



CSIR-Human Resource Development Centre
Sector 19, Central Govt. Enclave, Kamla Nehru Nagar,
Ghaziabad-201002

F.No. 35-25(18)/2025-CSIRHRDC

Dated: 27.10.2025

Office Memorandum

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

The undersigned is directed to state that Head HRDC has accorded approval to forward the Office Memorandum No. F.No. 3/2/2021-CBU-Part (3) dated 13th October, 2025 on the above subject issued by Department of Economic Affairs, Ministry of Finance to all CSIR Labs./Instts./Hqrs./Units with the request to forward 1-2 Nominations of those officials who fit in the category of Target Audience. **The nominations may kindly be sent to CSIR HRDC on or before 10 November 2025** for further necessary action.


(Arvind)

Section Officer
(arvind.dahiya@csir.res.in)

Encl.: As above

Copy to:

- 1) The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units
- 2) CSIR-HRDC Website
- 3) Office copy.

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: 13th October, 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 programs:

S. No.	Program Name	Duration	Date	Target Audience
1.	Workshop on Public Private Partnership (PPP) for Middle Management level Officer	03 days	1 st to 3 rd December, 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.
2.	Workshop on Public Private Partnership (PPP) for Leadership level Officer	03 days	15 th to 17 th December, 2025	The workshop is tailored for senior officials, project managers, investors, financial analysts, and professionals from Central Govt. & State Government involved in infrastructure development and public service delivery.

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. Each program has limited seats and can accommodate only 30-35 participants. The nomination for each of 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

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,
- (iv) The Secretaries of all Ministries/Departments Under Central Government of India
 - (v) The Chief Secretaries of all the State / UTs in India
 - (vi) 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
4th Floor, STC Building, Janpath, New Delhi 110001
M: +91 9910370054, +91 9891186736
E: cbu-dea@gov.in