



**asci**  
Leadership through Learning

## ADMINISTRATIVE STAFF COLLEGE OF INDIA

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**Prof. BVN Sachendra / Prof. Rutwik Phatak**  
Programme Directors

June 21, 2023

Dear Sir/Madam,

**Programme on**  
**PUBLIC PROCUREMENT**  
**(including Project & Contract Management and ADR)**  
**(18th August to 20th October 2023 Online Mode &**  
**30th October to 3rd November 2023 in On Campus Mode)**

Public Procurement is a broad and essential function that encompasses the entire procurement cycle, starting from the identification of needs to the successful conclusion of contracts. Within this cycle, Project Management and Contract management play integral roles in ensuring the smooth and effective execution of procurement activities.

Project / Contract Managers find it much easier and time saving to address disputes that may arise during contract implementation through Alternative Dispute Resolution (ADR) mechanisms, without resorting to the lengthy court proceedings. Enhancing organisational knowledge and skills in these areas will enable organisations to build higher performance, streamline processes, and ensure the timely completion of projects and successful implementation of contracts.

In this backdrop, we are glad to inform you that the College is organizing a comprehensive training programme on **Public Procurement (including Project and Contract Management and ADR)**. This programme will be conducted in a format that combines both Online mode and On Campus mode.

The online phase of the programme will comprise 3 hours of interaction on every Friday for 10 weeks starting on **August 18, 2023** and ending on **October 20, 2023**. This will be followed by a 5-day on-campus interaction from **October 30 to November 03, 2023** in our picturesque Hyderabad campus.

This Programme will be ideal for professionals involved in Public Procurement, Project Management, Contract Administration, and Legal roles in government agencies, and the private sector organizations; or those who are likely to assume any of these responsibilities in the future.

**We request you to nominate three or more officials from your project or organisation to participate in the programme so that you can not only form a core team with them for project implementation but also avail a 10% discount on the fee for all the participants. Please note that there is an additional discount of 10% in the programme fee for women participants.**

We are enclosing the brochure of the programme and the Nomination form. Kindly ensure that your nominations will reach us by **August 04, 2023**.

Looking forward for the pleasure of hearing from you.

Yours Sincerely,

**BVN Sachendra and Rutwik Phatak**

Encl: Brochure and Nomination Form









## ABOUT ASCI

ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,63,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2023-24.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.



**Administrative Staff College of India**  
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Delhi Campus  
C-24, Institutional Area  
South of IIT, Behind Qutub Hotel  
New Delhi-110 016.  
Tel: 011-26962204, 26961750, 26961850



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

**Nomination Form**  
**Programme on**  
**PUBLIC PROCUREMENT**  
**(including Project & Contract Management and ADR)**  
**(18th August to 20th October 2023 Online Mode &**  
**30th October to 3rd November 2023 in On Campus Mode)**

**Nominee's Contact Information :**

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____ Home : _____
e-mail :	_____	Fax :	_____

**Sponsor's Details**

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN No. :	_____
Address :	_____
	_____ Pincode : _____
Phone(s) :	(Off) : _____ (Mobile) : _____
e-mail :	_____ Fax : _____

**Fee Particulars**

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
<b>Note : Coverage should be available in Hyderabad, India</b>		

Signature and Official Seal of the Sponsoring 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