



F.No. HRM-3/09/2022-KAB /34

Dated 17<sup>th</sup> February, 2022

**OFFICE MEMORANDUM**

**Subject:- Inviting nomination for Residential Training Programme on Public Procurement (Basic/Advanced) and Arbitration for Government Officers being organized at Arun Jaitely National Institute of Financial Management (AJNIFM), Faridabad during April- June 2022 – reg.**

Arun Jaitely National Institute of Financial Management (AJNIFM), Faridabad has invited nomination for the online Training Programme on Public Procurement (Basic/Advanced) and Arbitration. The programme is meant for officers/staff currently engaged in the area of Public Procurement directly or indirectly. As the officers/staff keeps on rotating due to transfers etc., the officers /staff who are currently not dealing in the area can also be sent for these training. The schedule of training programmes from April - June 2022 is attached herewith.(Annexure-I)

The aims of the Training Programme are to upgrade the capacities of the officers/staff with all relevant rules and procedures of public procurement in the year 2022-23.

**It is also desired by the Institute to send one or two relevant nominations for the training programme.** The Officials who need to attend above training programme may send their nomination through proper channel (**HRD Nodal Officer/Director of the concerned Institutes/Reporting Officers**) to HRM Unit, ICAR HQs for onward transmission to AJNIFM, Faridabad. The nomination form may be downloaded from ICAR website under **Col.Circular/HRMUnit**. The nomination form is also enclosed here. The nomination may not be sent online directly to AJNIFM, Faridabad until it is approved by the Council. The participants are requested to apply to respective training programme through TMIS portal also and the confirmation of the same may also be mentioned in the forwarding letter.

The Officials who have already attended the training programme need not apply for the same training programme. The applicants will not be allowed to withdraw their nominations after acceptance by AJNIFM, Faridabad. The participation in the above training programme will be subject to acceptance of nomination by AJNIFM, Faridabad and also further orders from the Council. However, the TA as admissible under rules will be borne by the Institute concerned of the participants.

The officers who were previously trained on the topic Public Procurement (Basis) may be nominated for the training programme Public Procurement (Advanced)

*(Signature)*  
17/2/2022  
(A K Vyas)

**ADG (HRM) &**

**Training Manager, ICAR**

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Encl: As above

Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi.
2. All Directors/HRD Nodal Officers of the ICAR Institutes.
3. E-office Notice Board.
4. ICAR Portal/ HRM Portal.
5. Guard file.

## The Schedule of Training Programme's from April - June 2022

S.No.	Months	Dates/Slots	Name of Training	Last date for nomination
1.	April	04-09 April	MDP on Public Procurement (Basic)	15 <sup>th</sup> March, 2022
2.	April	18-23 April	MDP on Public Procurement (Basic)	1 <sup>st</sup> April, 2022
3.	April	25-29 April	MDP on Public Procurement (Advanced)	10 <sup>th</sup> April, 2022
4.	May	09-11 May	MDP on Arbitration	25 <sup>th</sup> April, 2022
5.	May	23-28 May	MDP on Public Procurement (Basic)	08 <sup>th</sup> May 2022
6.	May	30 May to 4 June	MDP on Public Procurement (Basic)	15 <sup>th</sup> May 2022
7.	June	06-10 June	MDP on Public Procurement (Advanced)	22 <sup>nd</sup> May 2022
8.	June	13-15 June	MDP on Arbitration	30 <sup>th</sup> May 2022
9.	June	20-25 June	MDP on Public Procurement (Basic)	05 <sup>th</sup> June 2022
10.	June	27 June -02 July	MDP on Public Procurement (Basic)	12 <sup>th</sup> June 2022



## NOMINATION FORM

### Training Programme on Public Procurement (Advanced)

Name \_\_\_\_\_

Male ☐ Female ☐

Designation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Dates of Program that you want to attend: \_\_\_\_\_

Address for communication \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Pincode \_\_\_\_\_

Phone (O) \_\_\_\_\_ (R) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Brief Experience of dealing with Procurement Matters

\_\_\_\_\_

Have you attended the Training on Public Procurement (6 Days) at NIFM. If yes when \_\_\_\_\_

Signature of the Candidate

#### TO BE FILLED IN BY THE SPONSOR

Name of the sponsor \_\_\_\_\_ Designation \_\_\_\_\_

Address for communication \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Pin \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Detail of Fee Sent (If applicable)

\_\_\_\_\_

\_\_\_\_\_

Signature of the Sponsor  
with stamp of the organisation

Date: \_\_\_\_\_

Please return the duly filled form to: [advancedprocure@nifm.ac.in](mailto:advancedprocure@nifm.ac.in)

For further details, please refer our website: [www.nifm.ac.in](http://www.nifm.ac.in) or contact the Programme Director

#### **NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT**

(Ministry of Finance, Government of India)

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PS: Photocopy of this form can also be used