

सीएसआईआर-मानव संसाधन विकास केंद्र  
सेक्टर-19, केंद्रीय सरकारी परिसर, कमला नेहरू नगर,  
गाजियाबाद-201002

F.No. 35-25(11)/2025-CSIRHRDC

दिनांक: 14.05.2026

कार्यालय ज्ञापन

विषय: अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान (AJNIFM), फरीदाबाद में सरकारी अधिकारियों हेतु Public Procurement प्रशिक्षण कार्यक्रम।

कार्यालय ज्ञापन संख्या No.F.13/1/2025-PPD दिनांक 20.04.2026 की ओर ध्यान आकर्षित किया जाता है, जिसके माध्यम से AJNIFM, फरीदाबाद द्वारा आयोजित सरकारी अधिकारियों हेतु लोक खरीद (Public Procurement) विषयक बेसिक एवं एडवांस प्रशिक्षण कार्यक्रम के लिए नामांकन आमंत्रित किए गए हैं।

एचआरडीसी प्रमुख द्वारा, विभिन्न संवर्गों के उन अधिकारियों/कर्मचारियों के लिए, जो खरीद संबंधी कार्यों में संलग्न हैं, इन कार्यक्रमों की प्रासंगिकता को ध्यान में रखते हुए निम्नलिखित अनुमोदन प्रदान किया गया है:-

1. सामान्य संवर्ग (General Cadre) के उन अधिकारियों/कर्मचारियों के नाम, जो प्रयोगशाला/संस्थान/इकाई स्तर पर खरीद संबंधी कार्यों में संलग्न हैं, आवश्यक कार्रवाई हेतु CSIR-HRDC को अग्रप्रेषित किए जा सकते हैं।
2. NO (S&P) संदर्भित कार्यालय ज्ञापन के अनुसार नामांकन आवश्यक कार्रवाई हेतु CSIR-HRDC को प्रेषित करेंगे।
3. प्रशिक्षण कार्यक्रम हेतु नाम क्रमबद्ध (staggered manner) तरीके से भेजे जाएँ, ताकि प्रयोगशालाओं/संस्थानों/इकाइयों आदि की कार्यप्रणाली प्रभावित न हो तथा कर्मचारियों की क्षमता निर्माण प्रक्रिया सुगम हो सके।
4. सभी नामांकन AJNIFM द्वारा स्वीकृति के अधीन होंगे तथा आवश्यक आगामी कार्रवाई हेतु 31.05.2026 या उससे पूर्व CSIR-HRDC को भेजे जाएँ।

यह कार्यालय ज्ञापन एचआरडीसी प्रमुख की स्वीकृति से जारी किया जा रहा है।



(असिंद)

अनुभाग अधिकारी

संलग्नक: उपर्युक्तानुसार

प्रतिलिपि:

1. महानिदेशक कार्यालय, सीएसआईआर
2. वित्तीय सलाहकार कार्यालय, सीएसआईआर
3. संयुक्त सचिव (प्रशासन) कार्यालय, सीएसआईआर
4. मुख्य सतर्कता अधिकारी कार्यालय, सीएसआईआर
5. सभी सीएसआईआर राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/इकाइयों के निदेशक/प्रमुख
6. नोडल अधिकारी (भंडार एवं क्रय)
7. नोडल अधिकारी (वित्त एवं लेखा)
8. सीएसआईआर-एचआरडीसी वेबसाइट
9. कार्यालय प्रति

**CSIR-Human Resource Development Centre  
Sector-19, Central Government Enclave, Kamla Nehru Nagar,  
Ghaziabad-201002**

F.No. 35-25(11)/2025-CSIRHRDC

Date:14.05.2026

**Office Memorandum**

Sub: Training Program on Public Procurement for Government officers at Arun Jaitley Institute of Financial Management (AJNIFM), Faridabad.

Kind attention is invited to OM No.F.13/1/2025-PPD dated 20.04.2026 wherein nominations have been invited for Basic and Advance training program in Public Procurement for Government Officers conducted by AJNIFM, Faridabad. Head HRDC having considered the relevance of the programs for various cadre officials who are engaged in procurement activities has approved the following: -

- 1- The names of officials in General Cadre who are engaged in procurement activities at Lab./Instt/Unit level may be forwarded by the Directors of Labs./Instts./Units to CSIR HRDC for further action.
- 2- NO(S&P) may send the nominations in r/o Stores and Purchase officials as per the OM under reference to CSIR HRDC for further action.
- 3- The names may be forwarded for training program in staggered manner so that the activities of the Lab./Instts./Units etc. is not hampered and capacity building of the employees is facilitated.
- 4- All nominations are subject to acceptance by AJNIFM and may be forwarded to CSIR-HRDC on or before 31.05.2026 for further necessary action.

This OM is issued with the approval of the Head, HRDC.

  
(Arvind)

Section Officer

Encl.: As above

Copy to:

- 1) O/o DG, CSIR
- 2) O/o FA, CSIR
- 3) O/o JS(Admn.), CSIR
- 4) O/o CVO, CSIR
- 5) The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units
- 6) The Nodal Officer(S&P)
- 7) The Nodal Officer(F&A)
- 8) CSIR-HRDC Website
- 9) Office Copy

No.F.13/1/2025-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division  
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709, Chandralok Building,  
Janpath, New Delhi  
20.04.2026

**OFFICE MEMORANDUM**

**Subject: Training Programs on Public Procurement for Government officers at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad.**

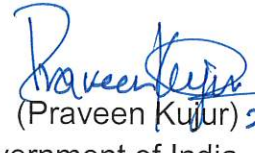
AJNIFM have been conducting training programs in the area of public procurement since 2015 and more than 15000 officers/ staff have been already provided training in last ten years. It has been decided to continue the training programs on this subject with a view to upgrade the capacities of the officers with all relevant rules and procedures of public procurement.

2. All Ministries/ Departments are requested to nominate officers who are currently engaged in the area of Public Procurement, directly or indirectly. The training schedule for 2026-27 prepared by AJNIFM is enclosed herewith for information.

3. Ministries/ Departments may also direct their attached/ subordinate offices autonomous/ statutory bodies to nominate their officers for these trainings. **Complete cost for the training will be borne by the Department of Expenditure.**

4. The nominations may please be sent to Shri Kausal Kishore, Programme Director, AJNIFM, Sector-48, Pali Road, Faridabad-121001, e-mail: procurementtraining@nifm.ac.in, Ph: +91-0129-2465205. The copy of this O.M. is also available on website of this Department i.e. www.doe.gov.in → Divisions → Procurement Policy Division. Any further query in this regard may be sent to AJNIFM/ undersigned.

**Encl : As above**

  
(Praveen Kujur) 20/4/26

Under Secretary to the Government of India

Tel. No. 23733770

Email: praveen.kujur@nic.in

To

Secretaries/ Financial Advisers of all Central Government Ministries/ Departments.

**Copy to :** Director, Arun Jaitley National Institute of Financial Management (AJNIFM), Pali Road, Sector-48, Faridabad – 121001, Email : director@nifm.ac.in

**Arun Jaitley National Institute of Financial Management**

**Faridabad**

**Detail of various slots of Residential Training Program**

**Public Procurement (Basic & Advanced)**

**2026-2027**

Sr. No	Month	Dates/Slots	Name of Training
1	May	04-08 May	MDP on Public Procurement (Basic)
2		11-15 May	MDP on Public Procurement (Basic)
3		18 - 22 May	MDP on Public Procurement (Advanced)
4	June	01-05 June	MDP on Public Procurement (Basic)
5		08-12 June	MDP on Public Procurement (Basic)
6		15-19 June	MDP on Public Procurement (Advanced)
7		29 June-03 July	MDP on Public Procurement (Basic)
8	July	13-17 July	MDP on Public Procurement (Basic)
9		20-24 July	MDP on Public Procurement (Advanced)
10		27 - 31 July	MDP on Public Procurement (Basic)
11	August	10-14 August	MDP on Public Procurement (Basic)
12		17-21 August	MDP on Public Procurement (Advanced)
13	September	07-11 September	MDP on Public Procurement (Basic)
14		14-18 September	MDP on Public Procurement (Basic)
15		21-25 September	MDP on Public Procurement (Advanced)
16	October	12-16 October	MDP on Public Procurement (Basic)
17		26-30 October	MDP on Public Procurement (Basic)
18	November	02-06 November	MDP on Public Procurement (Advanced)
19		16-20 November	MDP on Public Procurement (Basic)
20		30 Nov - 04 Dec	MDP on Public Procurement (Basic)
21	December	07-11 December	MDP on Public Procurement (Advanced)
22		14-18 December	MDP on Public Procurement (Basic)
23	January, 27	04-08 January	MDP on Public Procurement (Basic)
24		11-15 January	MDP on Public Procurement (Advanced)
25		18-22 January	MDP on Public Procurement (Basic)
26	February, 27	01-05 February	MDP on Public Procurement (Basic)
27		15-19 February	MDP on Public Procurement (Advanced)
28		22-26 February	MDP on Public Procurement (Basic)
29	March, 27	08-12 March	MDP on Public Procurement (Basic)
30		15-19 March	MDP on Public Procurement (Advanced)

\* **Public Procurement (Basic)** Officers working at Grade Pay of 4800 or above in CDA Scale and E0 and above in IDA Scale and in any other scale equivalent to these two can participate this training.

\***Public Procurement (Advanced)** Officer who has done Public Procurement(Basic) training can attend Public Procurement (Advanced) training or having 05 years of experience in the field of Procurement can attend this training.