

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

4th Floor, STC Building,
Janpath, New Delhi
Dated: 19th July, 2024

OFFICE MEMORANDUM

Subject: Inviting nominations for Capacity Building Training Program by 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. In this regard following training program is scheduled to be held at AJNIFM, Faridabad:

S. No.	Programme Name	Duration	Date	Target Audience
1.	Infrastructure Finance	05 days	19 th to 23 rd August, 2024	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.

2. Accordingly, nominations of 1-2 officers from your Ministry/ Department/ Ogranisation are invited for the said training program as per the target audience mentioned above. This program has limited seats and accommodate only **30-35 participants**. The nomination for the training programme may kindly be sent latest by **5th August, 2024**. The nominations, as per the proforma placed below, may kindly be sent to the email id: cbu-dea@gov.in.

3. It is stated that training fees and expenses on account of accommodation and food will be borne by DEA. Further 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).

Ankit
19/7/24

(Ankit)

Section Officer-CBU

Encl: As above.

Nomination Proforma

Sr No	Name, email and mobile number	Designation	Department/ Ministry/Organization	Work Profile in brief(50 words)	Name of the training nominated for (Please mention the institute name and date of training as well)
1					
2					
3					
4					

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

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
4th Floor, STC Building, Janpath, New Delhi 110001
M: +91 9910370054, +91 9891186736, +91 9643186167
E: cbu-dea@gov.in