing Body who visit the Institute for attending meetings or in connection with any other work. The following facilities are available in hostels:

- Bed linen is changed once in a week.
- Daily newspapers/magazines are available for reading in the reading room/reception of both the hostels
- Washing Machines have been installed in the Yamuna Bhawan for use of participants
- A washing area is being developed in Ganga Bhawan wherein suitable number of washing machines will be installed
- Reverse Osmosis Water Filters are available in both the Hostels. Participants are advised not to drink unfiltered water
- There are two separate messes in Ganga & Yamuna Bhawan. The participants are expected to observe the meal timings in mess

# 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 19<sup>th</sup> January, 2026 from 09:30 A.M. onwards and would complete at 05:30 P.M. on Tuesday 20<sup>th</sup> January, 2026.

➤ **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 Badhkal 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](mailto: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’- 19<sup>th</sup> – 20<sup>th</sup> January, 2026.
- Last date: 15<sup>th</sup> January, 2026.

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



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

**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: 19<sup>th</sup> – 20<sup>th</sup> January, 2026

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](mailto:mdpcell@nifm.ac.in)

**अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान**  
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