

Fwd: Training Programme for CVOs/VOs by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 07 Nov 2025 10:50:42 AM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: "Rajesh Singh" <istm@nic.in>

To: "Sh Rajeev Prakash" <jsns@ddpmod.gov.in>

Sent: Friday, November 7, 2025 9:51:34 AM

Subject: Training Programme for CVOs/VOs by ISTM



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Training Programme for CVOs/VOs

Course Code : CVOs/VOs-06

Date : 16 Mar 2026 to 20 Mar 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

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Regards

O/o The Chief Secretary, Delhi

**Fwd: Sopa9m:Inviting Nominations : Four Day Capacity Building Program on
“Procurement, Strategic Sourcing, Cost Optimization & Contract management” (25-28
November, 2025 at Udaipur, Rajasthan)**

Shri Rajeev Verma <csdelhi@nic.in >

Tue, 04 Nov 2025 6:36:56 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: rajeshiica1@gmail.com

Sent: Tuesday, November 4, 2025 4:05:19 PM

Subject: Sopa9m:Inviting Nominations : Four Day Capacity Building Program on
“Procurement, Strategic Sourcing, Cost Optimization & Contract management” (25-28
November, 2025 at Udaipur, Rajasthan)

Dear Sir / Ma'am,

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Regards
O/o The Chief Secretary, Delhi

4 Attachment(s)

EDM_25-28 Nov, 2025.jpg
1019.1 KB

Letter_25-28 Nov, 2025.pdf
133.4 KB

Detailed_Program_25-28 Nov, ...
497.2 KB

Registration_Form_25-28 Nov,...
141.7 KB

IICA/MSME/01092025

01 September, 2025

Dear Sir / Ma'am,

IICA's Flagship Four-Day Capacity Building Program (46th Edition) - Call for Nominations:

**"Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing,
Cost Optimization & Contract management for Effective Project Delivery:
Navigating Solutions to Emerging Challenges"**

(25-28 November, 2025 - Udaipur)

Indian Institute of Corporate Affairs (IICA) has a focused **Centre for Micro, Small & Medium Enterprises**, established to foster understanding of the Regulatory Framework, encourage innovative responses to business environment and focus on issues affecting MSMEs. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities.

Encouraged with the overwhelming response and success of our recent program held at Goa, we are conducting again our next **Four Day Capacity Building Program: "Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Optimization & Contract management for Effective Project Delivery: Navigating Solutions to Emerging Challenges"** during **25-28 November, 2025 at Sinclairs Palace Retreat, Udaipur** to give you in-depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management. Training details, schedule and costing is also mentioned in the detailed program outline.

As you are aware that Government procurement has become a specialized function in the era of globalization. The changing business environment calls for efficient, responsive and transparent purchase procedures. Today, the world-class organizations talk about the dedicated suppliers and emphasize on need of an Efficient, Transparent and Effective Supply Chain Management.

Procurement training is crucial for any business plan. It affects customer satisfaction, product quality, cash flows, and profitability. As supply chains become more intricate and limited, having essential skills is vital to succeeding in today's business environment. Besides, **Risk management is an essential component of procurement training. In today's challenging business environment, Procurement professionals must be equipped with the skills to identify, assess and mitigate the different types of risks that could impact their organizations. These include supply, price, financial, legal, and safety risks.**

This forthcoming capacity building program will be attended by various professionals at the senior level in public procurement from different Government departments, Central & State PSUs, Public & Private sector organizations to discuss the critical issues & concerns having direct impact in Procurement process.

The aim of this program is to provide a common platform for all stakeholders to identify various factors to improve overall efficiency & effectiveness of public procurement. The capacity building program will discuss major issues like need for policy review, regulatory issues, innovative purchasing partnerships, role of changing technologies, the process accelerator: e-procurement, GeM-Government e-Market Place, environmental aspects and many other related issues.

In view of the importance of the subject, **may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry / Department / Esteemed organization by sending the nominations along with Program Fee as below:-**

Venue / Location	Sinclairs Palace Retreat Karan Ji Ka Guda, Kaloda, Udaipur - 313 322, Rajasthan
Training Date	25-28 November, 2025
Residential Program Fee	INR 62,540/- (INR 53,000 + 18% GST) per participant
Non-Residential Program Fee	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ For Individual Nomination - No Discount is applicable	
▪ For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee	
▪ For Prime Group of min. 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants . (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 10% discount and 3 nominations will be eligible for 5% discount)	

- **IICA's Residential Program Fee includes** 4 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.
- **IICA's Non-Residential Program Fee includes** Buffet Lunch, AMT & PMT with cookies.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.
- Seats are limited & on a first-come first-serve basis. The last date for receiving nominations is 18th November, 2025.

Your participation will prove very helpful to your Professional Development. You will experience interactive learning led by subject-matter experts to give you in depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management.

Looking forward to receiving your confirmation.

Yours Sincerely,

(Rajesh Batra)

Head, Centre for MSME
Mobile no- 9871417394, 8595690458

Encl.:

- Detailed Programme Outline
- Registration Form

IICA's Flagship
Four Day Capacity Building Program (46th Edition)
on

**“Procurement (Policy and Procedure based on GFR, GeM & E-Procurement),
Strategic Sourcing, Cost Optimization & Contract management for
Effective Project Delivery: Navigating Solutions to Emerging Challenges”**

25-28 November, 2025 - Udaipur



About Indian Institute of Corporate Affairs (IICA)

Indian Institute of Corporate Affairs (www.iica.nic.in) is a 21st century unique world-class institution established by the **Ministry of Corporate Affairs, Government of India**. Its aim is to provide holistic treatment of all issues that impact corporate functioning to help today's business and shape tomorrow's. **The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities. The state-of-the-art campus of IICA is located at IMT Manesar, Dist. Gurugram, Haryana.**

The **Centre for MSME**, an integral part of **Indian Institute of Corporate Affairs (IICA)**, has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops, engages in documentation and research on MSMEs practices, encourages cluster development initiatives and uses its pivotal crosscutting position to create synergy among various facets of the MSME sector.

About the Capacity Building Program

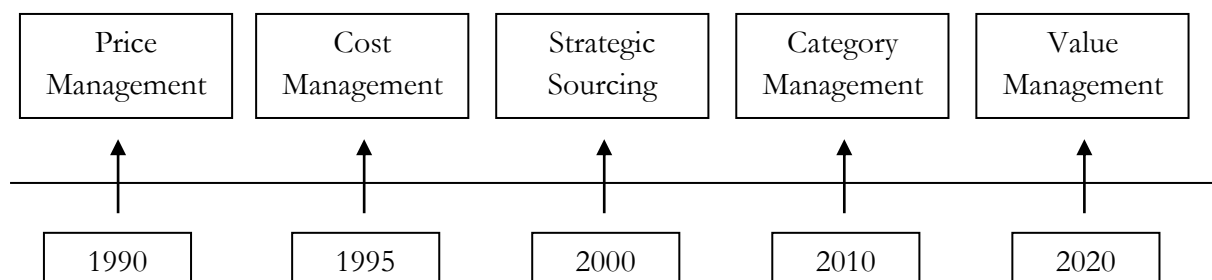
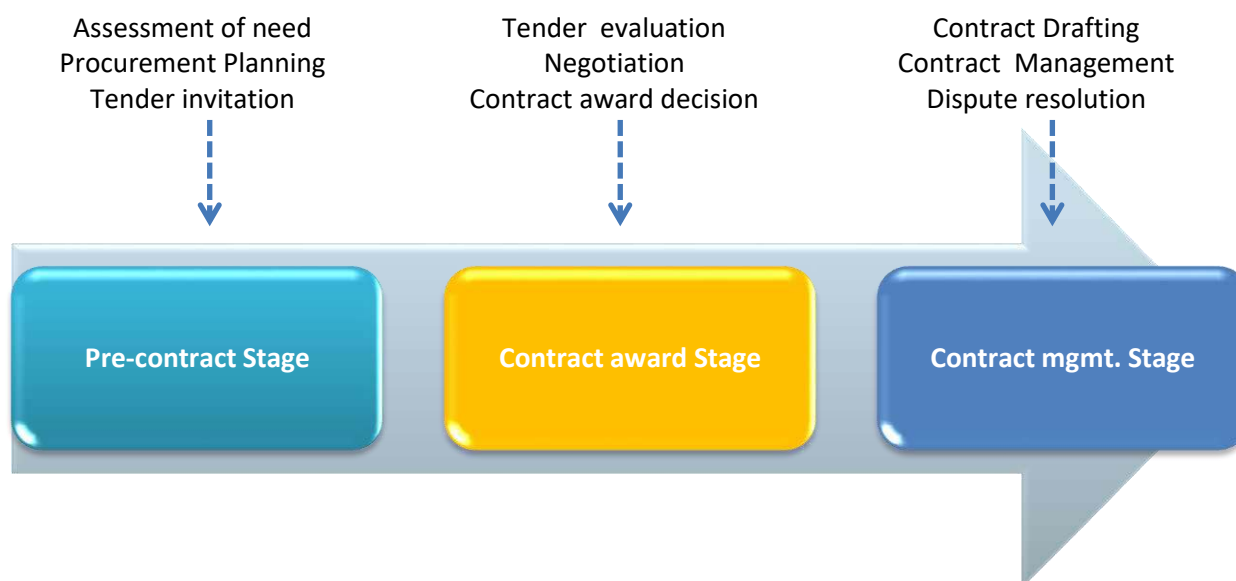
Procurement has always been a vital function of the governments and large amounts are spent in public procurement by the Central & State Governments, municipal and other local bodies, statutory corporations and State-Owned Enterprises (SOE) in India. The procurement of goods, works and services is very vast both in terms of variety & volume. Considering the size of the country, the number of procurement entities as well as products / service categories, the task is highly onerous and challenges are multifarious. These challenges need to be addressed.

Procurement has become a specialized function in the era of globalization. The changing business environment calls for efficient, responsive and transparent purchase procedures. Today the world class organizations talk about the dedicated suppliers and emphasize on need of an efficient, transparent and effective supply chain management.

India spends up-to 20% of its GDP on Public Procurement, with some government departments earmarking as much as 50% of their annual budgets for such expenditure. In the manufacturing sector, the cost of material is sometimes up to 65% - 70% of the product cost and the quality of the finished product is heavily dependent upon the quality of material purchased, hence the impact of the procurement functions on cash flow & profitability is very high.

Sound Public Procurement policies and practices are among the essential elements of Good Governance, significantly impact the economy by generating demand and consumption, promote local industry and improve SMEs access to public procurement. Good practices reduce costs and produce timely results, poor practices lead to wastage of public funds and delays and are often the cause for allegations of corruption and inefficiency. The big question is "How to enhance efficiency & accountability becomes even more important."

India is a large country and has a very large public institutions / bodies at national & state level besides PSUs and other autonomous organizations. Public bodies are involved in construction of roads, canals, hospitals, bridges, schools, government buildings / offices etc. The procurement of goods varies for Defence, Railways, Health, Paramilitary forces etc. and the range are enormous.

Key Procurement Trends**Public Procurement & Contract Management****E-procurement – A Fully Digitized Procurement Process**

E-procurement increases transparency as well as competition, simplifies and speeds up tendering process, eliminates human error, helps in seamless sharing of information, provides ease of operation and leads to quicker decision. It also facilitates pre and post contract management. A fully digitized Procurement process is imperative for the Government striving to minimize disruptions in delivering the day-to-day necessities to the people. E-Procurement plays the critical role in enabling a digital government. From increasing transparency, value for money, communication and innovation, E-Procurement not only ensures continuity but can drive value.

E-Procurement plays the critical role in enabling Digital Procurement Processes and support the entire procurement value chain

- ✓ Digital requests for quotations
- ✓ Sourcing to contract negotiations
- ✓ E-signatures and verification
- ✓ Supplier risk management
- ✓ Supplier financial analysis
- ✓ Procurement risk analysis
- ✓ Digital procurement network collaboration

Adoption of Government e-Marketplace (GeM) in Procurement

GeM - Government e-Market place is the national portal to make public procurement transparent & simple. Conceived by Government of India, GeM is an end-to-end e-commerce platform for procurement of goods & services by Government organizations. GeM offers all modes of procurement (direct purchase, L1, bid & reverse auction) in a paperless and cashless manner. The GeM portal is currently being used by almost all departments/ organizations of Central and State Governments as mandated mandatory by the Government of India.

Key Stakeholders of GeM

Buyers

- Central Govt.
- Central PSUs
- State Govt.
- State PSUs
- Autonomous Bodies

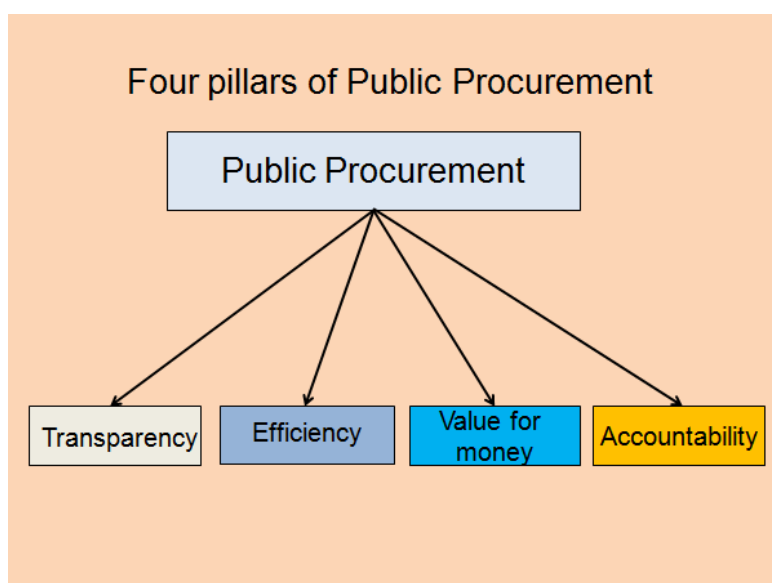
Sellers

- OEMs
- MSE
- Startup
- Authorized Resellers
- Service Providers

With the Central Government Ministries and undertakings buying goods & services of at least Rs.5 lacs to Rs 7 Lacs crore worth of every year, **the big question is “How to enhance efficiency & accountability of public & private sector through “Procurement (Procedures & Contracting), Tenders, Bids & Contract Management”** becomes even more important. Considering the size of the country, the number of procurement entities as well as products / service categories, the task is highly onerous and challenges are multifarious.

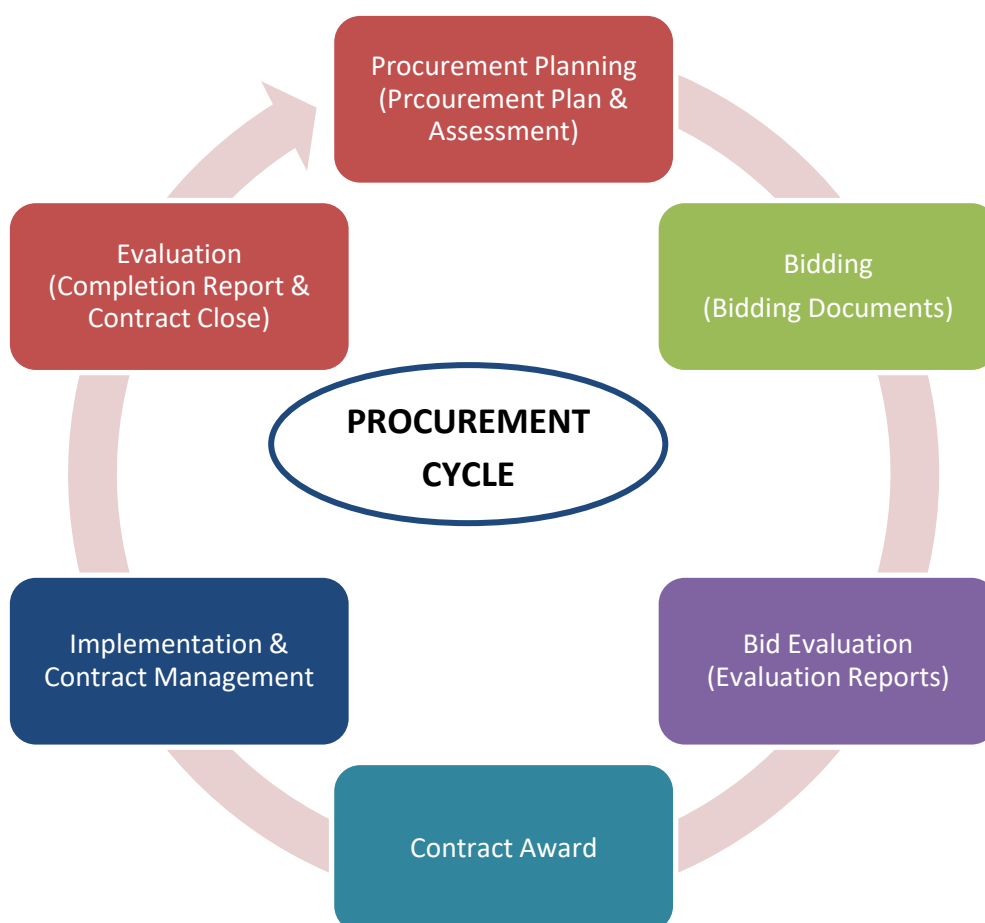
Government Market Is Not As Complex

Globally, with \$ 10-12 trillion in market opportunity at stake, there are many companies / corporates, high value work / projects within a few weeks and building highly impactful business serving Government customers. **India is therefore an important market for Multi-nationals & Foreign Companies looking to engage in new business and diversify into India’s potential roadmap of 5 trillion markets for business.**



In India, Public buying procedures and policy instructions are based on the General Financial Rules (GFR) of the Dept. of expenditure, Ministry of Finance, Government of India. The General Financial Rules have been amended in March 2017 and Rule 149 has also been introduced in this regard. These are a compendium of general provisions to be followed by all offices of Government of India while dealing with matters of the financial nature.

Essentially, procurement means timely acquisition, purchase & delivery of goods, works and services at the best possible total cost of ownership to the customer. It includes estimate or indent preparation, tendering, contract management, catalogue management and auction and caters to procurement of all types—works, goods and services



Vendor Management Lifecycle –

Eight processes take place over the course of Vendor Management Lifecycle:

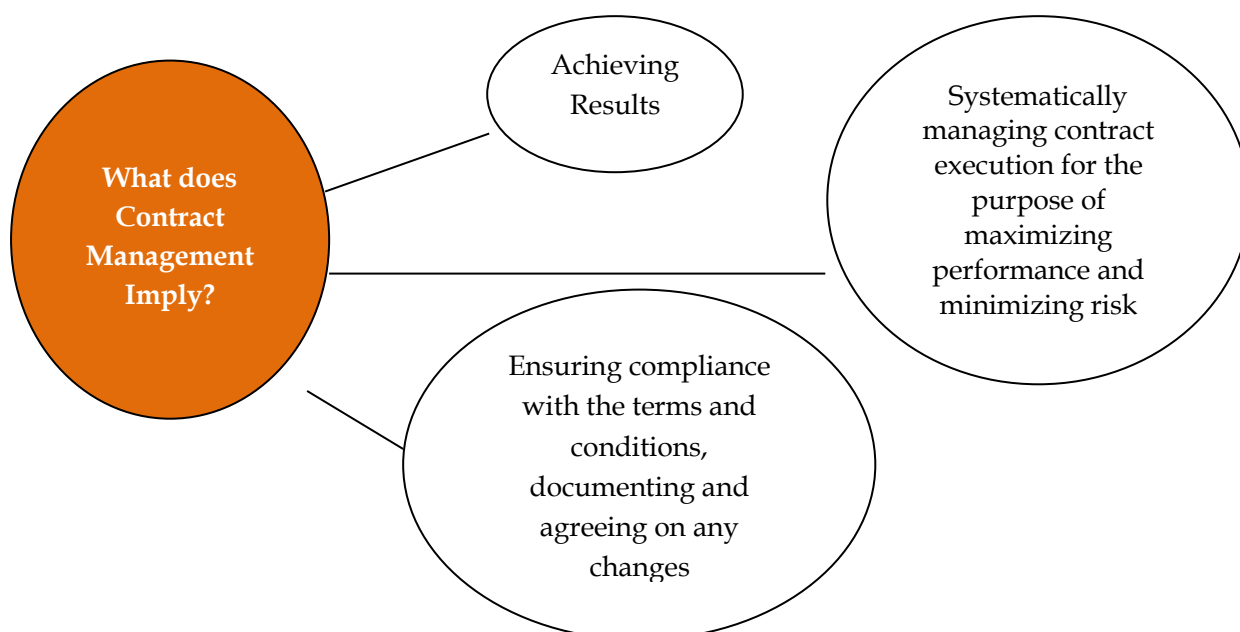
- Vendor Identification & Contact
- Vendor Qualification (Risk Mitigation)
- Vendor Review & Selection
- Vendor Onboarding
- Vendor Performance Management
- **Vendor Risk Management (VRM)**
- Vendor Relationship Management
- Vendor Offboarding



(Vendor Management Lifecycle Aims to Improve Efficiency, Accuracy & Completeness across all Eight Procedures of the Vendor Management Lifecycle)

What does Contract Management Imply?

Every contract seems to provide adequate protection when it is negotiated and signed. However, during contract performance, disputes often arise between buying organizations and their suppliers. Not having a good contract management process in place has consequences to both the buying organization and the consuming departments. If no one is managing the performance of the contract, an organization is likely to fail to meet its goals that it had for the project associated with the contract. Such failures may include delayed timelines, cost overruns, and more.



Engineering, Procurement and Construction (EPC) Contracts: Challenges and Project Milestone

An “Engineering, Procurement and Construction” or short EPC-Project is a particular form of contracting arrangement used in some industries where the EPC-Contractor is made responsible for all activities from design, procurement, construction, to commissioning and handover of the deliverables to the Owner.



In Engineering, procurement, and construction (EPC) contracts where the project involves supply, installation and commissioning of varied machines/equipment for establishing specialized maintenance/ information technology/communication/storage/overhauling facilities (with or without infrastructure) at one or more locations in the country. Such projects including up-gradation/modernization of existing assets may be carried out on Turnkey Basis and may also include setting up of requisite specialized technical infrastructure. The scope of such projects is large and varied involving number of activities.

For all major EPC Projects, a Detailed Project Report is prepared laying down detailed scope of work involved, bill of material, cost estimates and time frames for project completion.

In case of termination of EPC Contract (which are applicable for Turnkey Projects where milestone payments are involved), the title of the partially built Goods shall be transferred to the BUYER , if the BUYER exercises discretion to take over partially built Goods.

Aims & Objectives

- Raising the value and profile of procurement function for Government and businesses
- Building sustainable procurement eco-system
- Establishing a concrete role of procurement in corporate strategy
- Enhance participants knowledge of procurement planning, preparation and implementation
- Build capacity in procurement methods and techniques
- Develop skills in contract management and dispute resolution
- Foster a culture of integrity, transparency and accountability in procurement
- Developing procurement personals competency & commitment in cost reduction responsibilities in line with the changing roles and responsibilities of Procurement function, Understanding the Operational and Financial strategies of Procurement and Increasing knowledge to enable procurement professionals to :
 - ✓ Identify the areas for cost reduction
 - ✓ Carry out economic evaluations of contracting.
 - ✓ Calculate the financial impact of changed payment terms
 - ✓ Understand how the time value of money concept should factor into procurement decisions
 - ✓ Apply costing principles that apply to procurement
 - ✓ Apply accounting concepts related to inventory, including the goals sought by senior management and how a procurement department can contribute
 - ✓ Understand how negotiated discounts and freight charges are accounted for
 - ✓ Understand the difference between direct and indirect expenses including Direct materials cost analysis and cost reduction
 - ✓ Expertly manage working capital and improve cash flow through smart supply chain management
 - ✓ Select appropriate payment terms, taking various cash cycles into consideration

- ✓ Measure a procurement department's contribution to the organization's financial performance, including calculating cost savings and reconciling them with changes in expenses as reported on financial statements
- ✓ Carry out Procurement Centres cost analysis
- ✓ Use vendor Management to achieve business goals such as:-
 - a) Harnessing Opportunities for Cost Savings
 - b) Taking Steps to Speed up the Onboarding Process
- ✓ Discover how to maximize their organization's resources by optimizing procurement process and selecting the best supplier
- To develop confidence of Indian bidders
- To build & enhance trust between Government & Private Suppliers
- To address industry suppliers issue & challenges

Key Benefits

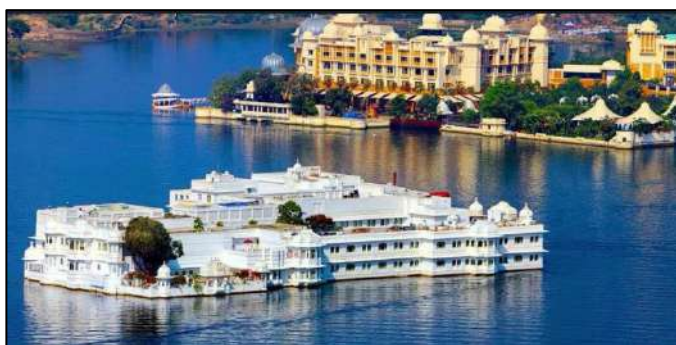
Upon completion of this program, participants will be able to –

- Develop sound project decisions and strategies
- Manage procurement processes efficiently and transparently
- Monitor and evaluate project performance
- Mitigate risks and ensure project sustainability
- Master the intricacies of procurement methods and procedures
- Develop effective strategies for procurement planning and implementation
- Build confidence in contract management and dispute resolution
- Enhance your ability to deliver value for money and achieve project objectives
- Identify & Prevent Risks (common & inherent) allocated between Supplier & Purchaser.
- Understand, draft and negotiate key aspects (commercial, technical & legal) of Contracts and minimize exposure to risk, reduce costs and the potential for disputes.
- Ensure compliance with the terms and conditions and obligations that have to be performed under the contract.
- Foresee risks and take informed decision on running high value contracts on a Value for Money (VFM) basis.
- Evaluate Supplier Performance, your Requirements, Market price and competition for informed decision on contract termination/renewal decision.

Program Highlights

- Highly interactive training sessions by subject matter experts, Presentations from the experts, Case Studies, Interaction with experts, Activities and Group Discussions.
- A certificate of Participation will be awarded to the participants after the successful completion of the program by IICA.

Why Udaipur



The city of Udaipur, nestled in the lap of the Aravalli ranges, is one of the prominent tourist destinations in Rajasthan.

Udaipur is famous for its lakes, beautiful palaces, mountains, rooms and tiger gardens.

The city's greenery and rivers make it stand among the most attractive getaways in India.

There are numerous markets and malls to choose from when it comes to shopping. Udaipur is easily accessible owing to its great connectivity and excellent network via road, railway and air.

Who Should Attend

State & Central Govt.	Public Sector Undertakings / State Owned Enterprises	Embassies / Consulates
Statutory / Autonomous Bodies	Private Organizations	Non-Govt. Organizations
Corporate houses	Regulatory Bodies	Financial Institutions
International Organizations	Self-Financing Technical Institutes	Professional Associations
Universities	CEOs & CFOs	Project Directors & Heads of Procurement
Acquisitions and Contract Management Professionals	Procurement Practitioners / Consultants	Suppliers & Contractors

- Purchasing & Supply Chain Leaders & Professionals such as Managers/DGM/GM/Directors/Associated Directors, Finance & Accounts Managers, Contract Managers, Procurement Managers, Category Managers, Business Development Managers, Operation Managers, Project Managers, Commercial Managers, Head of Sourcing, Auditors & Supply Controllers, Administrative Officers, Managers involved in Purchasing Operations in PSUs, Defence, Railways, CPWD, Health, Aviation, Telecom, Construction, Smart City Development Corporations and other Central & State Govt. Departments.
- Responsible Government Officials for Public Procurement as well as Asst. Secretary to Joint Secretary working with various Central Ministries / Departments including audit and vigilance agencies.
- Procurement Analyst, Divisional Head of Finance, Stores & Purchase / Logistics from Municipalities, Hospitals, School Boards & Academic Institutions, Deputy Registrar to Registrar from Self Financing Technical Institutes (SFTIs) / Universities, Corporate Legal Heads/General Counsels, Public service, utility managers, Executives and legal experts, Corporate Legal Advisors, Company Secretaries, Corporate Lawyers, Arbitrators & Mediators
- Project Directors & Procurement Staff of projects funded by National & International Financial Institutions: World Bank, Asian Development Bank, African Development Bank, European Development Bank, SIDBI & other development partners.
- Industries participating for Government / CPSE businesses
- Units of MSME and KVIC interested in Government businesses

Program Learning Content / Coverage

Day- 1
25 November, 2025 (Tuesday)

TIMINGS	SESSIONS
01:00 pm onwards	Check-in at hotel
01:00 pm - 02:45 pm	Lunch at the assigned hall in the hotel
03:00 pm - 03:15 pm	Setting the Context & Welcome Remarks Introduction among the participants
03:15 pm - 06:00 pm	Managing Procurement integration, complexity and uncertainty : Strategic Choices and Options <ul style="list-style-type: none"> • Procurement Cycle: from need assessment to contract closure • Managing Bid Evaluation Process (Tendering Process, Bidding Document, Evaluation of Bid, Acceptance of Bid and Award of Work) • Overview of Procurement Sequence / Procurement Actions • Remedies & Complaint handling: Redressal mechanisms • Elements of a Contract, Drafting, Negotiation & Enforcement • Understanding Contract as Risk Allocation Mechanism • Elements of Contract drafting, negotiation & enforcement • Procurement & Liquidated Damages • Procurement & Total Cost of Ownership • Incorporating sustainability in Procurement • Procurement & Suppliers Competition – RFP • Case study: common audit observations & lessons

Day - 2
26 November, 2025 (Wednesday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	Vendor Management & Procurement / Supply Chain Risk Assessment and Mitigation Plan <ul style="list-style-type: none"> • Vendor Management Procurement • Vendor Management Stages • Vendor Management Lifecycle • Development of new sources and Registration of Vendors • Vendor Performance Monitoring and Rating • Identifying Potential Vendors : Commonly used KPIs • The Importance of Sustainability in Supply Chains. • The Annual Supply Chain / Procurement Planning Process • Successful Supply Chain Risk Assessment Process & Risk Mitigation Plan • General factors to consider in Risk Assessment • IT enabled intelligent Supply Chains : Assessing the role of Blockchain Technology to move towards Industry 4.0

01:00 pm - 02:00 pm	Lunch
02:00 pm - 05:30 pm	Overview of Government e Marketplace & GeM Registration Process <ul style="list-style-type: none"> • Benefits to Buyer, How to raise Incident, Buyer Ratings • Workflow & Timeline of GeM • General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities • Primary User Registration, Secondary User Registration • Buyer, Consignee, • Procurement through GeM for Goods and Services' • DDO/PAO • Sign up to catalogue management and Payments. • Product & service upload • Category creation / modifications • How to take timely payments advantages. • How to get timely delivery acceptance, • GeM GST Invoice • Latest features on GeM for procurement of Goods & Services'

Day - 3
27 November, 2025 (Thursday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	Existing Public Procurement Guidelines – Challenges & Areas of concern <ul style="list-style-type: none"> • Fundamental principles of Public Procurement • Financial Prudence • Risk perspective • Intricacies in Government procurement • Trends in procurement procedures • Key Principles from DoE manual for procurement 2024 and General Financial Rules (GFR) application w.r.t. CPP Portal and GeM, its process flow, challenges & complexities Present Regulatory Framework for Public Procurement & Public Procurement Process <ul style="list-style-type: none"> • CVC Guidelines; CCI and Govt. orders • Procurement manual of state and public sectors • Limitations of existing procurement procedures • Trends in procurement procedures manual to E-Tendering • Best practices in E-Tendering
01:00 pm - 02:00 pm	Lunch

02:00 pm - 05:30 pm	Public Procurement Process <ul style="list-style-type: none"> • Procurement planning/Indenting and Estimate followed by case studies • Bid documentation and Bid invitation (NIT):Basic structure of Tender • Drafting of NIT for Tendering : Determining Qualifying Criteria, Tech specs • Deciding the Mode of Procurement, Bid System, Pre NIT /Pre-bid Conference and Financial Prudence • Strategic decisions: Firm / Variable Price, Price Variation Clause, Advance mobilization and payment terms General Conditions of Contract (GCC) and Special Conditions of Contract (SCC) ,Critical areas in tender documentation followed by case studies • Bidding process and Need for dynamic tendering procedures • Risk perspective at all stages starting from planning to bidding to execution to consumption followed by case studies • Intricacies in Government procurement followed by case studies • Preventive Vigilance & Public Procurement • Pre-Bid conference & clarifications – do's & don'ts • Case discussion: Sample case of failed procurement (and their repercussions)
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Day - 4**28 November, 2025 (Friday)**

TIMINGS	SESSIONS
10:00 am - 01:00 pm	<ul style="list-style-type: none"> • Procurement Modules for CAPEX and OPEX :Long Term Contracts for CAPEX with MARC /Life Cycle Cost, Rate/Running Contracts/Depot Agreement For OPEX for JIT (Just in Time) Procurement • Category Management/RFI/RFT/RFX/RFP/RFB - Aligning Resources, Developing a Category Strategy and Engaging Stakeholders for Successful Category Management. • Reverse Auction Methods and Challenges followed by case studies • Emergency procurement: Procedures & lessons learnt
	Contract Termination/Renewal Decision <ul style="list-style-type: none"> • Evaluate Supplier Performance, your requirements and the Market price and competition for Contract termination/renewal decision. • KPIs to Measure the Performance of Your Contracts followed by case studies • Performance monitoring & debarment: DoE guidelines
01:00 pm - 02:00 pm	Lunch
02:00 pm - 05:30 pm	<p>Make in India & Public Procurement: How Purchase Preference linked with Local Content (PP-LC) encourage suppliers & service providers & add value to goods & services by adopting Make in India-Critical areas ,Challenges in implementation with case studies</p>
	Effective Strategic Procurement Sourcing & Process Management: Supply Chain Management and Optimizations <ul style="list-style-type: none"> • KPIs for effective sourcing • Drivers of improved procurement performance • Supplier Selection and Relationship Management - Developing relationships during renegotiation, supplier relationship management, the financial impact on supplier management and vested outsourcing • EOQ (Economic Order Quantity) concept and its application • Vendor Selection and Evaluation • Vendor Development Strategies & methods - Value Drivers with case studies • Strategic Choices in Procurement: by or hire decisions, risk allocation
	Wrap-up and Feedback, Closing remarks

Registration & Program Charges

Venue / Location	Sinclairs Palace Retreat Karan Ji Ka Guda, Kaloda, Udaipur - 313 322, Rajasthan
Training Date	25-28 November, 2025
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IICA RESIDENTIAL PROGRAMME SCHEDULE

25 November, 2025 Day 1	26 November, 2025 Day 2	27 November, 2025 Day 3	28 November, 2025 Day 4	29 November, 2025
Arrival day- Check in from 01:00 pm onwards	Breakfast Forenoon sessions	Breakfast Forenoon sessions	Breakfast Forenoon sessions	Departure day- check out by 11:00 am
Lunch (01:00pm-03:00pm)	Lunch	Lunch	Lunch	
Post Lunch Session	Post Lunch sessions	Post Lunch sessions	Post Lunch sessions	
Dinner	Dinner	Dinner	Dinner	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Type of Account	Saving Account
4.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

Participants Voice & Experience Sharing

Company Name	Designation	Feedback
NBCC (India) Limited	Project Manager	The program has been designed very well, having touched-upon the vast area of contract management, procurement & termination. Wish to attend more such programmes in future.
National CPWD Academy	Chief Engineer	A great mix of theory & practical issues in this training on procurement
NDDDB Dairy Services	Senior Analyst (Purchase)	This was an excellent training program where we had the opportunity to share experiences with our field experts. In the midst of a hectic life, it felt like a refreshing course conducted by IICA.
Himachal Pradesh Power Corporation Limited (HPPCL)	Assistant Engineer	Thank you mentors for the fantastic procurement training program. Truly appreciate the time & effort you put into making the sessions so informative. Thank you once again.
Central Coalfields Ltd.	Dy. Manager (Finance)	Enhanced knowledge towards Procurement from GeM portal
Small Industries Development Bank of India (SIDBI)	Manager	Good content as well as faculty approved in the training program-
Food Safety and Standards Authority of India (FSSAI)	Deputy Director	More such programmes be organized in future
National Fertilizers Limited	Manager (Materials)	Level of learning & understanding from the session was excellent
Department of Rural Development and Panchayati Raj, Govt. of Jammu & Kashmir	Assistant Commissioner	Very good the resource person has immense knowledge and huge experience on the subject
Bokaro Power Supply Company Pvt. Ltd. (BPSCL)	D.G.M.	Help in drafting of future contract & procurement proposals
Odisha Power Transmission Corporation Limited (OPTCL)	Company Secretary	The Public procurement guideline framework, procedure related matter were nicely present
Bokaro Power Supply Company Pvt. Ltd. (BPSCL)	Sr. Manager	Practical problem, situation, and scenario provided with details solution with will helping decision making
Bengaluru Metro Rail Corporation Limited (BMRCL)	Manager (Finance)	Well explained the about concept with case studies & practical examples
Bengaluru Metro Rail Corporation Limited (BMRCL)	Asst. Manager	Knowledge sharing by their experience, very good live examples by their experience
Services Sports Control Board	Joint Secretary	Based on various cases discussed, learnt about best practices to be followed towards robust Public Procurement

Bokaro Power Supply Company (P) limited	AGM	"Obtained knowledge of the structure of Good Governance"
Bharat Petroleum Corporation Ltd	Chief Manager	"Very well explained with experiences & examples"
IFD, Department of Expenditure, MoF	Assistant Section Officer	"Helped in developing deeper understanding of procurement procedure"
Bokaro Power Supply Company (P) limited	Sr. Manager	"Lots of knowledge regarding subject matter"
REC Ltd.	Chief Manager (Finance)	"The Presenter, efficiently made an impressive presentation"
Institute of Secretariat Training & Management	Deputy Secretary	"The sessions were very illustrative" "A great learning"
NABARD	DGM	"Thank you, the training was useful" "Sessions are interesting and clarified most of the things"
RailTel Corporation of India Limited	AGM	"Information shared in training was useful. Good to learn some new terms" "Topic was well covered & Explained"
Power System Operation Corporation Limited	Manager (HR)	"Thanks a lot sir for this great lecture"
Baxter (India) Pvt. Ltd.	-	"Sir thank you..it's a great learning"
Bhakra Beas Management Board	AD(Procurement)	"Learnt a lot with your experience"
Balmer Lawrie & Co. Ltd.	Sr. Manager (HR & OL)	"Really an excellent programme"
Balmer Lawrie & Co. Ltd.	Senior Manager	"Understanding the procedure logically and in easy language with examples. Particularly the session on GFR is useful. Consolidation of all the provisions in a single session"
Balmer Lawrie & Co. Ltd	Senior Manager	"Clear explanation and updation on recent circulars"
RailTel Corporation of India Limited	Senior Manager	"Increased knowledge and alertness towards Tender process"
Damodar Valley Corporation	EE(E)	"A very eventful and wonderful training program"
Balmer Lawrie & Co. Ltd	Assistant Manager (Commercial)	"Valuable advice on clauses of contracts"
New Space India Limited	Finance Head	"The practical examples of the Faculty based on his vast experience was helpful"
Mazagon Dock Shipbuilders Limited	AGM	"Excellent experience & in-depth knowledge"
Airport Authority of India	AGM	"Very good informative programme"
Airport Authority of India	Senior Manager	"Gave a better idea about Procurement processes with examples" "Really amazed at the in-depth knowledge of faculty"

THDC India Limited	Sr. Manager (Contracts)	“Faculty is well versed with the legal issues in contract and replied all my queries. The session is very informative, it certainly helped me in my working in dealing contract” “Faculty is very experience in their field and learning from this programme is certainly helpful in my working. They have clarified all my doubts.”
General Insurance Corporation of India	Senior Manager	“Lots of learning from the experiences of a highly interactive and experienced participants group” “Most queries/doubts were cleared in an effective manner by the faculty”
General Insurance Corporation of India	Deputy Manager	“The Programme had more potential approach with relatable examples and situations giving relatable solutions to issues faced in our working”
Bharat Petroleum Corporation Limited	Procurement Officer CPO(M)	“Lot of examples were explained, Real life experience, Good knowledge on each topic”
Bharat Petroleum Corporation Limited	Sr. Manager Fin.(CPOMktg.)	“Very useful & informative”
Chennai Metro Rail Limited	Deputy Manager (CM)	“Speaker was very interactive and covered the topics in interesting manner”
Mumbai Metro Rail Corporation Limited	Sr. DGM (IT)	“Very well organized programme by Mr. Rajesh Batra, IICA. Interested to attend more programmes in future”
Power Grid Corporation of India Ltd.	Sr.GM (CS), CC	“Overall programme is very good and refreshing”
Indian Port Rail & Ropeway Corporation Limited	Jt. General Manager (Finance)	“Enjoyed and learnt the content of the programme”
RailTel Corporation of India Ltd.	Executive Director	“Very good”
Power Finance Corporation Ltd	General Manager	“Programme has been conducted with expected professionalism”
Bharat Dynamics Ltd.	AGM	“Training program is excellent to comply the manual and to meet in time procurement”
GAIL India Limited	Chief Manager	“Excellent Program”
Hindustan Petroleum Corporation Ltd	Chief Procurement Manager	“Very informative touching upon every aspects of Procurement”
MOIL Limited	Sr. Manager	“Overall program is excellent and lectures delivered by guest is very helpful in our working area”
Mahanadi Coalfields Limited	Sr. Manager	“Excellent program. I am fortunate to have attended the program. I will recommend people to attend programs of IICA”
Hindustan Petroleum Corporation Ltd	Category Manager	“All faculties were knowledgeable and good orators who made session interesting”

Mangalore Refinery and Petrochemicals Ltd	Manager	"Program was Well organised in a effective manner for enhancing the knowledge of procurement"
Eastern Coalfields Ltd.	Manager	"Thank You IICA"
Eastern Coalfields Limited	Asst. Manager	"Thank You IICA for the good and well-designed training program conducted with great professionalism"
Central Mine Planning & Design Institute Ltd.	Assistant Manager	"Overall good"
NHIDCL	Assistant Manager (HR)	"It was a well-designed and well organized program"
Department of Expenditure, Ministry of Finance	Section Officer	"The program has been well structured for enhancing the knowledge of procurement and dealing with the issues faced during such procurement"
United India Insurance Co. Ltd.	AO	"Sessions are very helpful for our work profile and many queries were clarified with interaction"

Program Director & Facilitator



Mr. Rajesh Batra
Head-Centre for MSME
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

Mobile: 9871417394 , 8595690458
E-mail: rajesh.batra@iica.in

Rajesh currently works as Head of the Centre for Micro, Small and Medium Enterprises (MSMEs). Rajesh has held this position since 2014 with additional responsibilities including Chief Administrative Officer (CAO), Nodal Officer Projects – National CSR Award & Corporate Data Management (CDM) as well as Chairperson of various Committees such as Internal Monitoring Committee (IMC) and Tender Evaluation Committee (TEC) for all projects at Indian Institute of Corporate Affairs(IICA). Additionally, Rajesh has also worked as Head – Institutional Partnership and Corporate Communication (IP&CC).

Rajesh is currently responsible for several development activities through Capacity Building measures by taking serious initiatives in Entrepreneurship Education, Research and Consultancy, Collaboration for Policy Facilitation, professional endeavours for institutional strengthening, Sector guidelines and advocacy to develop best practices for SMEs.

Over the last 30 years, he has worked in different verticals / domains including 18 years of operational experience in public sector financial organization i.e. The National Small Industries Corporation Limited (NSIC) & Indian Institute of Corporate affairs (IICA), established by Ministry of Finance & Corporate Affairs, extensively in the Policy development work, Business Strategy, Project Management, Programme management, Procurement / Supply Chain Management (SCM), Business development, working capital management, regulatory risk and rationalizing the business and financial structure as well as in areas such as promotion, development and financing of Micro, Small and Medium Enterprises, SME competitiveness enhancement and institutional strengthening.

Rajesh Batra is conferred with “National Award for Excellence in the field of Public Services – MSMEs taking into Global Arena” by H.E. Governor of Mizoram on 7th February, 2020.

He was appointed Sole Arbitrator under the Arbitration & Conciliation Act 1996 by the Chairman-cum-Managing Director of NSIC Limited for adjudication of disputes and differences between NSIC Ltd. and Private Business units. Besides, as a member of core team, he worked closely to lead / oversee the matters related with large scale implementation of Activity Plan / Programmes including govt. grant monitoring and administration under the Centrally Sponsored large Schemes of Govt. of India.

Rajesh has done his masters in commerce and postgraduate management courses in the areas of Foreign Trade and Marketing. Currently, Rajesh is working very closely with the industry and with different GOI offices at the Ministry level, State bodies, industry associations/chambers of commerce, entrepreneurship development institutes, SMEs, national and international supporting partners and banks/financial institutions to ensure capacity building at both ends: at the government level as well as at the industries. He gets invited to speak and chair sessions by organizations such as Ministry of MSME and its constituent institutions, Industry Associations and other leading International Institutions in India and overseas.

Before joining IICA – an autonomous institution under the Administrative Control of Ministry of Corporate Affairs, Government of India, Rajesh worked as Deputy General Manager (Heading up SMEs Government Purchase Division, SMEs Marketing & Business Development Division, SMEs Exhibition Division, SMEs training / incubation centres (TICs) on PPP mode with India’s apex SME development organization – The National Small Industries Corporation Ltd. (NSIC) – The Premier Mini – Ratna Government of India Enterprise under Ministry of Micro, Small & Medium Enterprises.

**INDIAN INSTITUTE OF CORPORATE AFFAIRS
(CENTRE FOR MSME)**

REGISTRATION FORM

IICA's Flagship Four-Day Capacity Building Program (46th Edition):

**“Procurement (Policy and Procedure based on GFR, GeM & E-Procurement),
Strategic Sourcing, Cost Optimization & Contract management for Effective
Project Delivery: Navigating Solutions to Emerging Challenges”**

(25-28 November, 2025 - Udaipur)

	Name	Designation	Organization	Contact no.	E-mail ID
Attendee 1					
Attendee 2					
Attendee 3					
Attendee 4					

Note: Separate sheet/column may be added if the numbers of participants are increased.

Complete address of organization	GST No.	PAN NO.

Registration & Program Charges

Venue / Location	Sinclairs Palace Retreat Karan Ji Ka Guda, Kaloda, Udaipur - 313 322, Rajasthan
Training Date	25-28 November, 2025
Residential Program Fee	INR 62,540/- (INR 53,000 + 18% GST) per participant
Non-Residential Program Fee	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ For Individual Nomination - No Discount is applicable	
▪ For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee	
▪ For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 10% discount and 3 nominations will be eligible for 5% discount)	

- **IICA's Residential Program Fee includes 4 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.**
- **IICA's Non-Residential Program Fee includes Buffet Lunch, AMT & PMT with cookies.**

Payment Details

NEFT/DD		Amount	
Transaction ID		Date	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
4.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

Terms & Conditions

- 1) Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- 2) Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- 3) The program fee once deposited is non-refundable, however, substitutions are allowed.
- 4) IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- 5) IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- 6) The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- 7) Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- 8) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

PROGRAMME DIRECTOR

Mr. Rajesh Batra,
Head-Centre for MSME
Indian Institute of Corporate Affairs

E-mail: rajesh.batra@iica.in ,
cmsme.iica@gmail.com
Phone: 9871417394 , 8595690458

**Fwd: Sopa9m:Inviting Nominations : Four Day Capacity Building Program on
“Procurement, Strategic Sourcing, Cost Optimization & Contract management” (25-28
November, 2025 at Udaipur, Rajasthan)**

Shri Rajeev Verma <csdelhi@nic.in >

Tue, 04 Nov 2025 6:36:56 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: rajeshiica1@gmail.com

Sent: Tuesday, November 4, 2025 4:05:19 PM

Subject: Sopa9m:Inviting Nominations : Four Day Capacity Building Program on
“Procurement, Strategic Sourcing, Cost Optimization & Contract management” (25-28
November, 2025 at Udaipur, Rajasthan)

Dear Sir / Ma'am,

--

Regards
O/o The Chief Secretary, Delhi

4 Attachment(s)

EDM_25-28 Nov, 2025.jpg
1019.1 KB

Letter_25-28 Nov, 2025.pdf
133.4 KB

Detailed_Program_25-28 Nov, ...
497.2 KB

Registration_Form_25-28 Nov,...
141.7 KB

IICA/MSME/01092025

01 September, 2025

Dear Sir / Ma'am,

IICA's Flagship Four-Day Capacity Building Program (46th Edition) - Call for Nominations:

**"Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing,
Cost Optimization & Contract management for Effective Project Delivery:
Navigating Solutions to Emerging Challenges"**

(25-28 November, 2025 - Udaipur)

Indian Institute of Corporate Affairs (IICA) has a focused **Centre for Micro, Small & Medium Enterprises**, established to foster understanding of the Regulatory Framework, encourage innovative responses to business environment and focus on issues affecting MSMEs. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities.

Encouraged with the overwhelming response and success of our recent program held at Goa, we are conducting again our next **Four Day Capacity Building Program: "Procurement (Policy and Procedure based on GFR, GeM & E-Procurement), Strategic Sourcing, Cost Optimization & Contract management for Effective Project Delivery: Navigating Solutions to Emerging Challenges"** during **25-28 November, 2025 at Sinclairs Palace Retreat, Udaipur** to give you in-depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management. Training details, schedule and costing is also mentioned in the detailed program outline.

As you are aware that Government procurement has become a specialized function in the era of globalization. The changing business environment calls for efficient, responsive and transparent purchase procedures. Today, the world-class organizations talk about the dedicated suppliers and emphasize on need of an Efficient, Transparent and Effective Supply Chain Management.

Procurement training is crucial for any business plan. It affects customer satisfaction, product quality, cash flows, and profitability. As supply chains become more intricate and limited, having essential skills is vital to succeeding in today's business environment. Besides, **Risk management is an essential component of procurement training. In today's challenging business environment, Procurement professionals must be equipped with the skills to identify, assess and mitigate the different types of risks that could impact their organizations. These include supply, price, financial, legal, and safety risks.**

This forthcoming capacity building program will be attended by various professionals at the senior level in public procurement from different Government departments, Central & State PSUs, Public & Private sector organizations to discuss the critical issues & concerns having direct impact in Procurement process.

The aim of this program is to provide a common platform for all stakeholders to identify various factors to improve overall efficiency & effectiveness of public procurement. The capacity building program will discuss major issues like need for policy review, regulatory issues, innovative purchasing partnerships, role of changing technologies, the process accelerator: e-procurement, GeM-Government e-Market Place, environmental aspects and many other related issues.

In view of the importance of the subject, **may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry / Department / Esteemed organization by sending the nominations along with Program Fee as below:-**

Venue / Location	Sinclair's Palace Retreat Karan Ji Ka Guda, Kaloda, Udaipur - 313 322, Rajasthan
Training Date	25-28 November, 2025
Residential Program Fee	INR 62,540/- (INR 53,000 + 18% GST) per participant
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- **IICA's Residential Program Fee includes** 4 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.
- **IICA's Non-Residential Program Fee includes** Buffet Lunch, AMT & PMT with cookies.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.
- Seats are limited & on a first-come first-serve basis. The last date for receiving nominations is 18th November, 2025.

Your participation will prove very helpful to your Professional Development. You will experience interactive learning led by subject-matter experts to give you in depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management.

Looking forward to receiving your confirmation.

Yours Sincerely,

(Rajesh Batra)

Head, Centre for MSME
Mobile no- 9871417394, 8595690458

Encl.:

- Detailed Programme Outline
- Registration Form

IICA's Flagship
Four Day Capacity Building Program (46th Edition)
on

**“Procurement (Policy and Procedure based on GFR, GeM & E-Procurement),
Strategic Sourcing, Cost Optimization & Contract management for
Effective Project Delivery: Navigating Solutions to Emerging Challenges”**

25-28 November, 2025 - Udaipur



About Indian Institute of Corporate Affairs (IICA)

Indian Institute of Corporate Affairs (www.iica.nic.in) is a 21st century unique world-class institution established by the **Ministry of Corporate Affairs, Government of India**. Its aim is to provide holistic treatment of all issues that impact corporate functioning to help today's business and shape tomorrow's. **The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities. The state-of-the-art campus of IICA is located at IMT Manesar, Dist. Gurugram, Haryana.**

The **Centre for MSME**, an integral part of **Indian Institute of Corporate Affairs (IICA)**, has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops, engages in documentation and research on MSMEs practices, encourages cluster development initiatives and uses its pivotal crosscutting position to create synergy among various facets of the MSME sector.

About the Capacity Building Program

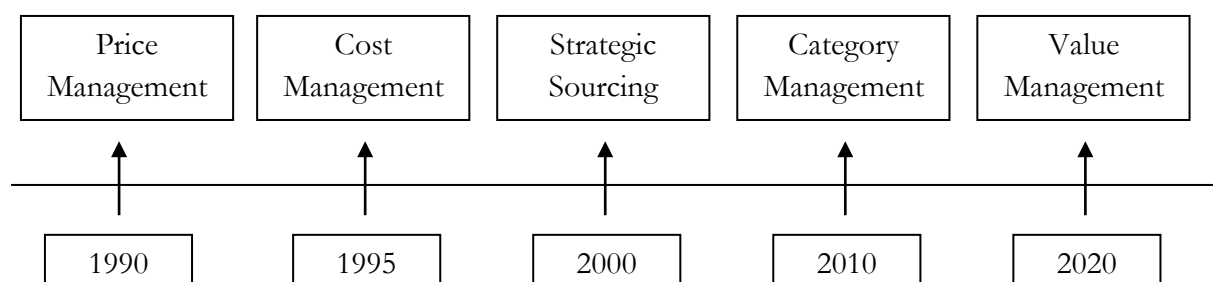
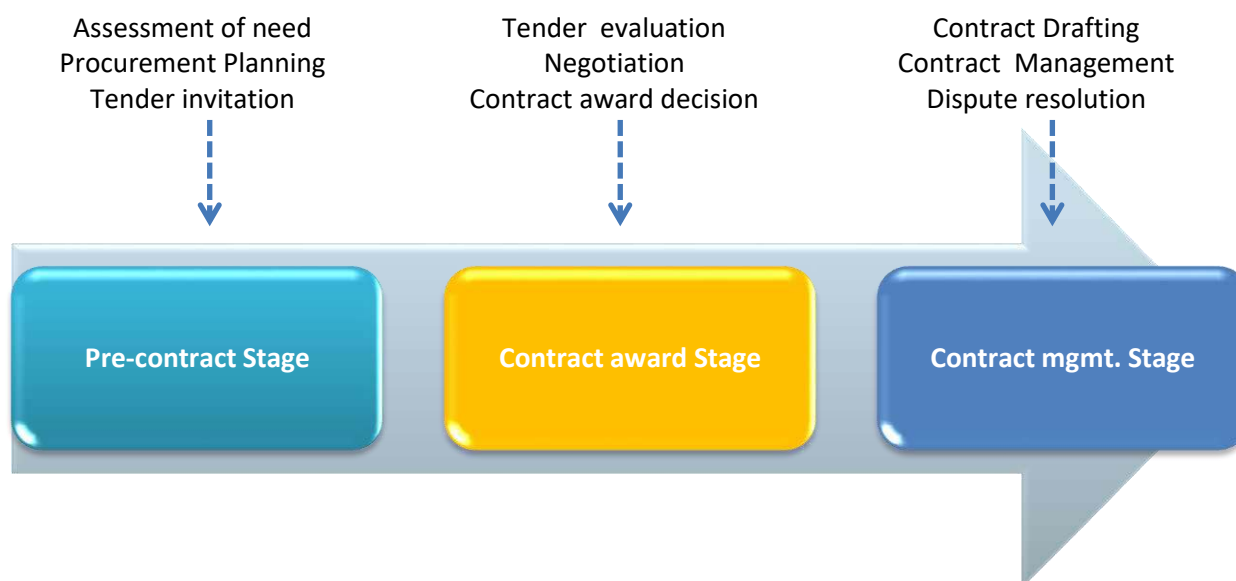
Procurement has always been a vital function of the governments and large amounts are spent in public procurement by the Central & State Governments, municipal and other local bodies, statutory corporations and State-Owned Enterprises (SOE) in India. The procurement of goods, works and services is very vast both in terms of variety & volume. Considering the size of the country, the number of procurement entities as well as products / service categories, the task is highly onerous and challenges are multifarious. These challenges need to be addressed.

Procurement has become a specialized function in the era of globalization. The changing business environment calls for efficient, responsive and transparent purchase procedures. Today the world class organizations talk about the dedicated suppliers and emphasize on need of an efficient, transparent and effective supply chain management.

India spends up-to 20% of its GDP on Public Procurement, with some government departments earmarking as much as 50% of their annual budgets for such expenditure. In the manufacturing sector, the cost of material is sometimes up to 65% - 70% of the product cost and the quality of the finished product is heavily dependent upon the quality of material purchased, hence the impact of the procurement functions on cash flow & profitability is very high.

Sound Public Procurement policies and practices are among the essential elements of Good Governance, significantly impact the economy by generating demand and consumption, promote local industry and improve SMEs access to public procurement. Good practices reduce costs and produce timely results, poor practices lead to wastage of public funds and delays and are often the cause for allegations of corruption and inefficiency. The big question is "How to enhance efficiency & accountability becomes even more important."

India is a large country and has a very large public institutions / bodies at national & state level besides PSUs and other autonomous organizations. Public bodies are involved in construction of roads, canals, hospitals, bridges, schools, government buildings / offices etc. The procurement of goods varies for Defence, Railways, Health, Paramilitary forces etc. and the range are enormous.

Key Procurement Trends**Public Procurement & Contract Management****E-procurement – A Fully Digitized Procurement Process**

E-procurement increases transparency as well as competition, simplifies and speeds up tendering process, eliminates human error, helps in seamless sharing of information, provides ease of operation and leads to quicker decision. It also facilitates pre and post contract management. A fully digitized Procurement process is imperative for the Government striving to minimize disruptions in delivering the day-to-day necessities to the people. E-Procurement plays the critical role in enabling a digital government. From increasing transparency, value for money, communication and innovation, E-Procurement not only ensures continuity but can drive value.

E-Procurement plays the critical role in enabling Digital Procurement Processes and support the entire procurement value chain

- ✓ Digital requests for quotations
- ✓ Sourcing to contract negotiations
- ✓ E-signatures and verification
- ✓ Supplier risk management
- ✓ Supplier financial analysis
- ✓ Procurement risk analysis
- ✓ Digital procurement network collaboration

Adoption of Government e-Marketplace (GeM) in Procurement

GeM - Government e-Market place is the national portal to make public procurement transparent & simple. Conceived by Government of India, GeM is an end-to-end e-commerce platform for procurement of goods & services by Government organizations. GeM offers all modes of procurement (direct purchase, L1, bid & reverse auction) in a paperless and cashless manner. The GeM portal is currently being used by almost all departments/ organizations of Central and State Governments as mandated mandatory by the Government of India.

Key Stakeholders of GeM

Buyers

- Central Govt.
- Central PSUs
- State Govt.
- State PSUs
- Autonomous Bodies

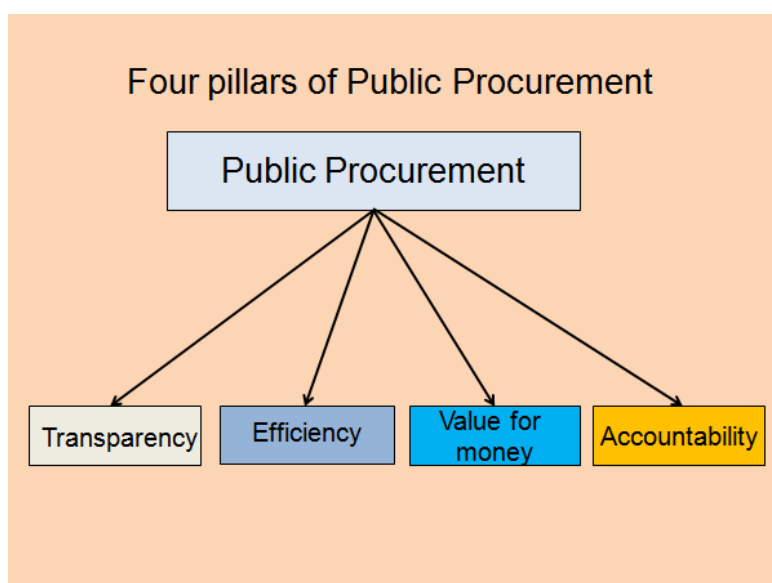
Sellers

- OEMs
- MSE
- Startup
- Authorized Resellers
- Service Providers

With the Central Government Ministries and undertakings buying goods & services of at least Rs.5 lacs to Rs 7 Lacs crore worth of every year, **the big question is “How to enhance efficiency & accountability of public & private sector through “Procurement (Procedures & Contracting), Tenders, Bids & Contract Management”** becomes even more important. Considering the size of the country, the number of procurement entities as well as products / service categories, the task is highly onerous and challenges are multifarious.

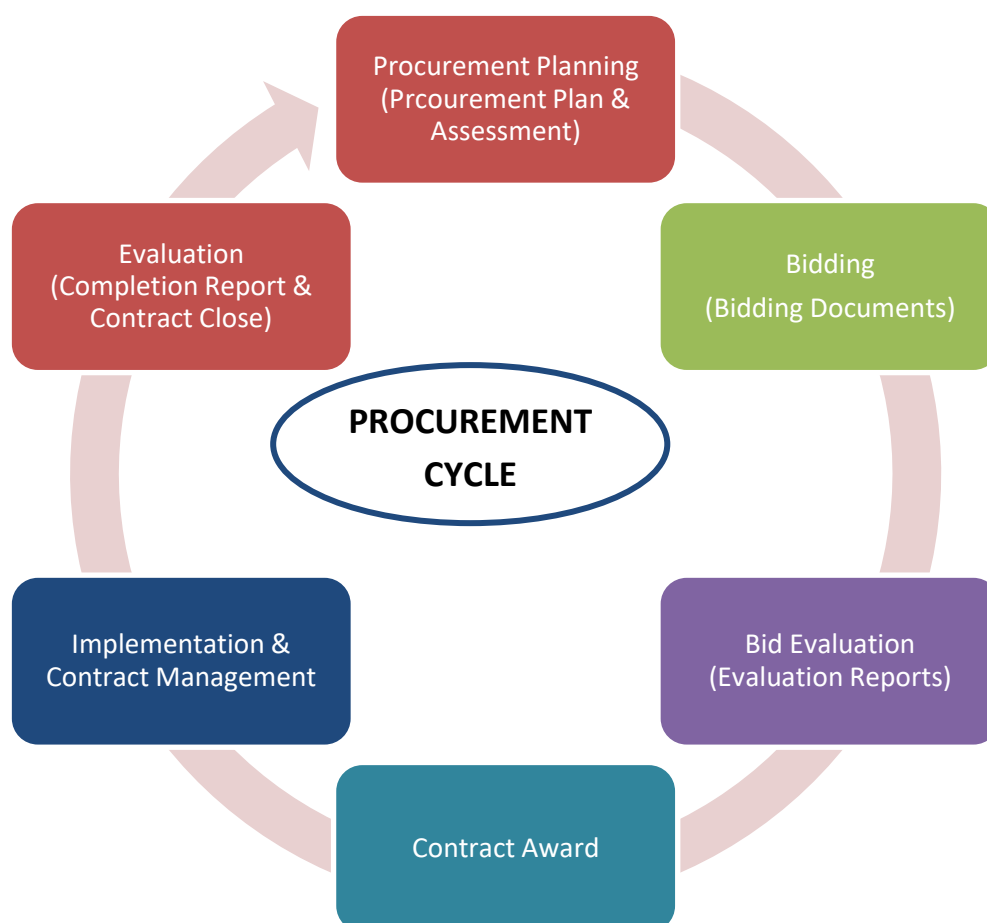
Government Market Is Not As Complex

Globally, with \$ 10-12 trillion in market opportunity at stake, there are many companies / corporates, high value work / projects within a few weeks and building highly impactful business serving Government customers. **India is therefore an important market for Multi-nationals & Foreign Companies looking to engage in new business and diversify into India’s potential roadmap of 5 trillion markets for business.**



In India, Public buying procedures and policy instructions are based on the General Financial Rules (GFR) of the Dept. of expenditure, Ministry of Finance, Government of India. The General Financial Rules have been amended in March 2017 and Rule 149 has also been introduced in this regard. These are a compendium of general provisions to be followed by all offices of Government of India while dealing with matters of the financial nature.

Essentially, procurement means timely acquisition, purchase & delivery of goods, works and services at the best possible total cost of ownership to the customer. It includes estimate or indent preparation, tendering, contract management, catalogue management and auction and caters to procurement of all types—works, goods and services



Vendor Management Lifecycle –

Eight processes take place over the course of Vendor Management Lifecycle:

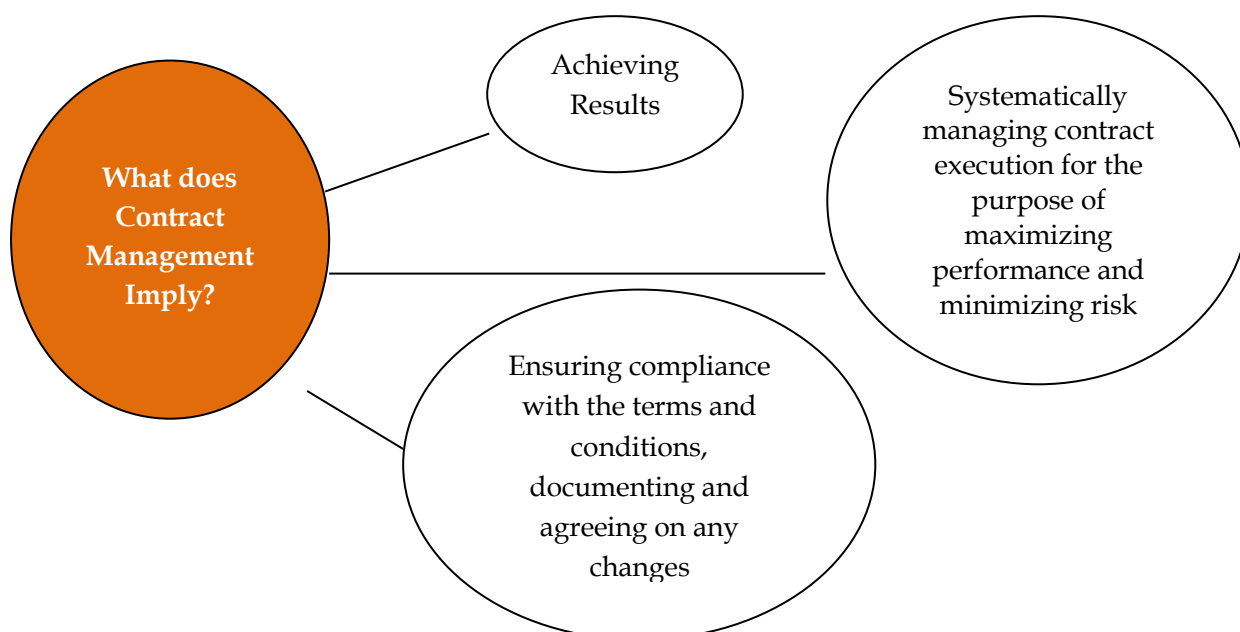
- Vendor Identification & Contact
- Vendor Qualification (Risk Mitigation)
- Vendor Review & Selection
- Vendor Onboarding
- Vendor Performance Management
- **Vendor Risk Management (VRM)**
- Vendor Relationship Management
- Vendor Offboarding



(Vendor Management Lifecycle Aims to Improve Efficiency, Accuracy & Completeness across all Eight Procedures of the Vendor Management Lifecycle)

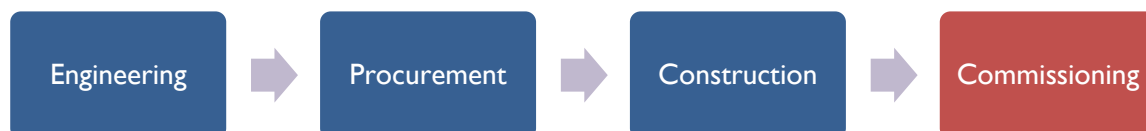
What does Contract Management Imply?

Every contract seems to provide adequate protection when it is negotiated and signed. However, during contract performance, disputes often arise between buying organizations and their suppliers. Not having a good contract management process in place has consequences to both the buying organization and the consuming departments. If no one is managing the performance of the contract, an organization is likely to fail to meet its goals that it had for the project associated with the contract. Such failures may include delayed timelines, cost overruns, and more.



Engineering, Procurement and Construction (EPC) Contracts: Challenges and Project Milestone

An “Engineering, Procurement and Construction” or short EPC-Project is a particular form of contracting arrangement used in some industries where the EPC-Contractor is made responsible for all activities from design, procurement, construction, to commissioning and handover of the deliverables to the Owner.



In Engineering, procurement, and construction (EPC) contracts where the project involves supply, installation and commissioning of varied machines/equipment for establishing specialized maintenance/ information technology/communication/storage/overhauling facilities (with or without infrastructure) at one or more locations in the country. Such projects including up-gradation/modernization of existing assets may be carried out on Turnkey Basis and may also include setting up of requisite specialized technical infrastructure. The scope of such projects is large and varied involving number of activities.

For all major EPC Projects, a Detailed Project Report is prepared laying down detailed scope of work involved, bill of material, cost estimates and time frames for project completion.

In case of termination of EPC Contract (which are applicable for Turnkey Projects where milestone payments are involved), the title of the partially built Goods shall be transferred to the BUYER , if the BUYER exercises discretion to take over partially built Goods.

Aims & Objectives

- Raising the value and profile of procurement function for Government and businesses
- Building sustainable procurement eco-system
- Establishing a concrete role of procurement in corporate strategy
- Enhance participants knowledge of procurement planning, preparation and implementation
- Build capacity in procurement methods and techniques
- Develop skills in contract management and dispute resolution
- Foster a culture of integrity, transparency and accountability in procurement
- Developing procurement personals competency & commitment in cost reduction responsibilities in line with the changing roles and responsibilities of Procurement function, Understanding the Operational and Financial strategies of Procurement and Increasing knowledge to enable procurement professionals to :
 - ✓ Identify the areas for cost reduction
 - ✓ Carry out economic evaluations of contracting.
 - ✓ Calculate the financial impact of changed payment terms
 - ✓ Understand how the time value of money concept should factor into procurement decisions
 - ✓ Apply costing principles that apply to procurement
 - ✓ Apply accounting concepts related to inventory, including the goals sought by senior management and how a procurement department can contribute
 - ✓ Understand how negotiated discounts and freight charges are accounted for
 - ✓ Understand the difference between direct and indirect expenses including Direct materials cost analysis and cost reduction
 - ✓ Expertly manage working capital and improve cash flow through smart supply chain management
 - ✓ Select appropriate payment terms, taking various cash cycles into consideration

- ✓ Measure a procurement department's contribution to the organization's financial performance, including calculating cost savings and reconciling them with changes in expenses as reported on financial statements
- ✓ Carry out Procurement Centres cost analysis
- ✓ Use vendor Management to achieve business goals such as:-
 - a) Harnessing Opportunities for Cost Savings
 - b) Taking Steps to Speed up the Onboarding Process
- ✓ Discover how to maximize their organization's resources by optimizing procurement process and selecting the best supplier
- To develop confidence of Indian bidders
- To build & enhance trust between Government & Private Suppliers
- To address industry suppliers issue & challenges

Key Benefits

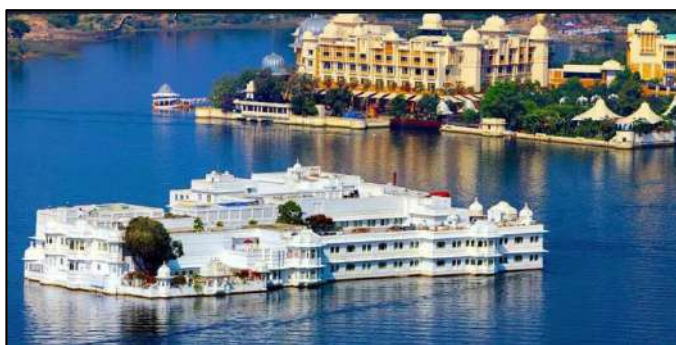
Upon completion of this program, participants will be able to –

- Develop sound project decisions and strategies
- Manage procurement processes efficiently and transparently
- Monitor and evaluate project performance
- Mitigate risks and ensure project sustainability
- Master the intricacies of procurement methods and procedures
- Develop effective strategies for procurement planning and implementation
- Build confidence in contract management and dispute resolution
- Enhance your ability to deliver value for money and achieve project objectives
- Identify & Prevent Risks (common & inherent) allocated between Supplier & Purchaser.
- Understand, draft and negotiate key aspects (commercial, technical & legal) of Contracts and minimize exposure to risk, reduce costs and the potential for disputes.
- Ensure compliance with the terms and conditions and obligations that have to be performed under the contract.
- Foresee risks and take informed decision on running high value contracts on a Value for Money (VFM) basis.
- Evaluate Supplier Performance, your Requirements, Market price and competition for informed decision on contract termination/renewal decision.

Program Highlights

- Highly interactive training sessions by subject matter experts, Presentations from the experts, Case Studies, Interaction with experts, Activities and Group Discussions.
- A certificate of Participation will be awarded to the participants after the successful completion of the program by IICA.

Why Udaipur



The city of Udaipur, nestled in the lap of the Aravalli ranges, is one of the prominent tourist destinations in Rajasthan.

Udaipur is famous for its lakes, beautiful palaces, mountains, rooms and tiger gardens.

The city's greenery and rivers make it stand among the most attractive getaways in India.

There are numerous markets and malls to choose from when it comes to shopping. Udaipur is easily accessible owing to its great connectivity and excellent network via road, railway and air.

Who Should Attend

State & Central Govt.	Public Sector Undertakings / State Owned Enterprises	Embassies / Consulates
Statutory / Autonomous Bodies	Private Organizations	Non-Govt. Organizations
Corporate houses	Regulatory Bodies	Financial Institutions
International Organizations	Self-Financing Technical Institutes	Professional Associations
Universities	CEOs & CFOs	Project Directors & Heads of Procurement
Acquisitions and Contract Management Professionals	Procurement Practitioners / Consultants	Suppliers & Contractors

- Purchasing & Supply Chain Leaders & Professionals such as Managers/DGM/GM/Directors/Associated Directors, Finance & Accounts Managers, Contract Managers, Procurement Managers, Category Managers, Business Development Managers, Operation Managers, Project Managers, Commercial Managers, Head of Sourcing, Auditors & Supply Controllers, Administrative Officers, Managers involved in Purchasing Operations in PSUs, Defence, Railways, CPWD, Health, Aviation, Telecom, Construction, Smart City Development Corporations and other Central & State Govt. Departments.
- Responsible Government Officials for Public Procurement as well as Asst. Secretary to Joint Secretary working with various Central Ministries / Departments including audit and vigilance agencies.
- Procurement Analyst, Divisional Head of Finance, Stores & Purchase / Logistics from Municipalities, Hospitals, School Boards & Academic Institutions, Deputy Registrar to Registrar from Self Financing Technical Institutes (SFTIs) / Universities, Corporate Legal Heads/General Counsels, Public service, utility managers, Executives and legal experts, Corporate Legal Advisors, Company Secretaries, Corporate Lawyers, Arbitrators & Mediators
- Project Directors & Procurement Staff of projects funded by National & International Financial Institutions: World Bank, Asian Development Bank, African Development Bank, European Development Bank, SIDBI & other development partners.
- Industries participating for Government / CPSE businesses
- Units of MSME and KVIC interested in Government businesses

Program Learning Content / Coverage

Day- 1
25 November, 2025 (Tuesday)

TIMINGS	SESSIONS
01:00 pm onwards	Check-in at hotel
01:00 pm - 02:45 pm	Lunch at the assigned hall in the hotel
03:00 pm - 03:15 pm	Setting the Context & Welcome Remarks Introduction among the participants
03:15 pm - 06:00 pm	Managing Procurement integration, complexity and uncertainty : Strategic Choices and Options <ul style="list-style-type: none"> • Procurement Cycle: from need assessment to contract closure • Managing Bid Evaluation Process (Tendering Process, Bidding Document, Evaluation of Bid, Acceptance of Bid and Award of Work) • Overview of Procurement Sequence / Procurement Actions • Remedies & Complaint handling: Redressal mechanisms • Elements of a Contract, Drafting, Negotiation & Enforcement • Understanding Contract as Risk Allocation Mechanism • Elements of Contract drafting, negotiation & enforcement • Procurement & Liquidated Damages • Procurement & Total Cost of Ownership • Incorporating sustainability in Procurement • Procurement & Suppliers Competition – RFP • Case study: common audit observations & lessons

Day - 2
26 November, 2025 (Wednesday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	Vendor Management & Procurement / Supply Chain Risk Assessment and Mitigation Plan <ul style="list-style-type: none"> • Vendor Management Procurement • Vendor Management Stages • Vendor Management Lifecycle • Development of new sources and Registration of Vendors • Vendor Performance Monitoring and Rating • Identifying Potential Vendors : Commonly used KPIs • The Importance of Sustainability in Supply Chains. • The Annual Supply Chain / Procurement Planning Process • Successful Supply Chain Risk Assessment Process & Risk Mitigation Plan • General factors to consider in Risk Assessment • IT enabled intelligent Supply Chains : Assessing the role of Blockchain Technology to move towards Industry 4.0

01:00 pm - 02:00 pm	Lunch
02:00 pm - 05:30 pm	Overview of Government e Marketplace & GeM Registration Process <ul style="list-style-type: none"> • Benefits to Buyer, How to raise Incident, Buyer Ratings • Workflow & Timeline of GeM • General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities • Primary User Registration, Secondary User Registration • Buyer, Consignee, • Procurement through GeM for Goods and Services' • DDO/PAO • Sign up to catalogue management and Payments. • Product & service upload • Category creation / modifications • How to take timely payments advantages. • How to get timely delivery acceptance, • GeM GST Invoice • Latest features on GeM for procurement of Goods & Services'

Day - 3
27 November, 2025 (Thursday)

TIMINGS	SESSIONS
10:00 am - 01:00 pm	Existing Public Procurement Guidelines – Challenges & Areas of concern <ul style="list-style-type: none"> • Fundamental principles of Public Procurement • Financial Prudence • Risk perspective • Intricacies in Government procurement • Trends in procurement procedures • Key Principles from DoE manual for procurement 2024 and General Financial Rules (GFR) application w.r.t. CPP Portal and GeM, its process flow, challenges & complexities Present Regulatory Framework for Public Procurement & Public Procurement Process <ul style="list-style-type: none"> • CVC Guidelines; CCI and Govt. orders • Procurement manual of state and public sectors • Limitations of existing procurement procedures • Trends in procurement procedures manual to E-Tendering • Best practices in E-Tendering
01:00 pm - 02:00 pm	Lunch

02:00 pm - 05:30 pm	Public Procurement Process <ul style="list-style-type: none"> • Procurement planning/Indenting and Estimate followed by case studies • Bid documentation and Bid invitation (NIT):Basic structure of Tender • Drafting of NIT for Tendering : Determining Qualifying Criteria, Tech specs • Deciding the Mode of Procurement, Bid System, Pre NIT /Pre-bid Conference and Financial Prudence • Strategic decisions: Firm / Variable Price, Price Variation Clause, Advance mobilization and payment terms General Conditions of Contract (GCC) and Special Conditions of Contract (SCC) ,Critical areas in tender documentation followed by case studies • Bidding process and Need for dynamic tendering procedures • Risk perspective at all stages starting from planning to bidding to execution to consumption followed by case studies • Intricacies in Government procurement followed by case studies • Preventive Vigilance & Public Procurement • Pre-Bid conference & clarifications – do's & don'ts • Case discussion: Sample case of failed procurement (and their repercussions)
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Day - 4**28 November, 2025 (Friday)**

TIMINGS	SESSIONS
10:00 am - 01:00 pm	<ul style="list-style-type: none"> • Procurement Modules for CAPEX and OPEX :Long Term Contracts for CAPEX with MARC /Life Cycle Cost, Rate/Running Contracts/Depot Agreement For OPEX for JIT (Just in Time) Procurement • Category Management/RFI/RFT/RFX/RFP/RFB - Aligning Resources, Developing a Category Strategy and Engaging Stakeholders for Successful Category Management. • Reverse Auction Methods and Challenges followed by case studies • Emergency procurement: Procedures & lessons learnt
	Contract Termination/Renewal Decision <ul style="list-style-type: none"> • Evaluate Supplier Performance, your requirements and the Market price and competition for Contract termination/renewal decision. • KPIs to Measure the Performance of Your Contracts followed by case studies • Performance monitoring & debarment: DoE guidelines
01:00 pm - 02:00 pm	Lunch
02:00 pm - 05:30 pm	<p>Make in India & Public Procurement: How Purchase Preference linked with Local Content (PP-LC) encourage suppliers & service providers & add value to goods & services by adopting Make in India-Critical areas ,Challenges in implementation with case studies</p>
	Effective Strategic Procurement Sourcing & Process Management: Supply Chain Management and Optimizations <ul style="list-style-type: none"> • KPIs for effective sourcing • Drivers of improved procurement performance • Supplier Selection and Relationship Management - Developing relationships during renegotiation, supplier relationship management, the financial impact on supplier management and vested outsourcing • EOQ (Economic Order Quantity) concept and its application • Vendor Selection and Evaluation • Vendor Development Strategies & methods - Value Drivers with case studies • Strategic Choices in Procurement: by or hire decisions, risk allocation
	Wrap-up and Feedback, Closing remarks

Registration & Program Charges

Venue / Location	Sinclairs Palace Retreat Karan Ji Ka Guda, Kaloda, Udaipur - 313 322, Rajasthan
Training Date	25-28 November, 2025
Residential Program Fee	INR 62,540/- (INR 53,000 + 18% GST) per participant
Non-Residential Program Fee	INR 41,300/- (INR 35,000 + 18% GST) per participant
▪ For Individual Nomination - No Discount is applicable	
▪ For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee	
▪ For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 10% discount and 3 nominations will be eligible for 5% discount)	

- **IICA's Residential Program Fee includes** 4 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.
- **IICA's Non-Residential Program Fee includes** Buffet Lunch, AMT & PMT with cookies.
- The above program fee does not include transfer to the hotel/venue and airport, local travel and air-travel.

IICA RESIDENTIAL PROGRAMME SCHEDULE

25 November, 2025 Day 1	26 November, 2025 Day 2	27 November, 2025 Day 3	28 November, 2025 Day 4	29 November, 2025
Arrival day- Check in from 01:00 pm onwards	Breakfast Forenoon sessions	Breakfast Forenoon sessions	Breakfast Forenoon sessions	Departure day- check out by 11:00 am
Lunch (01:00pm-03:00pm)	Lunch	Lunch	Lunch	
Post Lunch Session	Post Lunch sessions	Post Lunch sessions	Post Lunch sessions	
Dinner	Dinner	Dinner	Dinner	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Type of Account	Saving Account
4.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

Participants Voice & Experience Sharing

Company Name	Designation	Feedback
NBCC (India) Limited	Project Manager	The program has been designed very well, having touched-upon the vast area of contract management, procurement & termination. Wish to attend more such programmes in future.
National CPWD Academy	Chief Engineer	A great mix of theory & practical issues in this training on procurement
NDDDB Dairy Services	Senior Analyst (Purchase)	This was an excellent training program where we had the opportunity to share experiences with our field experts. In the midst of a hectic life, it felt like a refreshing course conducted by IICA.
Himachal Pradesh Power Corporation Limited (HPPCL)	Assistant Engineer	Thank you mentors for the fantastic procurement training program. Truly appreciate the time & effort you put into making the sessions so informative. Thank you once again.
Central Coalfields Ltd.	Dy. Manager (Finance)	Enhanced knowledge towards Procurement from GeM portal
Small Industries Development Bank of India (SIDBI)	Manager	Good content as well as faculty approved in the training program-
Food Safety and Standards Authority of India (FSSAI)	Deputy Director	More such programmes be organized in future
National Fertilizers Limited	Manager (Materials)	Level of learning & understanding from the session was excellent
Department of Rural Development and Panchayati Raj, Govt. of Jammu & Kashmir	Assistant Commissioner	Very good the resource person has immense knowledge and huge experience on the subject
Bokaro Power Supply Company Pvt. Ltd. (BPSCL)	D.G.M.	Help in drafting of future contract & procurement proposals
Odisha Power Transmission Corporation Limited (OPTCL)	Company Secretary	The Public procurement guideline framework, procedure related matter were nicely present
Bokaro Power Supply Company Pvt. Ltd. (BPSCL)	Sr. Manager	Practical problem, situation, and scenario provided with details solution with will helping decision making
Bengaluru Metro Rail Corporation Limited (BMRCL)	Manager (Finance)	Well explained the about concept with case studies & practical examples
Bengaluru Metro Rail Corporation Limited (BMRCL)	Asst. Manager	Knowledge sharing by their experience, very good live examples by their experience
Services Sports Control Board	Joint Secretary	Based on various cases discussed, learnt about best practices to be followed towards robust Public Procurement

Bokaro Power Supply Company (P) limited	AGM	"Obtained knowledge of the structure of Good Governance"
Bharat Petroleum Corporation Ltd	Chief Manager	"Very well explained with experiences & examples"
IFD, Department of Expenditure, MoF	Assistant Section Officer	"Helped in developing deeper understanding of procurement procedure"
Bokaro Power Supply Company (P) limited	Sr. Manager	"Lots of knowledge regarding subject matter"
REC Ltd.	Chief Manager (Finance)	"The Presenter, efficiently made an impressive presentation"
Institute of Secretariat Training & Management	Deputy Secretary	"The sessions were very illustrative" "A great learning"
NABARD	DGM	"Thank you, the training was useful" "Sessions are interesting and clarified most of the things"
RailTel Corporation of India Limited	AGM	"Information shared in training was useful. Good to learn some new terms" "Topic was well covered & Explained"
Power System Operation Corporation Limited	Manager (HR)	"Thanks a lot sir for this great lecture"
Baxter (India) Pvt. Ltd.	-	"Sir thank you..it's a great learning"
Bhakra Beas Management Board	AD(Procurement)	"Learnt a lot with your experience"
Balmer Lawrie & Co. Ltd.	Sr. Manager (HR & OL)	"Really an excellent programme"
Balmer Lawrie & Co. Ltd.	Senior Manager	"Understanding the procedure logically and in easy language with examples. Particularly the session on GFR is useful. Consolidation of all the provisions in a single session"
Balmer Lawrie & Co. Ltd	Senior Manager	"Clear explanation and updation on recent circulars"
RailTel Corporation of India Limited	Senior Manager	"Increased knowledge and alertness towards Tender process"
Damodar Valley Corporation	EE(E)	"A very eventful and wonderful training program"
Balmer Lawrie & Co. Ltd	Assistant Manager (Commercial)	"Valuable advice on clauses of contracts"
New Space India Limited	Finance Head	"The practical examples of the Faculty based on his vast experience was helpful"
Mazagon Dock Shipbuilders Limited	AGM	"Excellent experience & in-depth knowledge"
Airport Authority of India	AGM	"Very good informative programme"
Airport Authority of India	Senior Manager	"Gave a better idea about Procurement processes with examples" "Really amazed at the in-depth knowledge of faculty"

THDC India Limited	Sr. Manager (Contracts)	“Faculty is well versed with the legal issues in contract and replied all my queries. The session is very informative, it certainly helped me in my working in dealing contract” “Faculty is very experience in their field and learning from this programme is certainly helpful in my working. They have clarified all my doubts.”
General Insurance Corporation of India	Senior Manager	“Lots of learning from the experiences of a highly interactive and experienced participants group” “Most queries/doubts were cleared in an effective manner by the faculty”
General Insurance Corporation of India	Deputy Manager	“The Programme had more potential approach with relatable examples and situations giving relatable solutions to issues faced in our working”
Bharat Petroleum Corporation Limited	Procurement Officer CPO(M)	“Lot of examples were explained, Real life experience, Good knowledge on each topic”
Bharat Petroleum Corporation Limited	Sr. Manager Fin.(CPOMktg.)	“Very useful & informative”
Chennai Metro Rail Limited	Deputy Manager (CM)	“Speaker was very interactive and covered the topics in interesting manner”
Mumbai Metro Rail Corporation Limited	Sr. DGM (IT)	“Very well organized programme by Mr. Rajesh Batra, IICA. Interested to attend more programmes in future”
Power Grid Corporation of India Ltd.	Sr.GM (CS), CC	“Overall programme is very good and refreshing”
Indian Port Rail & Ropeway Corporation Limited	Jt. General Manager (Finance)	“Enjoyed and learnt the content of the programme”
RailTel Corporation of India Ltd.	Executive Director	“Very good”
Power Finance Corporation Ltd	General Manager	“Programme has been conducted with expected professionalism”
Bharat Dynamics Ltd.	AGM	“Training program is excellent to comply the manual and to meet in time procurement”
GAIL India Limited	Chief Manager	“Excellent Program”
Hindustan Petroleum Corporation Ltd	Chief Procurement Manager	“Very informative touching upon every aspects of Procurement”
MOIL Limited	Sr. Manager	“Overall program is excellent and lectures delivered by guest is very helpful in our working area”
Mahanadi Coalfields Limited	Sr. Manager	“Excellent program. I am fortunate to have attended the program. I will recommend people to attend programs of IICA”
Hindustan Petroleum Corporation Ltd	Category Manager	“All faculties were knowledgeable and good orators who made session interesting”

Mangalore Refinery and Petrochemicals Ltd	Manager	"Program was Well organised in a effective manner for enhancing the knowledge of procurement"
Eastern Coalfields Ltd.	Manager	"Thank You IICA"
Eastern Coalfields Limited	Asst. Manager	"Thank You IICA for the good and well-designed training program conducted with great professionalism"
Central Mine Planning & Design Institute Ltd.	Assistant Manager	"Overall good"
NHIDCL	Assistant Manager (HR)	"It was a well-designed and well organized program"
Department of Expenditure, Ministry of Finance	Section Officer	"The program has been well structured for enhancing the knowledge of procurement and dealing with the issues faced during such procurement"
United India Insurance Co. Ltd.	AO	"Sessions are very helpful for our work profile and many queries were clarified with interaction"

Program Director & Facilitator



Mr. Rajesh Batra
Head-Centre for MSME
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

Mobile: 9871417394 , 8595690458
E-mail: rajesh.batra@iica.in

Rajesh currently works as Head of the Centre for Micro, Small and Medium Enterprises (MSMEs). Rajesh has held this position since 2014 with additional responsibilities including Chief Administrative Officer (CAO), Nodal Officer Projects – National CSR Award & Corporate Data Management (CDM) as well as Chairperson of various Committees such as Internal Monitoring Committee (IMC) and Tender Evaluation Committee (TEC) for all projects at Indian Institute of Corporate Affairs (IICA). Additionally, Rajesh has also worked as Head – Institutional Partnership and Corporate Communication (IP&CC).

Rajesh is currently responsible for several development activities through Capacity Building measures by taking serious initiatives in Entrepreneurship Education, Research and Consultancy, Collaboration for Policy Facilitation, professional endeavours for institutional strengthening, Sector guidelines and advocacy to develop best practices for SMEs.

Over the last 30 years, he has worked in different verticals / domains including 18 years of operational experience in public sector financial organization i.e. The National Small Industries Corporation Limited (NSIC) & Indian Institute of Corporate affairs (IICA), established by Ministry of Finance & Corporate Affairs, extensively in the Policy development work, Business Strategy, Project Management, Programme management, Procurement / Supply Chain Management (SCM), Business development, working capital management, regulatory risk and rationalizing the business and financial structure as well as in areas such as promotion, development and financing of Micro, Small and Medium Enterprises, SME competitiveness enhancement and institutional strengthening.

Rajesh Batra is conferred with “National Award for Excellence in the field of Public Services – MSMEs taking into Global Arena” by H.E. Governor of Mizoram on 7th February, 2020.

He was appointed Sole Arbitrator under the Arbitration & Conciliation Act 1996 by the Chairman-cum-Managing Director of NSIC Limited for adjudication of disputes and differences between NSIC Ltd. and Private Business units. Besides, as a member of core team, he worked closely to lead / oversee the matters related with large scale implementation of Activity Plan / Programmes including govt. grant monitoring and administration under the Centrally Sponsored large Schemes of Govt. of India.

Rajesh has done his masters in commerce and postgraduate management courses in the areas of Foreign Trade and Marketing. Currently, Rajesh is working very closely with the industry and with different GOI offices at the Ministry level, State bodies, industry associations/chambers of commerce, entrepreneurship development institutes, SMEs, national and international supporting partners and banks/financial institutions to ensure capacity building at both ends: at the government level as well as at the industries. He gets invited to speak and chair sessions by organizations such as Ministry of MSME and its constituent institutions, Industry Associations and other leading International Institutions in India and overseas.

Before joining IICA – an autonomous institution under the Administrative Control of Ministry of Corporate Affairs, Government of India, Rajesh worked as Deputy General Manager (Heading up SMEs Government Purchase Division, SMEs Marketing & Business Development Division, SMEs Exhibition Division, SMEs training / incubation centres (TICs) on PPP mode with India’s apex SME development organization – The National Small Industries Corporation Ltd. (NSIC) – The Premier Mini – Ratna Government of India Enterprise under Ministry of Micro, Small & Medium Enterprises.

INDIAN INSTITUTE OF CORPORATE AFFAIRS
(CENTRE FOR MSME)

REGISTRATION FORM

IICA's Flagship Four-Day Capacity Building Program (46th Edition):

**“Procurement (Policy and Procedure based on GFR, GeM & E-Procurement),
Strategic Sourcing, Cost Optimization & Contract management for Effective
Project Delivery: Navigating Solutions to Emerging Challenges”**

(25-28 November, 2025 - Udaipur)

	Name	Designation	Organization	Contact no.	E-mail ID
Attendee 1					
Attendee 2					
Attendee 3					
Attendee 4					

Note: Separate sheet/column may be added if the numbers of participants are increased.

Complete address of organization	GST No.	PAN NO.

Registration & Program Charges

Venue / Location	Sinclairs Palace Retreat Karan Ji Ka Guda, Kaloda, Udaipur - 313 322, Rajasthan
Training Date	25-28 November, 2025
Residential Program Fee	INR 62,540/- (INR 53,000 + 18% GST) per participant
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▪ For Individual Nomination - No Discount is applicable	
▪ For Standard Group of min. 2 & upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee	
▪ For Prime Group of minimum 4 & above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 10% discount and 3 nominations will be eligible for 5% discount)	

- **IICA's Residential Program Fee includes 4 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AMT & PMT with cookies.**
- **IICA's Non-Residential Program Fee includes Buffet Lunch, AMT & PMT with cookies.**

Payment Details

NEFT/DD		Amount	
Transaction ID		Date	

Bank Account Details:-

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
4.	Bank Name &Branch	Bank of India, Manesar Branch, Haryana
5.	NEFT IFSC Code	BKID0006705

Terms & Conditions

- 1) Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- 2) Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- 3) The program fee once deposited is non-refundable, however, substitutions are allowed.
- 4) IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- 5) IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- 6) The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- 7) Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- 8) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

PROGRAMME DIRECTOR

Mr. Rajesh Batra,
Head-Centre for MSME
Indian Institute of Corporate Affairs

E-mail: rajesh.batra@iica.in ,
cmsme.iica@gmail.com
Phone: 9871417394 , 8595690458

Fwd: Kind invitation for nominations for Training Programme on “Community Based Disaster Risk Management (CBDRM)”, scheduled on 1st to 5th December 2025, at NIDM Vijayawada Campus.

Shri Rajeev Verma <csdelhi@nic.in>

Fri, 07 Nov 2025 3:04:44 PM +0530

To "DELHI DISASTER MANAGEMENT AUTHORITY"
<ddma.delhi@nic.in>,"Divisional Commissioner"<divcom@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

From: "Moses Prakasham" <moses.nidm@govcontractor.in>

To: "Shri Rajeev Verma" <csdelhi@nic.in>

Cc: "Pankaj Kumar" <pankajkumar.nidm@nidm.gov.in>

Sent: Friday, November 7, 2025 3:03:49 PM

Subject: Kind invitation for nominations for Training Programme on “Community Based Disaster Risk Management (CBDRM)”, scheduled on 1st to 5th December 2025, at NIDM Vijayawada Campus.

Respected Sir,

Greetings from National Institute of Disaster Management !

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a five days Face-to-Face Training Programme on “Community Based Disaster Risk Management (CBDRM)” scheduled to be held from 1st to 5th December 2025, at NIDM Vijayawada Campus.

This course equips entry- to mid-career professionals in disaster risk reduction with the skills to train others and effectively engage with communities. It promotes scientific risk assessment and community participation, enabling vulnerable groups to actively prepare for and respond to disasters, fostering resilience and effective knowledge transfer at the grassroots level.

In this regard, you are kindly requested to nominate three to four entry level to mid-career official from your State/UT, along with reserve candidates, who are actively involved in disaster management and allied field.

NIDM will host the participants in its campus and provide necessary boarding & lodging facilities, however travel arrangements of the candidate shall be borne by the respective State/UT. The concept note along with course schedule and other registration details are enclosed.

NIDM looks forward to your cooperation in sharing the confirmation of the nominations preferably by November 28th, 2025. For any assistance/enquiry, your office or nominated officials may reach out through email or phone call to Dr. Pankaj Kumar, at pankajkumar.nidm@nic.in, Mob. 8410454208, Dr. Sushma Guleria, sushma.nidm@nidm.gov.in, Mob. 9891058701, and Mr. Moses Prakasham, Mob. 7827661051.

Looking forward to an early communication.

Sincerely,
Moses Prakasham

Young Professional
National Institute of Disaster Management
Rohini Campus, Delhi - 110042

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Regards
O/o The Chief Secretary, Delhi

4 Attachment(s)

Concept Note_v2.pdf

424.6 KB

Letter.pdf

250.1 KB

List of Chief Secretaries of Stat...

186.7 KB

Nomination Form.pdf

223.4 KB



Concept Note on
**Training Programme on
 Community Based Disaster Risk Management**

Date: 1st – 5th December 2025

Venue: NIDM Vijayawada



The concept of Community Based Disaster Risk Management (CBDRM) is practised under different names like Community Based Disaster Preparedness, Community Based Disaster Management or Community Based Mitigation Programme, but in reality, all these programs have the same purpose, which is to reduce the negative impact of disaster risks. The main understanding behind all such activities is to find ways and measures to prevent, mitigate or reduce the impact and risks of disasters through the participation and involvement of communities.

The rationale for involving communities in disaster preparedness and mitigation activities is based on the assumption that the community is the real sufferer and the first responder and it has developed its own coping mechanisms and strategy to reduce the impact of the disasters. It is imperative to appreciate the local knowledge and resources and to build on them to improve the capacity of the people to withstand the impact of disasters. Moreover, ownership of disaster risk reduction should not be stripped from local people who would be left even more powerless in case external intervention does not occur. In fact, building community leadership and a chain of trained community cadres through a participatory approach can help harness the resilience and resourcefulness of the community to cope up with exigencies. Involvement and participation of the communities will ensure a collective and coordinated action during emergencies. Hence, disaster risk reduction activities should be based on participatory approaches involving local communities as much as possible, considering them as proactive stakeholders and not passive targets for intervention. Furthermore, it is not only the "big" disasters that destroy lives and livelihoods. Accumulated losses from small floods, droughts and landslides can exceed the losses from big disasters and contribute significantly to increased vulnerability at the local level. These disasters attract little media attention and communities are often left on their own to cope with the destruction. This provides another reason to invest in Community Based Disaster Risk Management.

The CBDRM approach provides opportunities for the local community to evaluate their own situation based on their own experiences initially. Under this approach, the local community not only becomes part of creating plans and decisions but also becomes a major player in its implementation. Although the community is given greater roles in the decision-making and implementation processes, the approach does not ignore the importance of scientific and objective risk assessment and planning. It acknowledges that as many stakeholders as needed should be involved in the process, with the end goal of achieving capacities and transferring of resources to the community, which level who would assume the biggest responsibility in disaster risk reduction and management.

Realizing the pivotal role played by the community, the **National Institute of Disaster Management** is organizing a **training programme on Community Based Disaster Risk Management (CBDRM) scheduled on 1st - 5th December 2025 at NIDM Vijayawada Campus**. The aim of this training programme is to develop skills among participants to implement CBDRM programmes at the grassroots level. It is designed for the officials who are either working at the grassroots level or will subsequently engage with communities to disseminate the knowledge gained from this training.

2. Aim of the Training Programme

- The CBDRM approach provides opportunities for the local community to evaluate their own situation based on their own experiences initially. Under this approach, the local community not only becomes part of creating plans and decisions, but also becomes a major player in its implementation. Although the local communities has limited roles in the decision-making and implementation processes, the approach does not ignore the importance of scientific and objective risk assessment and planning. It acknowledges that as many stakeholders as necessary should be involved in the process, with the ultimate goal of building capacities and transferring resources to the community level, which will assume the greatest responsibility in disaster risk reduction and management.
- The main aim of this CBDRM training programme is to build the capacity of participants by equipping them with the necessary skills and knowledge to train their subordinates and frontline officials. These trained individuals will then work to sensitize communities about key CBDRM concepts, particularly those supported by evidence and scientific research. Through this cascading approach, knowledge transfer will take place effectively, fostering awareness and resilience at the grassroots level. Ultimately, this programme will contribute to the empowerment of vulnerable communities, enabling them to better understand, prepare for, and respond to disaster risks.

3. Duration of the Training Programme

Initially, the duration of the training programme will be five days. Since, the training involves a number of discussions and interactive sessions, therefore, if need arises, the duration may be extended depending upon the interest and involvement of the participants.

4. Objective of the Programme:

The primary objective of this training programme is to enhance participants' capacity by providing them with the essential skills and knowledge needed to train their subordinates and frontline officials. The detailed objectives of this programme are:

1. To explain the basic concepts, fundamentals, principles, and institutional mechanisms of Disaster Management.
2. To provide an overview of the basic concepts of CBDRM and to identify the strengths and weaknesses of existing systems and strategies for mitigating and managing disaster risks.
3. To understand the rise in vulnerabilities due to climate change and their potential impacts on the population, infrastructure, and economy.
4. To strengthen fire safety within disaster risk management, respond effectively to fires, and adhere to fire safety measures.
5. To equip participants with the necessary skills to provide first aid and perform search and rescue techniques, including hands-on practice simulating real-life disaster situations, and to sensitize them to effectively assist victims of calamities within critical timeframes.
6. To discuss various schemes for vulnerable communities where disaster risk management is mainstreamed into development programs.

7. To illustrate case studies highlighting the role of the community in both pre- and post-disaster scenarios.
8. To describe the process of developing a community-based disaster management plan.

5. Language of Instruction

The primary language of instruction will be English; however, resource persons will strive to conduct sessions bilingually to ensure better understanding and inclusivity for all participants, accommodating those more comfortable with the second language.

6. Target Group

The key target audience is entry- to mid-level officials (Group A and B) from central, state, and local governments, Central Ministries/Departments, SDMA's, ATIs, NDRF, SDRF, academicians from the Universities/Institutes those are member under U-Net, various line departments, and others engaged in disaster management, policymaking, governance, humanitarian aid, and first response.

7. Methodology

This training programme will be conducted face-to-face (classroom-based) and will use a variety of interactive and engaging teaching methods to enhance learning. The training methodology includes:

- Use of whiteboard for clear explanations and illustrations
- PowerPoint presentations to provide structured and visual content
- Practical exercises to apply concepts in real scenarios
- Hands-on activities to develop essential skills through experience
- Group work to encourage collaboration and peer learning
- Discussions to foster deeper understanding and exchange of ideas
- Question-and-answer sessions to clarify doubts and reinforce knowledge

These methods aim to ensure comprehensive and effective learning for all participants.

8. Boarding, Lodging & Venue of the Programme

The boarding and lodging for the participants will be arranged by NIDM. Travel expenses of the participants shall be borne by respective nominating organisations/ departments/ institutes. All the nominated participants have to register for the training programme either by accessing the provided link or scanning QR code. Once the complete nomination form is submitted, confirmation will be communicated via email. There is no course fee for participating in this training programme. **The training will be held at NIDM Vijayawada Campus which is located at Kondapavaluru Village, Gannavaram Mandal, Krishna District, Andhra Pradesh – 521212.**

9. Structure of the Training Modules

The complete training program is divided into five modules, each with multiple sessions. Detailed session information is provided in the training schedule for participants' reference.

Module 1.	A Conceptual Framework & Vulnerability Profile
Module 2.	CBDRM Plan and Survival Skills
Module 3.	Health and Disasters

Module 4.	Group Exercise/Field Visits
Module 5.	Integrating Disaster Risk Reduction into Developmental Schemes

10. Expected Outcomes

- Participants will understand fundamental concepts, principles, and institutional mechanisms of disaster management and CBDRM.
- Participants would be better equipped to identify strengths and weaknesses in existing disaster risk mitigation and management strategies.
- Participants will develop understanding to recognize climate change-induced vulnerabilities & others and their impacts on communities and infrastructure.
- Participant will develop skills in fire safety, first aid, search and rescue, with practical hands-on disaster response.
- Participants will gain knowledge of schemes supporting vulnerable communities and how disaster risk management is integrated into development.
- Participants will understand the strength of coordination among agencies and vulnerable sections for integrated disaster management.
- This training programme will enhance capacity to plan and implement disaster risk management strategies at various levels, along with greater awareness and utilization of technological tools for disaster risk reduction.
- Participants will learn to analyse community roles through case studies and develop a tailored community-based disaster management plan.

11. Organizing Team

Patron	Shri Madhup Vyas, IAS, Executive Director, NIDM
Course Coordinator	Dr. Pankaj Kumar, Assistant Professor, NIDM
Course Co-coordinator	Dr. Sushma Guleria, Assistant Professor, NIDM
Programme Team	Mr. Moses Prakasam, YP NIDM Mr. Vishal, NIDM

12. Course Schedule

Day – 1: Monday, 1 st December 2025		
Time	Detail	Dignitaries
09:15 – 09:45	Registration	Organizing Team
Inaugural		
09:45 – 10:00	Programme Overview and Context Setting	Dr. Sushma Guleria, Asst. Prof. NIDM
10:00 – 10:10	Welcome Address	Col. P.S. Reddy, JD NIDM Vijayawada
10:10 – 10:30	Inaugural Address	Shri Madhup Vyas, IAS, ED NIDM
10:30 – 10:35	Vote of Thanks	Dr. Pankaj Kumar, Asst. Prof. NIDM

10:35 – 11:00	Group Photograph followed by High Tea		
Time	Title	Andragogy	Faculty
11:00 – 11:45	Session 0. Icebreaking and expectations from participants	Interaction & Discussions	Coordinators
11:45 – 13:00	Session 1. Disasters and Development: Conceptual Framework	Brainstorming, Presentation and Discussion	Dr. Pankaj Kumar
13:00 – 14:00	Lunch		
14:00 – 15:15	Session 2. Community Based Disaster Risk Management: Conceptual Framework	Presentation, Discussion	Dr. Sushma Guleria
15:15 – 15:30	Tea Break		
15:30 – 16:45	Session 3. Disasters in States: Vulnerability Profile	Presentation, Discussion	Dr. Amarjeet Kumar
16:45 – 17:30	Session 4. Tools and Techniques for HRVC Analysis	Presentation, Discussion	Dr. Sushma Guleria
Day – 2: Tuesday, 2nd December 2025			
09:30 – 10:45	Session 5. Multi-Hazard Assessment	Presentation, Discussion and Group Activity	Dr. Pankaj Kumar
10:45 – 11:00	Tea Break		
11:00 – 12:15	Session 6. Preparation of Community Based Disaster Management Plan: Process and Framework	Presentation, Discussion and Group Activity	Dr. Sushma Guleria
12:15 – 13:30	Session 7. Best Practices and Lessons Learnt: CBDRM	Presentation, Discussion	Dr. Sushma Guleria
13:30 – 14:30	Lunch		
14:30 – 15:45	Session 8. Family Disaster Management Plan	Presentation, Discussion and Group Activity	Dr. Sushma Guleria
15:45 – 16:00	Tea Break		
16:00 – 17:30	Session 9. Psychosocial Care in Disasters	Presentation, Discussion and Group Activity	Dr. Sushma Guleria
Day – 3: Wednesday, 3rd December 2025			
09:30 – 10:45	Session 10. Search and Rescue in Disasters: at Community Level	Presentation, Discussion	NDRF
10:45 – 11:00	Tea Break		
11:00 - 12:15	Session 11. First Aid during Disasters	Presentation, Discussion and Group Activity	NDRF

12:15 – 13:30	Session 12. Life Saving Skills, CPR at the time of Emergency/ Disaster.	Presentation, Discussion and Group Activity	NDRF
13:30 – 14:30	Lunch		
14:30 – 15:45	Session 13. Inclusive CBDRM Programme: Leaving no one behind	Presentation, Discussion	Dr. Pankaj Kumar
15:45 – 16:00	Tea Break		
16:00 – 17:30	Session 14. School-Based Emergency and Disaster Management	Presentation, Discussion and Group Activity	Dr. Pankaj Kumar
Day – 4: Thursday, 4th December 2025			
09:30 – 10:45	Session 15. Managing Specific Emergencies and Disasters in the Workplace and Community	Presentation, Discussion and Group Activity	Mr. Manjeet Singh
10:45 – 11:00	Tea Break		
11:00 – 13:00	Session 16. Fire Risk Mitigation Strategies	Presentation, Discussions and Demonstration	Fire Services (TBC)
13:00 – 14:00	Tea Break		
14:00 – 15:45	Session 17. Scenario Based Exercise	Chart Papers and/or PPTs	Dr. Pankaj Kumar
15:45 – 16:00	Tea Break		
16:00 – 17:30	Session 18. Presentations and Discussions	Chart Papers and/or PPTs	Dr. Pankaj Kumar
Day – 5: Friday, 5th December 2025			
09:30 – 10:45	Session 19. Integrating Disaster Risk Reduction into Development Schemes	Presentation and Discussion	Shri Rohit Kumar
10:45 – 11:00	Tea Break		
11:00 – 12:15	Session 20. CBDRM: Do's and don'ts for different types of disasters: mock drill	Presentation, Discussion and Group Activity	Dr. Pankaj Kumar
Valedictory			
12:15 – 12:45	Review and Feedback	Participants	
12:45 – 13:00	Valedictory Address	Shri Madhup Vyas, IAS, ED NIDM	
13:00 – 13:25	Certificate Distribution	Col. P.S. Reddy, JD NIDM	
13:25 – 13:30	Vote of Thanks	Dr. Pankaj Kumar, Asst. Prof. NIDM	

मधुप व्यास, भा. प्र. से.
कार्यकारी निदेशक

Madhup Vyas, IAS
Executive Director



राष्ट्रीय आपदा प्रबंधन संस्थान
National Institute of Disaster Management
(गृह मंत्रालय, भारत सरकार)
Ministry of Home Affairs, Govt. of India
प्लॉट नं. 15, ब्लॉक बी, पॉकेट 3,
सेक्टर 29, रोहिणी, दिल्ली - 110042
Plot No. 15, Block B, Pocket 3,
Sector 29, Rohini, Delhi-110042

NIDM/Trg./CBDRM/2025/01
October 23rd, 2025

Dear Sir / Madam,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a five days Face-to-Face Training Programme on "**Community Based Disaster Risk Management (CBDRM)**" scheduled to be held from **1st to 5th December 2025**, at **NIDM Vijayawada Campus**.

2. This course equips entry- to mid-career professionals in disaster risk reduction with the skills to train others and effectively engage with communities. It promotes scientific risk assessment and community participation, enabling vulnerable groups to actively prepare for and respond to disasters, fostering resilience and effective knowledge transfer at the grassroots level.
3. In this regard, you are kindly requested to nominate **three to four entry level to mid-career official from your State/UT, along with reserve candidates**, who are actively involved in the field of community based disaster management and allied field.
4. NIDM will host the participants in its campus and provide necessary boarding & lodging facilities, however travel arrangements of the candidate shall be borne by the respective State/UT. The **concept note along with course schedule and other registration details** are enclosed herewith.
5. I look forward to your cooperation in sharing the **confirmation of the nominations preferably by November 24th, 2025**. For any assistance/enquiry, your office or nominated officials may reach out through email or phone call to Dr. Pankaj Kumar, at pankajkumar.nidm@nic.in. Mob. 8410454208, Dr. Sushma Guleria, sushma.nidm@nidm.gov.in, Mob. 9891058701, and Mr. Moses Prakasham, Mob. 7827661051.

With regards,

Yours sincerely,



23.10.25

(Madhup Vyas)

To,

The Chief Secretaries of the States/UTs
(As per the list enclosed)

Encl:

- List of Chief Secretaries of the States/UTs
- Concept note along with course schedule and nomination form

CHIEF SECRETARIES OF STATES & UNION TERRITORIES

1. **Shri K. Vijayanand, IAS**

Chief Secretary, Government of Andhra Pradesh
 Chief Secretary Office, Block No. 1, Andhra Pradesh Secretariat, Velagapudi, Amaravati,
 Guntur District, Andhra Pradesh – 522237
 Email: cs@ap.gov.in

2. **Shri Manish Kumar Gupta, IAS**

Chief Secretary, Government of Arunachal Pradesh
 Chief Secretary Office, Block-II, 5th Floor, Civil Secretariat, Itanagar, Arunachal Pradesh
 – 791111
 Email: cs-arunachal@nic.in

3. **Dr. Ravi Kota, IAS**

Chief Secretary, Government of Assam
 Chief Secretary Office, C Block, Assam Secretariat, Dispur, Guwahati, Assam – 781006
 Email: cs-assam@nic.in

4. **Shri Pratyay Amrit, IAS**

Chief Secretary, Government of Bihar
 Cabinet Secretariat Department, Main Secretariat, Patna, Bihar – 800015
 Email: cs-bihar@nic.in

5. **Shri Amitabh Jain, IAS**

Chief Secretary, Government of Chhattisgarh
 Chief Secretary Office, D.K.S. Bhawan, Mantralaya, Raipur, Chhattisgarh – 492001
 Email: csoffice.cg@gov.in

6. **Dr. V. Candavelou, IAS**

Chief Secretary, Government of Goa
 Chief Secretary Office, Secretariat Building, Porvorim, Bardez, Goa – 403521
 Email: cs-go@nic.in

7. **Shri Pankaj Joshi, IAS**

Chief Secretary, Government of Gujarat
 Chief Secretary Office, 5th Floor, Block No. 1, Sardar Bhavan, Sachivalaya, Gandhinagar,
 Gujarat – 382010
 Email: csguj@gujarat.gov.in / chiefsecretary@gujarat.gov.in

8. Shri Anurag Rastogi, IAS

Chief Secretary, Government of Haryana

Chief Secretary Office, Room No. 4, 4th Floor, Haryana Civil Secretariat, Sector-1,
Chandigarh – 160001

Email: cs@haryana.nic.in

9. Shri Prabodh Saxena, IAS

Chief Secretary, Government of Himachal Pradesh

Chief Secretary Office, Room No. E-201B, Ellerslie Building, Himachal Pradesh
Secretariat, Shimla – 171002

Email: cs-hp@nic.in

10.Smt. Alka Tiwari, IAS

Chief Secretary, Government of Jharkhand

Chief Secretary Office, Project Building, Dhurwa, Ranchi, Jharkhand – 834004

Email: cs-jharkhand@nic.in

11.Dr. Shalini Rajneesh, IAS

Chief Secretary, Government of Karnataka

Chief Secretary Office, Room No. 320, 3rd Floor, Vidhana Soudha, Bengaluru – 560001

Email: cs@karnataka.gov.in

12.Dr. A. Jayathilak, IAS

Chief Secretary, Government of Kerala

Chief Secretary Office, Room No. 202, North Sandwich Block, Kerala Government
Secretariat, Thiruvananthapuram – 695001

Email: chiefsecy@kerala.gov.in

13.Shri Anurag Jain, IAS

Chief Secretary, Government of Madhya Pradesh

Chief Secretary Office, Vallabh Bhavan, Bhopal, Madhya Pradesh – 462004

Email: cs@mp.gov.in

14.Shri Rajesh Kumar, IAS

Chief Secretary, Government of Maharashtra

Chief Secretary Office, Mantralaya, Madam Cama Road, Hutatma Rajguru Chowk,
Mumbai, Maharashtra – 400032

Email: cs@maharashtra.gov.in

15. Shri Puneet Kumar Goel, IAS

Chief Secretary, Government of Manipur

Chief Secretary Office, Old Secretariat, Babupara, Imphal, Manipur – 795001

Email: cs-manipur@nic.in

16. Shri Donald Phillips Wahlang, IAS

Chief Secretary, Government of Meghalaya

Chief Secretary Office, Meghalaya Secretariat, Shillong, Meghalaya – 793001

Email: cso-meg@nic.in

17. Shri Khilli Ram Meena, IAS

Chief Secretary, Government of Mizoram

Chief Secretary Office, Mizoram Secretariat, Aizawl, Mizoram – 796001

Email: cs-mizoram@nic.in

18. Dr. Jan E. Alam, IAS

Chief Secretary, Government of Nagaland

Chief Secretary Office, Nagaland Civil Secretariat, Kohima – 797004

Email: csngl@nic.in

19. Shri Manoj Ahuja, IAS

Chief Secretary, Government of Odisha

Chief Secretary Office, Lok Seva Bhawan, Sachivalaya Marg, Bhubaneswar, Odisha – 751001

Email: csori@nic.in

20. Shri K.A. Prasad Sinha, IAS

Chief Secretary, Government of Punjab

Chief Secretary Office, Punjab Civil Secretariat, Sector 1, Chandigarh – 160001

Email: cs@punjab.gov.in

21. Shri Sudhansh Pant, IAS

Chief Secretary, Government of Rajasthan

Chief Secretary Office, Government Secretariat, Jaipur, Rajasthan – 302005

Email: csraj@rajasthan.gov.in / cs-rajasthan@nic.in

22. Shri Ravindra Telang, IAS

Chief Secretary, Government of Sikkim

Chief Secretary Office, Tashiling Secretariat, Gangtok, Sikkim – 737101

Email: cs-sikkim@nic.in

23. Shri N Muruganandam, IAS

Chief Secretary, Government of Tamil Nadu

Chief Secretary Office, Secretariat, Chennai, Tamil Nadu – 600009

Email: cs@tn.gov.in

24. Shri K Ramakrishna Rao, IAS

Chief Secretary, Government of Telangana

Chief Secretary Office, Government Secretariat, Hyderabad, Telangana – 500022

Email: cs@telangana.gov.in

25. Shri Jitendra Kumar Sinha, IAS

Chief Secretary, Government of Tripura

Chief Secretary Office, New Secretariat Complex, PO: Secretariat – 799010, Agartala, West Tripura

Email: cs-tripura@nic.in / cstripura@gmail.com

26. Shri Shashi Prakash Goyal, IAS

Chief Secretary, Government of Uttar Pradesh

Chief Secretary Office, Lal Bahadur Shastri Bhawan (Annexy Building), Sarojini Naidu Marg, Lucknow, Uttar Pradesh – 226001

Email: csup@nic.in

27. Shri Anand Bardhan, IAS

Chief Secretary, Government of Uttarakhand

Chief Secretary Office, Secretariat, Dehradun, Uttarakhand – 248001

Email: cs-uttaranchal@nic.in / Chiefsecy@gmail.com

Phone: 0135-2712100 / 2712200

28. Shri Manoj Pant, IAS

Chief Secretary, Government of West Bengal

Chief Secretary Office, Nabanna, 13th Floor, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102

Email: cs-westbengal@nic.in / westbengal@nic.in

29. Dr. Chandra Bhushan Kumar, IAS

Chief Secretary, Andaman & Nicobar Administration

Secretariat, Sri Vijaya Puram, Port Blair – 744101, Andaman & Nicobar Islands

Email: cs-andaman@nic.in / cs-andamannicobar@gov.in

30. Shri Rajeev Verma, IAS

Chief Secretary, Union Territory of Chandigarh
 UT Secretariat, Sector 9, Chandigarh – 160009
 Email: admnchandigarh@nic.in / cs-chd@chd.gov.in

31. Shri Amit Singla, IAS

Chief Secretary (Advisor to Administrator),
 Union Territory of Dadra & Nagar Haveli and Daman & Diu Secretariat, Fort Area,
 Moti Daman – 396220
 Email: devcom-d@nic.in / advisor-dnh dd@daman.nic.in / devcom-dd@nic.in

32. Shri Dharmendra, IAS

Chief Secretary, Government of National Capital Territory of Delhi
 Delhi Secretariat, I.P. Estate, New Delhi – 110002
 Email: csdelhi@nic.in

33. Dr. S.B. Deepak Kumar, IAS

Advisor to the Administrator, Union Territory of Lakshadweep
 Secretariat Building, Kavaratti – 682555
 Email: lk-advisor@gov.in / cs-lak@nic.in

34. Dr. Sharat Chauhan, IAS

Chief Secretary, Government of Puducherry
 Chief Secretariat, Goubert Avenue, Puducherry – 605001
 Email: cs-pondicherry@nic.in / cs@py.gov.in

35. Shri Atal Dulloo, IAS

Chief Secretary, Government of Jammu and Kashmir
 J& K Office: Civil Secretariat, Jammu Office: R. No. 2/7, 2nd Floor Main Building, Civil
 Secretariat, Jammu – 180001
 Srinagar Office: R. No. 307, 3rd Floor, Civil Secretariat, Srinagar – 190001
 Email: cs-jandk@nic.in

36. Dr. Pawan Kotwal, IAS

Chief Secretary, Union Territory of Ladakh
 Civil Secretariat, Leh – 194101, Ladakh
 Email: advisor-lg-ladakh@gov.in / cs-ladakh@nic.in

NATIONAL INSTITUTE OF DISASTER MANAGEMENT (NIDM)
Ministry of Home Affairs, Govt. of India, New Delhi

Nomination Form

Name of the Programme: Two-week “Comprehensive Course on Disaster Management”
 scheduled on 3rd – 14th November 2025 at NIDM Rohini Delhi

Venue: NIDM Rohini Campus, New Delhi

Name of the Participant: _____

Designation: _____ **Level:** _____ **Group:** _____ **Date of Birth/Age:** _____

Name and Address of the Organization: _____

Residential Address: _____

Telephone: STD Code: _____ **Office:** _____ **Residence:** _____

Mobile: _____ **Email:** _____

Blood Group: _____ **Alternative Number:** _____ **Any kind of Allergies:** _____

Expectations from the programme: _____

In what way do you think that this training programme will be useful?

Accommodation requirement during the Training Programme (Required/Not required)?

Date: _____

**Name, Designation and Signature of the
 Nominating Authority**

Venue Address: NIDM Rohini Campus, Delhi -110042
 (Ministry of Home Affairs, Govt. of India)

<https://nidm.gov.in>

pankaikumar.nidm@nic.in, smishra.nidm@nic.in