



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान  
(वित्त मंत्रालय, भारत सरकार की एक स्वायत्तशासी संस्था)  
ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT  
(An Autonomous Institute of Ministry of Finance, Government of India)



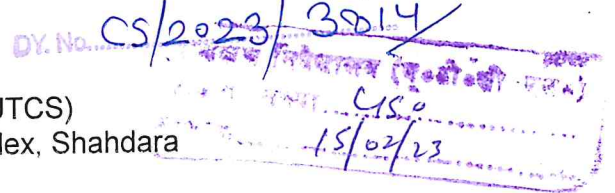
F.No.:T-14011/73/2021-MDP

11135

3<sup>rd</sup> February, 2023

To

Chief Secretary & Pr. Secretary (Trng.)  
Dte. Of Training Union Territories Civil Services (UTCS)  
Vishwas Nagar, Behind Karkardooma Court Complex, Shahdara  
Delhi-110032



Subject: Management Development Programs for Capacity Building of the Officers of Delhi

Sir/Madam,

This is in continuation to the letter of even number dated 20<sup>th</sup> December, 2022 (copy attached) regarding Management Development Programs for Capacity Building of the Officers of Delhi

2. In this connection, it may please be noted that Arun Jaitley National Institute of Financial Management (AJNIFM) is a Center of Excellence specializing in capacity building of professionals in the fields of Public Policy, Financial Management and other governance issues for promoting highest standards of professional competence and practice.

3. AJNIFM was set up in 1993 as a registered society under Ministry of Finance, Government of India. To begin with, it was mandated to train the officers recruited by the Union Public Service Commission (UPSC) through the Civil Services Examination and allocated to the various Group A Accounting Services of Government of India responsible for managing accounts and finance of the Government of India. In due course of time AJNIFM has become a premier resource center to meet the training needs of Central Government for senior and middle level of management too. AJNIFM also caters to the State Governments, Defence establishments, Banks PSUs, Autonomous Bodies and other Financial Institutions.

4. Hence, it is requested to look into the training and capacity building needs of the Officers recruited through State Public Service Commission (both at entry level as well as of Middle and Senior Levels). We, at AJNIFM, after assessing the peculiar needs for training and capacity building of the Officers, shall design and deliver training programs. Therefore, plan for the year Financial Year 2023-24 may be drawn in advance with duration, number of officers expected to join State Service, so that, we can mobilize resources for your requirements accordingly. Mid-Career Training Program on Capacity Building may also be planned for existing Middle and Senior level Officers in the same manner.

5. Looking forward to work together in your endeavour for capacity building and addressing the training needs of the Officers of Delhi

Yours faithfully,

Encl.: As above

(Rajesh K. Agrawal)  
Associate Professor (SG)  
Training Coordination  
Tel.:0129-2418860

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# अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान

(वित्त मंत्रालय, भारत सरकार की एक स्वायत्तशासी संस्था)

ARUN JAITLEY NATIONAL INSTITUTE OF FINANCIAL MANAGEMENT

(An Autonomous Institute of Ministry of Finance, Government of India)



98/c

F. No. T-14011/73/21-MDP/1259

20<sup>th</sup> December, 2022

To

Chief Secretary & Pr. Secretary Trainings  
Dte. Of Training Union Territories Civil Services (UTCS)  
Vishwas Nagar, Behind Karkardooma Court Complex, Shahdara  
Delhi-110032

Subject: Training/ Management Development Programs on Capacity Building for the O/o.  
Dte. Of Training Union Territories Civil Services (UTCS).

Sir/Madam,

1. As you may be aware, Arun Jaitley National Institute of Financial Management (AJNIFM) is a Centre of Excellence specializing in capacity building in the fields of public policy, financial management and other governance issues for promoting highest standards of professional competence and practice. AJNIFM caters to the training needs of various Central Government Departments, State Governments Departments, PSUs, Autonomous Bodies, etc.
2. We at AJNIFM analyse the capacity building and training needs of different levels of Officers/ Cadres in an organization. Based on this we, in consultation with the organization, design and deliver the training programs suiting their specific requirements. Various areas of training may include GFRs/ DFPRs, Public Procurement, GeM, PFMS, GST and Income Tax, Financial Management, Budgeting, Public Private Partnership, Project Management, Auditing, Contract Management, Arbitration & Negotiations, etc. Apart from this, we also impart training in behavioural areas/ soft skills, including Communication Skills, Team Building, Leadership, Inter-Personal Skills, Motivation, Time Management, Stress Management, Emotional Intelligence, Good-Governance, Work-Life-Balance, Conflict Resolution, Managing Change, Creative Thinking, Presentation Skills, Artificial Intelligence, Decision Making, etc.
3. The Institute has a Library with a collection of over 37,000 books and subscription to 54 Indian and 15 foreign printed journals and magazines. The library subscribes to more than 5,000 e-journals and periodicals from different database. The library is also a Member of DELNET, containing more 3.5 crores books, journal, thesis etc. The Institute has lush green campus spread over 42 acres of land in Faridabad on the outskirts of the National Capital. The campus has an indoor sports complex with gymnasium, billiard, squash, badminton, Yoga and outdoor sports' facilities providing conducive environment for learning. All these facilities are available without any additional payment by individual participants.

Contd.....2/-

सेक्टर-48, पाली रोड, फरीदाबाद -121001 (हरियाणा) भारत / Sector-48, Pali Road, Faridabad-121001 (Haryana) India.

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4. A large number of Management Development Programs are conducted by AJNIFM on regular basis which are OPEN for the officers from Central Government, State Governments, PSUs and Autonomous Bodies, etc., who participate in these programs on nomination basis. The MDP Calendar for the Year 22-23 is available at AJNIFM Website: [www.ajnifm.ac.in](http://www.ajnifm.ac.in) using the path >MDP>MDP Calendar 22-23. You may opt to nominate your officers to any of the Programs listed in the Calendar as per their training needs. The programs which have been sponsored by specific organisations/ cadres for their own officers may also be seen for reference please using the path [www.ajnifm.ac.in](http://www.ajnifm.ac.in) >MDP>sponsoredMDP Calendar 22-23).

5. The schedule of fee for training programs conducted in the AJNIFM Campus at Faridabad of different duration is as under:

Sl. No.	Duration	Fee per Participant (Excluding GST @ 18%)	Remarks
01.	One Day	Rs.10,000/-	Fee is payable for Minimum 15 Participants in a Batch
02.	Two Days	Rs.20,000/-	
03.	Three Days	Rs. 27,000/-	
04.	One Week	Rs. 46,000/-	
05.	Two Weeks	Rs. 85,000/-	
06.	Three Weeks	Rs.1,30,000/-	

6. Looking forward to work together in your endeavour for capacity building and addressing the training needs of the Officers of Dte. Of Training Union Territories Civil Services (UTCS), Delhi.

Yours faithfully,



(Rajesh K. Agrawal)  
Associate Professor (SG)  
Training Coordination  
Tel.: 129-2418860