

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: 06 January, 2025

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 the following offline training program as detailed below:

S. No.	Program Name	Duration	Date	Target Audience
1.	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. 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. The program has limited number of seats and can accommodate only **30-35 participants**. The nomination for the training program may kindly be sent latest by **15.01.2025**. The nominations, as per the proforma placed below, may kindly be sent to the email id: 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)
Director

To:

1. All Ministries/Departments of the Government of India
2. All States/UTs
3. CPSEs, as per the attached list

CPSEs / Authorities

1. Airports Authority of India
2. Bharat Broadband Network Ltd
3. Bharat Petroleum Corporation Limited
4. Bharat Sanchar Nigam Ltd
5. Central Public Works Department
6. Central Warehousing Corporation
7. Container Corporation of India Limited
8. Damodar Valley Corporation
9. Dedicated Freight Corridor Corporation of India
10. Engineers India Limited
11. Food Corporation of India
12. Gas Authority of India Limited
13. Hindustan Petroleum Corporation Limited
14. Housing And Urban Development Corporation Ltd.
15. India Tourism Development Corporation Limited
16. Indian Oil Corporation Limited
17. Indian Railway Catering and Tourism Corporation
18. Indian Railway Finance Corporation
19. Indian Renewable Energy Development Agency Limited
20. Inland Waterways Authority of India
21. Ircon International Limited
22. Mahanagar Telephone Nigam Ltd
23. National Buildings Construction Corporation Limited
24. National Capital Region Transport Corporation
25. National Highways & Infrastructure Development Corporation Ltd.
26. National Highways Authority of India
27. National Hydroelectric Power Corporation
28. National Industrial Corridor Development Corporation Limited
29. National Land Monetization Corporation
30. National Mineral Development Corporation
31. National Projects Construction Corporation Limited
32. National Thermal Power Corporation Limited
33. North Eastern Electric Power Corporation
34. Oil & Natural Gas Corporation Limited
35. Oil India Limited
36. Power Finance Corporation
37. Power Grid Corporation of India
38. Rail India Technical and Economic Service limited
39. Rail Land Development Authority
40. Rail Vikas Nigam Limited
41. RailTel Corporation
42. Rural Electrification Corporation
43. SJVN Limited
44. Solar Energy Corporation of India Limited
45. Sports Authority of India
46. Telecom Regulatory Authority of India
47. THDC India Limited

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
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