



**ARUN JAITLEY NATIONAL INSTITUTE OF  
FINANCIAL MANAGEMENT**  
**Sector 48, Pali Road, Faridabad 121001**  
Website: [www.ajnifm.ac.in](http://www.ajnifm.ac.in)

## **AJNIFM'S VISION**

*We, at AJNIFM, shall endeavor to develop the Institute as a “Centre of Excellence” in the area of Financial Management for Good Governance and provide a conducive environment for learning, teaching and research.*

*We shall ensure Client's satisfaction through continuous improvement in Human Resources, methodologies and infrastructure based on the “Voice of the Client”.*

*The values of honesty, integrity, transparency and respect for human being shall always guide our efforts.*

# MISSION

- *To establish and administer the management of the Institute.*
- *To organize and provide training and continuing professional education to Group 'A' officers of the participating Services including organization of Management Development Programmes & mid-career training for senior and middle levels.*
- *To establish the Institute as a Centre of Excellence in Financial Management for promoting the highest standards of professional competence and practice.*
- *To undertake and promote research / consultancy studies in the fields of accounting, audit, financial and fiscal management and related subjects.*
- *To promote education in financial and fiscal management for officers of the "Associate Services" of Central Government/State Governments and officers of Public Sector Enterprises / Institutions.*
- *To organize International Training Programmes and to keep abreast with progress made in the rest of the world in the area of finance and accounts, particularly in Government and public sector institutions.*

## Other Objectives of AJNIFM

In furtherance of the Mission set out above, the Institute shall have the following related objectives:

- Promote learning, so that the officers of the Participating Services acquire skills and knowledge for effective discharge of their functions with special emphasis on Financial Management, Public Finance, Government Accounting and Parliamentary Financial Control.
- Enhance the capabilities of existing training institutions of the Participating Services, to improve their quality of training.
- Provide a common platform for interaction and facilitate exchange of ideas and experiences amongst officers of Participating Services.
- Expose officers to all aspects of the state-of-the art techniques of financial management including the use of computers.
- Assist, interact and collaborate in promoting study of financial management with other institutions and bodies, both within the country and abroad.
- Undertake publication of papers, books, monographs, journals etc. in areas of Financial Management.
- Establish and maintain library and information services/network.
- Publish and disseminate information relating to result of research and other training courses/programmes.
- Provide consultancy services to government departments, public enterprises and institutions for review, improvement of their existing organizations, systems, procedures, training activities and other related subjects.
- Award diplomas, certificates and other distinctions to persons trained and to prescribe standards of proficiency before the award of such diplomas, certificates and other distinctions.
- Institute and award fellowships, prizes and medals in accordance with the rules and bye-laws.
- Confer honorary awards and other distinctions.

- Promote, organize, convene, conduct and participate in national and international seminars, conferences, workshops, training programmes and study tours.
- Develop, establish, affiliate regional centers as considered necessary by the Society.
- Establish procedures for smooth functioning of the Institute and carry out activities in matters relating to personnel, finance, administration, purchases, management of hostels and other matters.
- Construct, maintain, alter, improve or develop any building or works necessary or convenient for the purpose of the society.
- Do all such other acts and things either alone or in conjunction with other organizations or persons as society may consider necessary incidental or conducive to the attainment of objectives of society.

## SERVICE STANDARDS

<b>S.NO</b>	<b>MAIN SERVICES</b>	<b>STANDARDS</b>
1.	Professional Training to probationers of the Central Group 'A' Finance and Accounts Services	Recruited through Civil Services Examination
2.	Two Year Master's in Business Management  MBA (Financial Management) MBA (Finance)	MBA degree is awarded by Jawaharlal Nehru University (Central University)
3.	Post Graduate Diploma Programme in Government Accounting & Audit (PGDGA&IA)	PG Diploma is awarded by AJNIFM in accordance with its Memorandum of Association
4.	Customized short-term mid-career training programs for middle level and senior officers	Certificate is awarded by AJNIFM in accordance with its Memorandum of Association
5.	Management Development Programmes (MDPs) – short-term training for middle to senior level officers of Central Government, State Governments, PSUs, Autonomous Bodies, Urban Local Bodies and Defence Personnel.	MCTP Completion Certificate is issued by AJNIFM
6.	Research & Consultancy	To undertake research and consultancy work and provide inputs/ reports on various aspects of Public Finance which inter-alia facilitates the Client Organizations for taking Policy formulation or to carry out modifications / reforms in the existing policies.

# GRIEVANCE REDRESSAL MECHANISM

- a. Name and Contact details of Public Grievance Officer:

Shri Rajesh Agrawal  
Public Grievance Officer  
Arun Jaitley National Institute of Financial Management  
Sector 48, Pali Road, Faridabad 121001  
Ph: 0129-2418860

- b. Helpline number/ website to lodge grievance

- Tel No.- 0129-2465258
- Website : [www.ajnifm.ac.in](http://www.ajnifm.ac.in)

- c. Response to be expected by person lodging the grievance:-

Timelines for redress:- within one month

# STAKEHOLDERS / CLIENTS

## Stakeholders.

- Arun Jaitley National Institute of Financial Management is an autonomous body and registered as Society under the Societies Registration Act 1860. Hon'ble Finance Minister is the President of the Society
- Department of Expenditure, Ministry of Finance. Secretary, Department of Expenditure is the Chairman of Board of Governors of AJNIFM Society.

## Clients

- Probationers of Professional Training Course deputed for training from Indian Civil Accounts Services, Indian Defence Accounts Services, Indian Audit and Accounts Service, Indian Railway Accounts Services, Indian Cost Accounts Service, Indian Post & Telecommunication Accounts and Financial Services
- Central Government/State Governments/Defence Services Officers enrolled for regular MBA (Financial Management) Programmes
- Central Government/State Governments/Defence Services Officers enrolled for regular MBA (Finance) Programmes
- Central Government Officers enrolled for the regular Post-Graduate Diploma Course on Government Accounts and Audit.
- Officials from different organizations who are nominated by various organisations of Central Government, State governments and Public Sector Undertakings for short term courses/Management Development Programmes.
- Invitees/ experts who participate in seminars, conferences etc. hosted by the AJNIFM.
- Professionals/ Advisors / Consultants taken in various research and consultancy projects, apart from the regular staff of AJNIFM
- The faculty, officers /officials and supporting staff in AJNIFM, who are liable for various assigned works in carrying out activities of the Institute.



# RESPONSIBILITY CENTRES

Arun Jaitley National Institute of Financial Management is an autonomous body and registered as Society under the Societies Registration Act 1860. It is located at Sector 48, Pali Road, Faridabad, Haryana. The Institute does not have any branch.

## INDICATIVE EXPECTATIONS FROM SERVICE RECIPIENTS

- Regarding admission notice for submission of application forms for the MBA & PG Diploma Courses with last date to apply.
- Downloading the application form for admission in the MBA & PG Diploma Courses
- Submission of duly completed forms with requisite fees.
- Submission of requisite certificates at the time of admission.
- Timely declaration of results.
- Beginning of academic session / holding of classes.
- Timely completion of courses / holding of Trimester or Semester exams.
- Inviting various organisations for campus placement through Placement Committee in the Institute.
- Timely holding of Convocation after declaring final results.

MONTH AND YEAR FOR NEXT  
REVIEW OF THE CHARTER

“Once in a year in the month of April”

## **ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**

- 1) The Arun Jaitley National Institute of Financial Management (AJNIFM) has been entrusted with the responsibility of teaching, training and research activities in the area of Public Financial Management, Public Policy, Financial Accounting, Financial Management, Management Accounting, Macro-Economic Environment, Data Analysis, Information Technology, Organizational Behaviour, Quantitative Techniques, Public Procurement etc. The AJNIFM has always endeavoured to imbibe a sense of commitment and dedication to all its Faculty, Officers and Staff to perform their duties without any prejudice to anyone in a transparent manner, for which a Citizen's Charter has been specifically prepared and followed.
- 2) The Citizen's Charter is a commitment of AJNIFM services to participants, faculty members, officers/officials, and other outsourced/engaged persons concerned with the working / activities of the Institute.
- 3) The Vision and Mission of AJNIFM have been prepared keeping in mind the expectations of stakeholders and services to be provided to clients to their satisfaction.
- 4) In this direction, a grievance redressal mechanism has been put in place, wherein a Public Grievance Officer of the level of Associate Professor (Selection Grade), has been appointed. The name and contact details of Public Grievance Officer has been given on the website of Institute. Reply/Response are sent within one month to person(s) lodging grievance(s).
- 5) Information pertaining to admissions to various courses and recruitment/engagement to posts/positions as well as tender documents are uploaded on the Institute's website. Users may download application forms for admission and for recruitment/engagement to posts/positions as well as tender documents. The list of participants (programme-wise) and results of their trimester/semester and final exams are uploaded on the website.
- 6) The monitoring of various activities in the Institute are done by Director, AJNIFM in a periodical manner.
- 7) All statutory/mandatory reports/returns are sent to the Department of Expenditure, Ministry of Finance within prescribed time limits.
- 8) Fair and transparent procedure is followed for acquisition of stores and undertaking works in the Institute. The procedure outlined in GFRs is followed.

- 9) Arun Jaitley National Institute of Financial Management website is dynamic and have option for online payment.
- 10) All efforts are made to allot sensitive jobs in the Arun Jaitley National Institute of Financial Management to different persons so that there is no monopoly of any person attending to sensitive jobs.
- 11) There are defined powers to be used by various levels of officers and there is a little scope of discretion available with them. Whenever such situation arises, the power is utilized in a judicious, transparent and reasoned manner. Such power is also subject to scrutiny by higher authorities. All major decisions taken by the authorities are ratified and policy decisions are taken in the meetings of the Board of Governors and General Body of AJNIFM Society.
- 12) The yearly audited annual accounts are approved in the meeting of Board of Governors and ratified by General Body. Thereafter, these are included in the Annual Report of the Institute. The Annual Report along-with Audited Annual Accounts are placed on Both the House of Parliament through Department of Expenditure within scheduled time line without fail.
- 13) Periodical and surprise checks are conducted to see that activities in the Institute are performed in a fair and transparent manner. Steps have been taken to analyze every service and information required for the public and to provide timely and useful information to citizens in a rational and simple method.
- 14) AJNIFM has also taken steps to incorporate the view points of all related citizens for its services and the website is being updated and re-designed on the basis of feedback.
- 15) AJNIFM has nominated a Public Relation Officer who is responsible for publicity and social media posts on Facebook, X, LinkedIn, YouTube, etc.
- 16) The Citizen's Charter of AJNIFM is revised once in a year in the month of April.