

No.42/12/2025-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 06th April, 2026

To

All the Administrative Secretaries to Govt. Haryana.

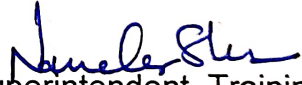
Subject: Inviting nominations for the capacity building training programs at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad – reg.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith a copy of e-mail dated 18.03.2026 alongwith enclosures received from Smt. Seema Joshi, Director, Government of India, Ministry of Finance, Department of Economics Affairs, IPP Division, Capacity Building Unit, 4th Floor, STC Building, Janpath, New Delhi-110001 for further necessary action. This letter has also been uploaded on the website of Chief Secretary Haryana i.e (<http://csharyana.gov.in>).

The necessary action may be taken in view of Government Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,


Superintendent, Training

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

Dated Chandigarh, the 06th April, 2026

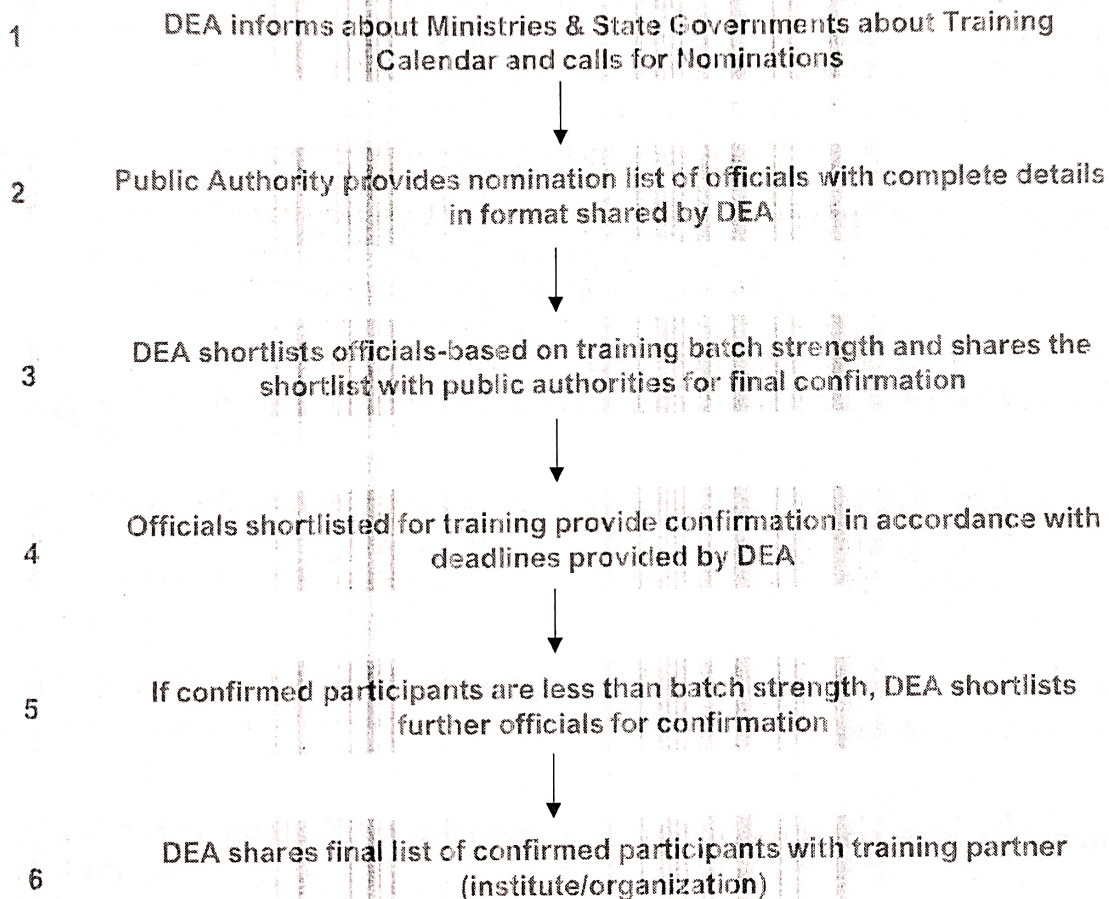
A copy of the above is forwarded to the Smt. Seema Joshi, Director,, Government of India, Ministry of Finance, Department of Economics Affairs, IPP Division, Capacity Building Unit, 4th Floor, STC Building, Janpath, New Delhi-110001 w.r.t their letter No. 3/2/2021-CBU-Part(3), dated 17.03.2026 for information.

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Superintendent, Training

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 9910379001, +91 9891186736
E: cbu-dea@gov.in

F.No. 3/2/2021-CBU-Part(3)
Government of India
Ministry of Finance
Department of Economic Affairs
IPP Division
Capacity Building Unit

4th Floor, STC Building,
Janpath, New Delhi – 110001
Dated: 17/03/2026

Subject: Inviting nominations for the capacity building training programs at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad – reg.

Dept. of Economic Affairs (DEA), M/o Finance is entrusted with the work of organising capacity building training programs on regular basis for officials involved in infrastructure project conceptualisation, structuring, planning, implementation and monitoring etc.

2. To strengthen this objective, DEA has collaborated with the Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad to organise the following offline training programmes: -

| S.No. | Program Name | Duration | Date | Target Audience |
|-------|--|----------|--------------------------------|--|
| 1. | Infrastructure in India: Sectoral Studies | 5-days | 20th April to 24th April, 2026 | Intended for policymakers, infrastructure professionals, urban planners, investment analysts, government officials and industry stakeholders engaged in infrastructure development. Officers having around 0–3 years of experience in dealing with infrastructure procurement would particularly benefit from this programme. |
| 2. | End-to-End Infrastructure Project Management: Appraisal, DPR & Execution | 5-days | 11th May to 15th May, 2026 | intended for government officials, infrastructure project managers, financial analysts, engineers, urban planners and other stakeholders involved in infrastructure project planning and implementation. Officers having around 0–3 years of experience in infrastructure procurement and project management may particularly benefit from this programme. |

3. Accordingly, nominations of officers from your Ministry/ Department/ Organisation are invited for the different training programs as per the target audience mentioned above. Each programme has limited seats and can accommodate around 30-35 participants. The nominations, as per the prescribed proforma, may kindly be forwarded at least 10 days prior to the commencement of the programme to facilitate necessary arrangements.

4. It is stated that the training fee as well as expenses towards accommodation and food will be borne by the Department of Economic Affairs. 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).

Encl: As above

S. Joshi
17/03/26
(Seema Joshi)
Director

To,

- (i) The Secretaries of all Ministries/Departments under Central Government of India
- (ii) The Chief Secretaries of all the States/UTs in India
- (iii) The CPSEs

Nomination Proforma

| S. 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 name and date of training) |
|-------------------|--|--------------------|---|---|--|
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