

**F.No. 3/2/2021-CBU-Part(3)**  
**Government of India**  
**Ministry of Finance**  
**Department of Economic Affairs**  
**Infrastructure Finance Secretariat**  
**Infrastructure Policy & Planning Division**  
**Capacity Building Unit**

Room No. 405, STC Building  
Janpath, New Delhi

Dated: 10<sup>th</sup> December, 2024

**OFFICE MEMORANDUM**

**Subject: Inviting nominations for different Capacity Building Training Programs at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad – reg.**

Department of Economic Affairs (DEA) is mandated with the work of organizing capacity building training programs on regular basis for officials involved in infrastructure project conceptualization, structuring, planning, implementation, and monitoring etc.

2. To strengthen this objective, DEA has collaborated with AJNIFM, Faridabad to conduct six (6) offline training programs as detailed below:

S. No.	Program Name	Duration	Date	Target Audience
1.	Public Private Partnership (PPP) – A Basic Perspective	05 days	13th to 17th January, 2025	Officials in Management, Engineering, Commercial and Finance area, or any other relevant officials dealing with various facets of procurement of PPP projects in Central or State Govt./Semi Govt. entities/CPSEs or State PSUs/ULBs dealing with Public Procurement of Works and Services. The participants may ideally, have around 0-3 years of work experience in dealing with procurement. The course would have significant take-away for junior and middle levels officials.
2.	Workshop on Public Private Partnership (PPP) for Middle Management level Officer	03 days	22nd to 24th January, 2025	The workshop is tailored for officials, project managers, investors, financial analysts, and professionals from Central Govt. & State Govt. involved in infrastructure development and public service delivery. The participants must have at least 3 years of exposure in the area of PPP/ Infra Sector planning/ execution/ Financing etc.
3.	Infrastructure Finance	05 days	27th to 31st January, 2025	Officials in Central or State Govt/ Semi Govt entities/CPSEs or State PSUs/ ULBs, finance professionals, project managers, policy makers, and anyone interested in the field of infrastructure finance. Prior knowledge of basic finance principles is recommended. The course would have significant take-away for

S. No.	Program Name	Duration	Date	Target Audience
				junior and middle levels officials.
4.	Public Private Partnership (PPP) – A Basic Perspective	05 days	10th to 14th February, 2025	Officials in Management, Engineering, Commercial and Finance area, or any other relevant officials dealing with various facets of procurement of PPP projects in Central or State Govt./Semi Govt. entities/CPSEs or State PSUs/ULBs dealing with Public Procurement of Works and Services. The participants may ideally, have around 0-3 years of work experience in dealing with procurement. The course would have significant take-away for junior and middle levels officials.
5.	Infrastructure Finance	05 days	17th to 21st February, 2025	Officials in Central or State Govt/ Semi Govt entities/CPSEs or State PSUs/ ULBs, finance professionals, project managers, policy makers, and anyone interested in the field of infrastructure finance. Prior knowledge of basic finance principles is recommended. The course would have significant take-away for junior and middle levels officials.
6.	Workshop on Public Private Partnership (PPP) for Leadership level Officer	03 days	10th to 12th March, 2025	The workshop is tailored for senior officials, project managers, investors, financial analysts, and professionals from Central Govt. & State Government involved in infrastructure development and public service delivery. The participants must have completed around 14 years of service with at least 3 years of exposure in the area of PPP /Infra Sector planning/ execution/ Financing etc.

3. Accordingly, nominations of 1-2 officers from your Ministry/ Department/ Organization are invited for the different training programs as per the target audience mentioned above. Each program has limited seats and can accommodate only **30-35 participants**. The nomination for each of the training program may kindly be sent latest by **2 weeks prior to the start of the training program**. The nominations, as per the proforma placed below, may kindly be sent to the email id: [cbu-dea@gov.in](mailto:cbu-dea@gov.in).

4. It is stated that training fees and expenses on account of accommodation and food will be borne by DEA for these training programs. Confirmation of participation of the nominated officers (if selected) for the said trainings will be conveyed separately by DEA (SOP for the nomination process is attached for reference).

**Encl: As above**

  
(Seema Joshi)  
Joint Director

## Capacity Building Trainings by Premier Institutes/Organizations: An Initiative by the Department of Economic Affairs

### SOP/Guide for Government officials on Training Nomination Process

Below process for selection of officials for in-person trainings designed and sponsored by **Department of Economic Affairs (DEA)**



### Important Information:

1. Initial nomination provided by public authority not to be considered as confirmation of training – Please refer steps above.
2. Only officials shortlisted and confirmed by DEA for a training shall be considered for a training - Please refer steps above.
3. No officials shall be accommodated for training for on-the-spot registrations, a prior official confirmation needs to be provided to DEA
4. Cancellation after nomination should be informed in advance (at least 5 working days prior) to the training commencement. This is required to

25/10  
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Capacity Building Unit,  
Infrastructure Finance Secretariat,  
Department of Economic Affairs,  
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ensure that the seats are timely substituted/de-allocated and there is no financial loss.

5. If cancellation of nomination is not intimated prior to training commencement – DEA may choose not to accept further nominations of the officer/organization for any future trainings
6. The official is to ensure strict punctuality and attendance during the training. Attendance will be monitored, and certificate will be provided to those participants who attend all sessions. Absence from classes or sessions will be brought to the notice of DEA by the training partner – no certificate will be issued in such cases for training
7. Participants must make their own travel arrangements i.e., flight tickets, airport transfers, cab etc. to reach the training location. No such requests are to be made to the training partners (institute/professional body).
8. The training partners will provide accommodation only for the training duration. No separate requests for accommodation are to be made to training partners.
9. Officials are requested to plan leisure or travel within or near the training campus outside of training session hours. No travel arrangement will be provided by the training partner (institute/professional body) for such plans.
10. Site visit/travel requests are not part of the training program, and no such requests are to be made to the Training Partner (institute/professional body).
11. All communication pertaining to nominations are to be **sent via email only** to:

**Capacity Building Unit (CBU),**  
Infrastructure Finance Secretariat (IFS),  
Dept. of Economic Affairs, Ministry of Finance, Government of India  
4<sup>th</sup> Floor, STC Building, Janpath, New Delhi 110001  
M: +91 9910370054, +91 9891186736, +91 9643186167  
E: [cbu-dea@gov.in](mailto:cbu-dea@gov.in)