

No.F.13/1/2025-PPD(pt.)
Government of India
Ministry of Finance
Department of Expenditure
Procurement Policy Division

503, Lok Nayak Bhavan,
Khan Market, New Delhi
Dated 25.03.2025

OFFICE MEMORANDUM

Subject: Training Programs on Public Procurement at Administrative Staff College of India (ASCI), Hyderabad.

ASCI, Hyderabad with the approval of Department of Expenditure will be organizing a series of 5-day training programs on Public Procurement. Program schedule and the brochure for the training programs are attached herewith.

2. Ministries/ Departments as well as Central Public Sector Enterprises (CPSEs) and Autonomous Bodies are requested to consider nominating their officers engaged in the areas associated with Public Procurement, directly or indirectly. **The fee associated with the training will be borne by concerned Ministry/ Department/ Organisation nominating the officer and is to be paid directly to the ASCI, Hyderabad.**

3. The nominations may be sent to Mr. G. Sreenivasa Reddy, Programme Officer, Administrative Staff College of India, Bella Vista, Hyderabad – 500082, Mobile: 9246203535, email: poffice@asci.org.in. Any further information may also be sought from the Programme Officer.

4. A copy of this OM is also available on the websites of the Department (<http://doe.gov.in>) → Divisions → Procurement Policy Division → Procurement Policy/O.M.



(Sher Bahadur)
Under Secretary (Procurement Policy)
Tel. No. 24653771
Email: sher.bahadur@nic.in

To,

All Secretaries of Government of India with a request to send this information to all organizations including CPSEs working under their administrative control.

Programme Schedule

Batch No.	Dates
1	26th to 30th May 2025
2	30th June to 4th July 2025
3	28th July to 1st August 2025
4	18th to 22nd August 2025
5	22nd to 26th September 2025
6	27th to 31st October 2025
7	10th to 14th November 2025
8	24th to 28th November 2025
9	15th to 19th December 2025
10	19th to 23rd January 2026
11	16th to 20th February 2026
12	9th to 13th March 2026

Department of Expenditure, GoI

Endorsed Training Programme on

Public Procurement Principles



12 Batches
During
FY 2025-26
Check Nomination form
for Dates

ABOUT ASCI

ASCI is a not-for-profit, public-purpose institution of repute established in the year 1956 by the Government of India in partnership with industry. The College is engaged in providing education, management training, research, and advisory services to the Government, multilateral organizations, and industry. ASCI has been conducting programmes for IAS officers (since the 1950s) on important governance issues. Since 1964, the College has been conducting programmes for senior Government officials from various countries supported by MEA. We have been conducting mandatory training for the various services of IFS, ISS, IES on sector-specific areas and contemporary topics. The College also caters to Management Development Programmes for senior and middle level executives in Industry. All the facilities and infrastructure of the College are also built around this activity to support it.

ASCI has made a mark in its Research and Consultancy services too. Many of our reports have resulted in the development of the policies of the GoI. We get regular and repeat assignments from Governments, Industry, UN organizations, and other multilateral organizations, which is a testament to our good quality of work.

ASCI has demonstrated expertise in the design and conduct of training programmes in both general management and functional areas. ASCI conducts about 200 training programmes for various organizations every year. ASCI also conducts a very successful and content-rich training programme on the World Bank Procurement Regulations. The programme, till now, has seen 86 batches wherein officers from India and countries all across the world (55 till date) actively participate. Ten years back, ASCI has also engaged with the Asian Development Bank, and we have been conducting training programmes on ADB Procurement Procedures, FIDIC Contracts and so on since then. Government of Sri Lanka also utilized our services to train their senior medical professionals and other officers in the Ministry of Finance in the domain of Public Procurement. In parallel, we have also been conducting training programmes on Public Procurement Principles and GeM, Project and Contract Management, Legal Aspects of Contract Management, ADR Mechanism for the Civil Court System, and so on for various government entities and Public Sector Enterprises.

PROGRAMME OVERVIEW

Public Procurement is a mechanism by which Government Departments and Public Sector Enterprises procure goods, capital equipment and supplies and arrange for their distribution, or award contracts for the construction of civil and related works

utilizing public funds and resources in a fair and transparent manner.

Public Procurement plays an important role in the economy of any country. Its importance stems in budget formulation and in achieving Value for Money through optimized resource application. It also plays a pivotal role in achieving and maintaining aggregate fiscal discipline through robust process control systems.

Various Ministries, Departments, and their subordinate offices, local urban bodies, Public Sector Enterprises, and other Government (including autonomous) bodies spend a sizeable amount of their budget on procurement of goods, works and services to discharge the duties and responsibilities assigned to them. To ensure that these procurements are made in a uniform, systematic, efficient, and cost-effective manner and also to ensure that there is fair and equitable treatment of suppliers, governments prescribe various statutory guidelines, provisions, rules, financial, vigilance, security, safety, counter-trade, and other regulations from time to time. It is imperative that the executives / officers engaged in procurement activities possess thorough knowledge of all the relevant rules, regulations, and procedures of public procurement to discharge their functions and duties effectively.

OBJECTIVES

This training programme is intended to provide / refresh the broad perspectives of the Principles and Best practices of Public Procurement and GeM. The specific objectives of the programme are:

- ▶ To update the knowledge of the participants on the latest Principles and Best Practices of Public Procurement
- ▶ To highlight the major areas of critical importance (like processes / issues pertaining to Bid Documents, Receipt, Opening, Evaluation of Bids and Award of Contracts, utilization of GeM) in Public Procurement so that the efficiency of public expenditure increases
- ▶ To enhance the knowledge of participants on the frontline areas of Legal issues in Public Procurement and Alternative Dispute Resolution Mechanism to the Civil Court System
- ▶ To expose the participants to the latest Case Studies of Public Procurement

PARTICIPANT PROFILE

Officers working for various Central Government Ministries / Departments including attached / subordinate bodies and autonomous bodies who are currently engaged with procurement activities either directly or indirectly are ideally suited to attend this training programme. The officers who are likely to be

posted in procurement activities in the near future may also attend the programme and gain benefit.

Nominated Officers are advised to book travel tickets only after receiving formal acceptance email from ASCI.

NOMINATION PROCEDURE

Nomination form under the seal and signature of the competent authority, clearly indicating preferred training batch and date should be scanned and uploaded at the following link:

https://www.asci.org.in/DoE_nomination_form/

Alternatively, the scanned copies of nomination forms under the seal and signature of the competent authority may be sent by email to **program@asci.org.in**

PEDAGOGY

The methodology proposed will be a mix of teaching and experience sharing, to promote a learning atmosphere for the participating officials. Lectures will be including case discussions based on experiences.

VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The College does not provide accommodation for the family. The College is Wi-Fi enabled in a comprehensive way.

FEES FOR CENTRAL GOVERNMENT MINISTRIES

All Central Government Ministries and Departments can nominate their officers who are currently engaged in Procurement either directly or indirectly. Ministries / Departments may also direct their attached / subordinate offices, autonomous / statutory bodies etc to nominate their officers for the training. The nominating organisation has to pay a programme fee of Rs.45,000+GST (as applicable) per participant. The fee will include professional fee, boarding and lodging.

Fee for CPSEs | PSUs | SLPEs

Public Sector Enterprises may also nominate their employees to attend this training by paying Programme Fees of **Rs.69,500/- + GST** (as applicable) per residential participant or **Rs.59,500/- + GST** (as applicable) per non-residential participant.

Bank details are given below:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

A discount of 10% on the Programme fee will be given for Public Sector Enterprises, in case three or more officers from a particular PSU participate in the same batch of the programme. The above discount is offered when the programme fee is credited into our Bank account at least 10 days before commencement of the said batch.

Note: Kindly forward us the details of Bank / Wire transfer of fee payment indicating the programme title and date to **poffice@asci.org.in** for confirmation.

The nominees are requested to carry with them the proof of Medical Insurance. The nominating organization is required to endorse the nominees' medical coverage in the event of hospitalization.

ASCI ALUMNI ASSOCIATION

Participants of ASCI Programmes become members of the ASCI alumni association and are entitled to various benefits associated with the membership.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the programme.

Programme Director

Prof. B V N Sachendra

program@asci.org.in

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.



ABOUT ASCI

ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,75,500. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2025-26.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
Hyderabad - 500 082, India.

Telefax (Programmes Office) : 0091-40-23324365

Mobile: 9246203535, Phone : 0091-40-66534247

Fax : 0091-40-66534356

College Park Campus

Road No. 3, Banjara Hills,

Hyderabad - 500 034.

Tel: 040-66720700 / 01 /02 /05

Fax : 040-66720725

Delhi Campus

C-24, Institutional Area

South of IIT, Behind Qutub Hotel

New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850



Nomination Form

DEPARTMENT OF EXPENDITURE, GoI ENDORSED TRAINING PROGRAMME ON PUBLIC PROCUREMENT PRINCIPLES

Please make photo copies in case of multiple nominations

Please tick the programme for which the nomination is made:

Batch No.	Programme Date	Tick one date
1	26 th to 30 th May, 2025	<input type="checkbox"/>
2	30 th June to 04 th July, 2025	<input type="checkbox"/>
3	28 th July to 01 st August, 2025	<input type="checkbox"/>
4	18 th to 22 nd August, 2025	<input type="checkbox"/>
5	22 nd to 26 th September, 2025	<input type="checkbox"/>
6	27 th to 31 st October, 2025	<input type="checkbox"/>
7	10 th to 14 th November, 2025	<input type="checkbox"/>
8	24 th to 28 th November, 2025	<input type="checkbox"/>
9	15 th to 19 th December, 2025	<input type="checkbox"/>
10	19 th to 23 rd January, 2026	<input type="checkbox"/>
11	16 th to 20 th February, 2026	<input type="checkbox"/>
12	09 th to 13 th March, 2026	<input type="checkbox"/>

Nominee's Information :

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____
		Home :	_____
e-mail :	_____	Fax :	_____

Details of Nominating Authority

Name of the Nominating Authority	_____
Designation	_____
Organisation	: _____
GSTIN No.	: _____
Address	: _____
	_____ Pincode : _____
Phone(s)	: (Off) : _____ (Mobile) : _____
e-mail	: _____ Fax : _____

Payment Details

Amount Payable	:	Mode of Payment (DD/Chq/NEFT)	:
Name of the Bank	:	Date of Instrument/Transfer	:
Instrument Number	:	UTR Number for NEFT	:

Medical Insurance

Name of the Insurance Agency	Policy Number	Validity upto
Note : Coverage should be available in Hyderabad, India		

Signature and Official Seal of the Nominating Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: program@asci.org.in