

No.F.13/6/2025-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

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701, Chander Lok Building,  
Janpath, New Delhi  
10.12.2025

**OFFICE MEMORANDUM**

**Subject: Training Programs on Public Procurement for Government officers at Indian Institute of Corporate Affairs (IICA).**


Institute of Corporate Affairs (IICA) with the approval of Ministry of Finance, Department of Expenditure will be organizing a series of 5-day training programs on Public Procurement, with batches scheduled as follows:

- i. 19-23 January, 2026 at Goa
- ii. 02-06 February, 2026 at IMT Manesar, Gurugram
- iii. 16-20 March, 2026 at Pune

2. Ministries/ Departments are requested to consider nominating their officers engaged in the areas associated with Public Procurement, directly or indirectly. Ministries/ Departments may also direct their attached/ subordinate bodies and autonomous bodies to nominate their officials for these trainings. Central Public Sector Enterprises (CPSEs) may also consider to nominate their officers for the training. **The fee associated with the training will be borne by the concerned Ministry/ Department/ Organisation nominating the officer and is to be paid directly to the IICA.** A brochure detailing the programs, nomination form and bank details for remittance of Program Fee (to be paid directly to IICA) are annexed herewith.

3. The nominations may please be sent to Shri Rajesh Batra, Program Director, IICA, Plot no. P-6,7,8, Sector-5, IMT Manesar, Gurugram-122052, Haryana. E-mail: rajesh.batra@iica.in Mobile: 9871417394. The copy of this O.M. is also available on website of this Department [www.doe.gov.in](http://www.doe.gov.in) → Divisions → Procurement Policy Division.

**Encl : As above**

  
(Anil Kumar)  
Deputy Secretary (Procurement Policy)  
Tel. No.: 23357920  
Email: anil.kumar14@nic.in

To

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

Copy to : Shri Rajesh Batra, Program Director, IICA.

## Department of Expenditure, GoI

### Endorsed Five Day Familiarization Capacity Building Program on

#### “Public Procurement (Policy and Procedures)”

03 Batches  
During  
F.Y. 2025-26

Check Nomination form for Dates



## About Indian Institute of Corporate Affairs (IICA)

**Indian Institute of Corporate Affairs** ([www.iica.nic.in](http://www.iica.nic.in)) is a 21<sup>st</sup> 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.**

IICA has a sprawling campus, lush green campus situated in IMT Manesar. It has state-of-the-art training halls, computer labs, hostels, indoor and outdoor sport complex and library. The campus is having unique architectural design.

## Overview

**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.

Our Five-Day intensive training is designed to equip participants with the knowledge and skills to navigate the complexities of procurement for works, goods and services.

Our expert trainers will provide real world examples, case studies and interactive exercises to bring the learning to life. By the end of the training, participants will be equipped to confidently adopt best practices of procurement process and gain a deep understanding of the procurement regulations, from planning and strategy development to contract management and dispute resolution.

Participants will be equipped to confidently apply best practices, mitigate risks, ensure transparency and accountability in every step of the process.

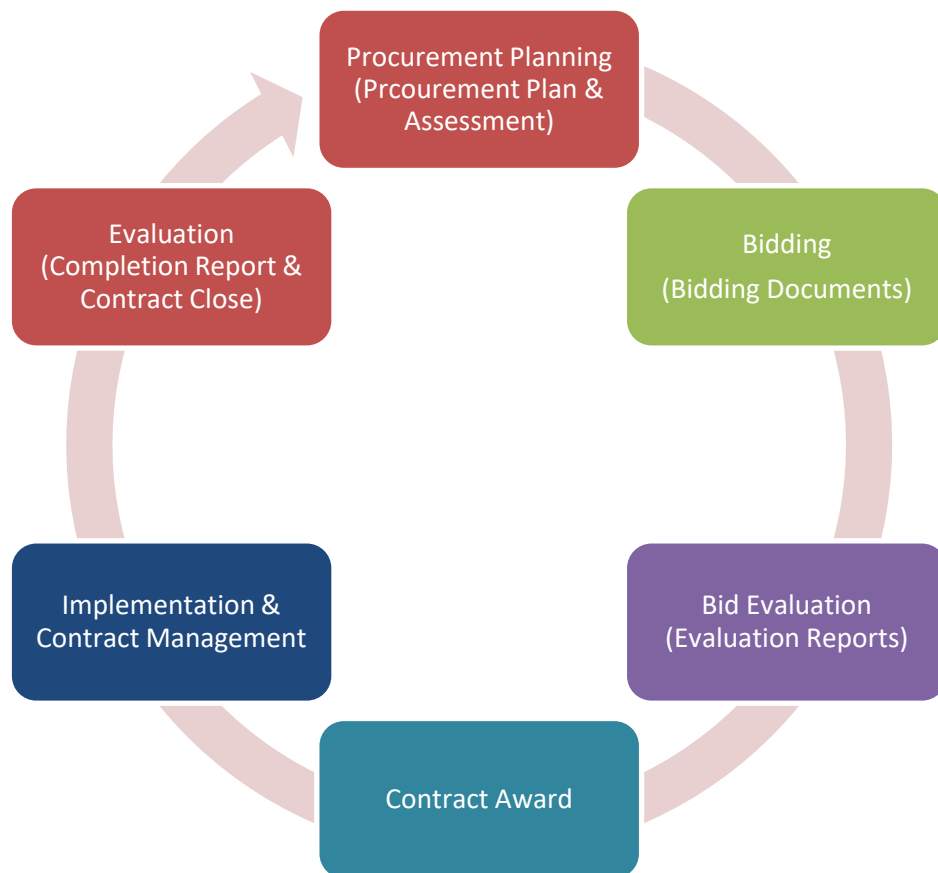
## **E-procurement – A Fully Digitized Procurement Process**

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

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.



## 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 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.
- Understand how to Evaluate Supplier Performance, your Requirements, Market price and competition for informed decision on contract termination/renewal decision.

### Course Content / Coverage

Public Procurement Landscape in India	Regulatory Framework and E-Procurement
e-Procurement: Systemic shift (CPP Portal, GeM)	Procurement from MSE Vendors & Startups under policies like the Public Procurement Policy for MSEs, National Security, Make in India (MII) Order, which support the Atmanirbhar Bharat Abhiyan initiative
Advanced Bid & Tendering Procedures	Tender Opening, Evaluation & Award
Execution of Contracts (Goods & Works)	Handling Complex and EPC Contracts
Vendor Registration, Evaluation, and Performance / Supply Chain Risk Assessment and Mitigation Plan	Procurement of Services
Deep Dive - Government e-Marketplace (GeM)	Contract Performance and Closure

### Target Group / Participant's Profile

- Officers and officials working with various Central Government Ministries / Departments including attached / subordinate bodies, Statutory Bodies and Central Autonomous Bodies who are associated with public procurement of goods, works and services either directly or indirectly are ideally suited to attend this training programme. The officers who are likely to be posted in procurement activities in the near future may also attend the programme and gain benefit.
- Asst. Secretary to Joint Secretary working with various Central Government Ministries providing policy inputs as well as Officers from the Central & State PSUs and the state governments dealing with procurement will also benefit from the course.

### Pedagogy

- Highly interactive training sessions by subject matter experts, Presentations from the experts, Case Studies, Interaction with experts, Activities and Group Discussions, besides Q&A sessions and practical exercises besides practical demos.

### Training Material / • Certificate of Participation

- We will provide the handbook comprising of detailed course content & study material in soft copy only
- Certificate of Participation will be awarded to the participants after the successful completion of the program by IICA.

## Number of Batches

- **03 Batches during F.Y. 2025-26**

Batch no.	Dates	Location	Check in / Check out	Tick One
1)	19- 23 January, 2026	Goa	<ul style="list-style-type: none"> <li>• Check in - 18 Jan, 2026 (04:00 pm onwards)</li> <li>• Check out - 23 Jan, 2026</li> </ul>	
2)	02-06 February, 2026	IMT Manesar, Gurugram	<ul style="list-style-type: none"> <li>• Check in - 01 Feb, 2026 (04:00 pm onwards)</li> <li>• Check out - 06 Feb, 2026</li> </ul>	
3)	16-20 March, 2026	Pune	<ul style="list-style-type: none"> <li>• Check in - 15 March, 2026 (04:00 pm onwards)</li> <li>• Check out - 20 March, 2026</li> </ul>	

Note:

- The Five Day Capacity Building Program Fee covers costs of faculty, courseware, case studies, local hospitality, accommodation, food and refreshments and other institutional costs. The Institution does not provide accommodation for the family.
- Check-in will be one day before the start of the program
- Check-out will be on the last day of the program; however, the training will continue until 05:30 pm
- Nominated officers are advised to book travel tickets only after receiving the formal acceptance email from IICA.
- The program fee does not include transfer to the hotel/venue and airport, local travel and air-travel (managed by participants / client organization directly).

## Program Fee

Program Fee for Central Government Ministries	Program Fee for CPSEs / PSU / SLPEs
Rs. 45,000/- + GST (as applicable) per participant	Rs. 59,500/- + GST (as applicable) per participant
All Central Government Ministries and Departments can nominate their officers who are engaged in Procurement either directly or indirectly. Ministries / Departments may also direct their attached / subordinate offices, autonomous / statutory bodies etc.	Public Sector Enterprises may also nominate their employees to attend this training.
<b>Discount only for Public Sector Enterprises (CPSEs / PSUs / SLPs)</b> <ul style="list-style-type: none"> <li>• For Individual Nomination - No Discount is applicable</li> <li>• For Standard Group of min. 3 nominations or above from one organization - We will be offering a discount of 5% on Program Fee</li> </ul>	

### Nomination Procedure

- Nomination form under the seal & signature of the competent authority, clearly indicating preferred training batch and date should be sent to [rajesh.batra@iica.in](mailto:rajesh.batra@iica.in) / [cmsme.iica@gmail.com](mailto:cmsme.iica@gmail.com)
- Fee details / payment indicating the programme title may also be shared to [rajesh.batra@iica.in](mailto:rajesh.batra@iica.in) / [cmsme.iica@gmail.com](mailto:cmsme.iica@gmail.com) for confirmation

### IICA Bank 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



## Program Director & Faculty



**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](mailto: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 endeavors 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 7<sup>th</sup> 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)**

**NOMINATION FORM**

**Department of Expenditure, GoI**  
**Endorsed Five Day Familiarization Capacity Building Program**  
**on**  
**“Public Procurement (Policy and Procedures)”**

- Please make photocopies in case of multiple nominations
- Please tick the programme for which the nomination is made:

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**Nominee's Information**

Name (Mr./Ms.): \_\_\_\_\_ Designation: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): (Off) \_\_\_\_\_ (Mobile) \_\_\_\_\_ e-mail: \_\_\_\_\_

**Details of Nominating Authority**

Name of the Nominating Authority \_\_\_\_\_

Designation: \_\_\_\_\_ Organization \_\_\_\_\_

GSTIN No. \_\_\_\_\_ PAN No. \_\_\_\_\_

Address \_\_\_\_\_

Phone(s): (Off) \_\_\_\_\_ (Mobile) \_\_\_\_\_ e-mail: \_\_\_\_\_

**Program Fee**

Program Fee for Central Government Ministries	Program Fee for CPSEs / PSU / SLPEs
Rs. 45,000/- + GST (as applicable) per participant  All Central Government Ministries and Departments can nominate their officers who are engaged in Procurement either directly or indirectly. Ministries / Departments may also direct their attached / subordinate offices, autonomous / statutory bodies etc.	Rs. 59,500/- + GST (as applicable) per participant  Public Sector Enterprises may also nominate their employees to attend this training.
<b><u>Discount only for Public Sector Enterprises (CPSEs / PSUs / SLPs)</u></b> <ul style="list-style-type: none"> <li>For Individual Nomination - No Discount is applicable</li> <li>For Standard Group of min. 3 nominations or above from one organization - We will be offering a discount of 5% on Program Fee</li> </ul>	

**Payment Details**

Amount Payable		Mode of Payment	
Date of Instrument / Transfer		UTR No.	

**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

PROGRAMME DIRECTOR	
<b>Mr. Rajesh Batra,</b> Head-Centre for MSME Indian Institute of Corporate Affairs	E-mail: <a href="mailto:rajesh.batra@iica.in">rajesh.batra@iica.in</a> , <a href="mailto:cmsme.iica@gmail.com">cmsme.iica@gmail.com</a> Phone: 9871417394 , 8595690458

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