



मन्यमेव जयते

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Dated: 02nd December, 2024

Respected Sir

Greetings from the Lal Bahadur Shastri National Academy of Administration, Mussoorie.

The Academy is conducting a 5-day in-service training programme on "Procurement and Contract Management for Civil Servants" during 27th – 31st January, 2025. This IST Programme has been meticulously designed to empower Civil Servants with advance knowledge and practical skills in procurement and contract management. A short note containing the course structure and thematic content for the proposed training programme is attached at Annexure 'A'.

It is pertinent to mention that this programme is part of DoPT's in-service training programme calendar for IAS Officers. I therefore, request you to kindly nominate upto three IAS officers of 4-16 years seniority to attend this training programme. We are confident that their involvement in the training programme will enrich their professional capabilities which in turn will be of value to the State.

Interested officers may register for the programme using the programme registration link available on www.lbsnaa.gov.in.

We look forward to your positive cooperation in this regard,

Regards

Yours sincerely,

(Ganesh Shankar Mishra)

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Encl: Annexure A

Subject: 5-Day In-Service Training Programme on “Procurement and Contract Management for Civil Servants” to be held on 27th – 31st January 2025

Summary of the Program

The *5-Day In-Service Training Programme on Procurement and Contract Management* is a specialized initiative designed to equip IAS officers with essential skills for effective procurement and contract management. This program focuses on the fundamentals of public procurement, understanding diverse contract types, and the nuances of tender documentation. Participants will gain insight into managing different type of contract, Public-Private Partnership (PPP) models, and navigating legal frameworks pertinent to bidding and tendering processes.

The course targets officers handling substantial procurement and infrastructure roles, such as CEOs of Smart Cities, Municipal Commissioners, and PSU executives. Through the program, participants will develop competencies in:

- Project initiation and budget provisioning
- Bid document preparation and evaluation
- Tender management and contract execution
- Legal considerations including arbitration, force majeure, and contract termination

Structured across five days, the training offers focused sessions on fundamental procurement principles, traditional and special procurement models, legal aspects, and international best practices. Interactive pedagogy, combining theoretical modules with group exercises, simulations, and case studies, ensures practical utility. Special emphasis is placed on integrating technology in contract management, dispute resolution, and audits for contemporary public procurement challenges.

Description of the Program

This IST program addresses the complexities of public procurement and contract management, equipping civil servants with critical skills. Key highlights include:

- 1. Procurement Fundamentals**
 - Overview of financial propriety and public procurement principles
 - Hands-on exercises in tender documentation and qualification criteria
- 2. Traditional Contract Management**
 - Tender evaluation and goods/services management
 - Exploring dispute resolution mechanisms and the Government e-Marketplace (GEM) platform
- 3. Special Procurement Models**
 - In-depth focus on Public-Private Partnerships (PPP)
 - Case studies highlighting unique contract structures
- 4. Legal Frameworks**
 - Addressing penalties, termination clauses, blacklisting, mediation, and arbitration
- 5. Global and Technological Perspectives**
 - Insights into international competitive bidding (ICB)
 - Leveraging technology for efficient contract management

The program fosters a holistic understanding of modern procurement practices through a blend of lectures, practical exercises, and discussions. It aims to enhance sectoral contextualization, problem-solving abilities, and collaborative project management among civil servants.

- **Dates:** 27th – 31st January 2025
- **Venue:** Indira Bhawan Campus
 - ❖ **GPS Coordinates:** 30.463626005094994, 78.06321095879663
- **Program Coordinator:**
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