



**asci**  
Leadership through Learning

**ADMINISTRATIVE STAFF COLLEGE OF INDIA**

Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

Ph: 0091-40-66533000, 66534247, Fax: 0091-40-66534356

Mobile: +91 9246203535, +91 9963174706

email: [poffice@asci.org.in](mailto:poffice@asci.org.in), URL: <http://www.asci.org>.

**Rutwik Phatak**  
Programme Director

March 14, 2024

## Online Certification Course on PUBLIC PROCUREMENT

(May 10 to July 12, 2024)  
10 Weeks | 30 Contact Hours

Dear Madam / Sir,

I am delighted to introduce our upcoming Online Certification Course on Public Procurement, designed to equip junior-middle level managers, government officers, and young professionals with the essential knowledge and skills needed to excel in the dynamic field of public procurement.

In today's rapidly evolving landscape, effective procurement practices are crucial for achieving organizational objectives, ensuring transparency, and maximizing value for taxpayers' money. Our comprehensive program covers a wide range of topics, including fundamental principles and the procurement cycle, strategic procurement planning for projects, methods of supplier selection, tendering procedures, and preparation of bid documents. Additionally, participants will gain insights into emerging trends such as e-procurement, data-driven decision-making, sustainable procurement, and legal aspects of procurement and contract management.

With a focus on practical learning and real-world applications, our course offers a unique opportunity for participants to enhance their expertise, expand their professional networks, and advance their careers in public procurement. Led by domain specialists and supported by interactive sessions, case studies, and hands-on exercises, our program ensures that participants are well-equipped to tackle challenges and drive value for money in procurement practices.

We invite you to join us and embark on a transformative learning journey that will empower you to make a meaningful impact in your organization and contribute to the advancement of public procurement practices. **We are also happy to announce that a discount of 10% will be offered to women participants in addition to any organization nominating 3 or more participants for the programme.**

For further details and registration information, please refer to the attached brochure. Should you have any questions or require assistance, please do not hesitate to contact me at [rdp@asci.org.in](mailto:rdp@asci.org.in) or on (+91) 9503662190

Thank you for considering our Online Certification Course on Public Procurement. We look forward to welcoming you to our program and supporting your professional development goals.

Yours Sincerely,

**Rutwik Phatak**

Encl: Programme 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. It has a rich legacy that we proudly take forward with a strong alumni of over 1,69,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector and various 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 2024-25.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector and 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 studies, analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to 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 their 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  
Bella Vista, Raj Bhavan Road, Khairatabad,  
Hyderabad - 500 082, India.  
Telefax (Programmes Office) : 0091-40-23324365  
Mobile: 9246203535, Phone : 0091-40-66534247  
Fax : 0091-40-66534356

College Park Campus  
Road No. 3, Banjara Hills,  
Hyderabad - 500 034.  
Tel: 040-66720700 / 01 /02 /05  
Fax : 040-66720725

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**  
**Online Certification Course on**  
**PUBLIC PROCUREMENT**

**(May 10 to July 12, 2024)**  
**10 Weeks | 30 Contact Hours**

**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