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

701, Chandralok Building,
Janpath, New Delhi
06.04.2026

OFFICE MEMORANDUM

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

Reference: In supersession of this Department's OM of even number dated 02.04.2026.

ASCI, Hyderabad with the approval of Department of Expenditure, Ministry of Finance will be organizing a series of 5-day training programs on Public Procurement.

2. All Ministries/ Departments are requested to nominate officers who are currently engaged in the area of Public Procurement, directly or indirectly. Ministries/ Departments may also direct their attached/ subordinate offices autonomous/ statutory bodies to nominate their officers for these trainings. **The fee associated with the training [i.e. Rs. 45,000/- + GST (as applicable) per participant] will be borne by concerned Ministry/ Department/ Organisation nominating the officer and is to be paid directly to the ASCI, Hyderabad.** The training schedule for 2026-27 and bank details are enclosed herewith for information.

3. The nominations may be sent to Mr. G. Sreenivasa Reddy, Programme Officer, Administrative Staff College of India, Bella Vista, Hyderabad - 500082, Mobile: +91-9246203535, email: poffice@asci.org.in. Any further information may also be sought from the Programme Officer. A copy of this OM is also available on the websites of the Department i.e. 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

Secretaries/ Financial Advisers of all Central Government Ministries/ Departments.

Copy to : Programme Officer (Public Procurement Training), ASCI, Hyderabad

BATCH-WISE PROGRAMME SCHEDULE

Batch 1	18th May 2026 to 22nd May 2026
Batch 2	29th June 2026 to 3rd July 2026
Batch 3	27th July 2026 to 31st July 2026
Batch 4	24th August 2026 to 28th August 2026
Batch 5	21st September 2026 to 25th September 2026
Batch 6	26th October 2026 to 30th October 2026
Batch 7	30th November 2026 to 4th December 2026
Batch 8	14th December 2026 to 18th December 2026
Batch 9	18th January 2027 to 22nd January 2027
Batch 10	8th February 2027 to 12th February 2027
Batch 11	22nd Feb 2027 to 26th Feb 2027
Batch 12	15th March 2027 to 19th March 2027

Kindly indicate specific batch for nomination in the form provided below.

ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, (India)

Nomination Form

DEPARTMENT OF EXPENDITURE, GoI

ENDORSED TRAINING PROGRAMME ON

PUBLIC PROCUREMENT PRINCIPLES

Please make photo copies in case of multiple nominations

Please tick the programme for which the nomination is made:

Batch No.	Programme Date	Tick one date
1	18th to 22nd May,2026	☐
2	29th June to 03rd July, 2026	☐
3	27th to 31st July, 2026	☐
4	24th to 28 th August 2026	☐
5	21st to 25th September, 2026	☐
6	26th to 30th October, 2026	☐
7	30th November to 04th December, 2026	☐
8	14th to 18th December, 2026	☐
9	18th to 22rd January, 2027	☐
10	08th to 12th February, 2027	☐
11	22nd to 26th February, 2027	☐
12	15th to 19th March, 2027	☐

Nominee's Information:

Name (Mr/Ms) : _____ Date of Birth : _____

Designation : _____ Qualification : _____

Organisation : _____

Address : _____

Phone(s) : (Off) : _____ (Mobile) : _____ Home : _____

e-mail : _____ Fax : _____

Details of Nominating Authority

Name of the Nominating Authority _____

Designation _____

Organisation : _____

GSTIN No. : _____

Address : _____

_____ Pincode : _____

Phone(s) : (Off) : _____ (Mobile) : _____

e-mail : _____ Fax : _____

Payment Detals

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

Medical Insurance

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

Signature and Official Seal of the Nominating Authority :

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

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

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