

**42/12/2025-5Trg.**  
**HARYANA GOVERNMENT**  
**CHIEF SECRETARY OFFICE**  
**TRAINING DEPARTMENT**

Dated, Chandigarh the 22<sup>nd</sup> May, 2025

To

All the Administrative Secretaries of Haryana State.


**Subject: - Inviting nominations for Capacity Building Training Programme at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad- Reg.**

\*\*\*\*\*

Sir/Madam,

I am directed to refer the subject noted above and forwarded here with email dated 02.05.2025 received from Seema Joshi, Director, 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. This letter and enclosures have been uploaded on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>) for further necessary action accordingly

Yours faithfully,

  
Superintendent, Training

Endst. No. 42/12/2025- 5Trg.

Dated Chandigarh, the 22<sup>nd</sup> May, 2025

A copy of the above is forwarded to received from Seema Joshi, Director, 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. w.r.t their email dated 02.05.2025 for information.

  
Superintendent, Training

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, SIC Building  
Janpath, New Delhi  
Dated: 2<sup>nd</sup> May 2025

OFFICE MEMORANDUM

**Subject: Inviting nominations for Capacity Building Training Program 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 following offline training program:

S. No.	Program Name	Duration	Date	Target Audience
1.	Public Private Partnership (PPP) – A Basic Perspective	05 days	2 <sup>nd</sup> to 6 <sup>th</sup> June, 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.

3. Accordingly, nominations of 1-2 officers from your Ministry/ Department/ Organization are invited as per the target audience mentioned above. The said program has limited seats and can accommodate only 30-35 participants. The nomination for 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 & 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

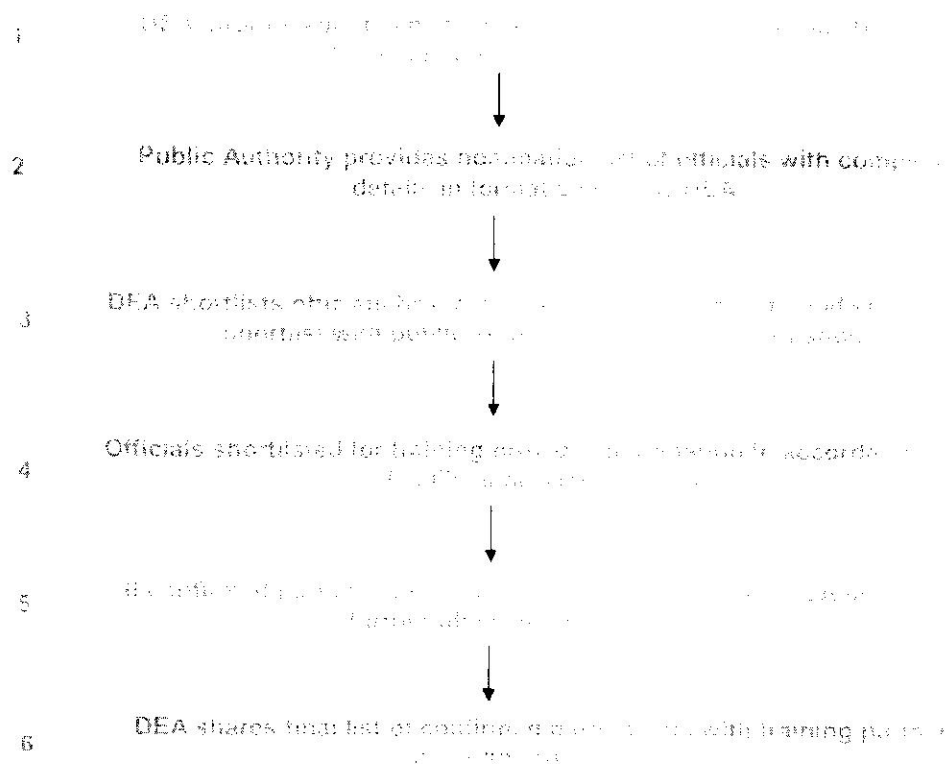
To,

- The Secretaries of all Ministries/Departments Under Central Government of India
- The Chief Secretaries of all the State / UTs in India
- CPSEs

**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  
4<sup>th</sup> Floor, STC Building, Janpath, New Delhi 110001  
M: +91 9910370054, +91 9891186736  
E: [cbu-dea@gov.in](mailto:cbu-dea@gov.in)

Nomination Proforma

S. No.	Name, email and mobile number	Designation	Department/ Ministry/ Organization	Work Profile in brief (50 words)