

GOVERNMENT OF ASSAM
FINANCE (ESTABLISHMENT B) DEPARTMENT
DISPUR, GUWAHATI-6
OFFICE MEMORANDUM

ECF.No.582922/47

Dated 18-03-2025

Subject: Standard Operating Procedure (SOP) for Soliciting Training Requests on Public Procurement

Objective

To simplify and improve the process of requesting and organizing public procurement training, ensuring timely communication, structured planning, and effective capacity-building for officials across various Directorates and Departments in the Government of Assam.

Scope

This SOP applies to all Directorates, Departments, and Offices seeking training on public procurement through AS-CFMS, Finance Department.

Steps for Soliciting Training Requests

1. Submission of Training Request

1. The Requesting Directorate/Department/Office must submit the prescribed Training Request Form (**Annexure A**), specifying:
 - Training objectives
 - Number of participants
 - Proposed venue
 - Topics of interest (as per Table I in **Annexure A**)
 - Proposed schedule and topics (as per Table II in **Annexure A**)
2. The form must be signed by the Competent Authority of the requesting Directorate/Department.
3. The completed form must be submitted to:
 - The Additional Project Director, AS-CFMS, Finance Department
 - Via email: aspireprocure@gmail.com

4. Ensure the request is sent at least two weeks before the proposed training date to allow sufficient time for processing and approval by the competent authority in the Finance Department

2. Acknowledgment of Request

1. Upon receiving the request:

- The AS-CFMS Procurement Team will acknowledge the submission within 2 working days via email.
- Any missing or incomplete information will be flagged for correction.

3. Review and Approval

1. The Procurement Team will review the request based on:

- Alignment of training objectives with available topics
- Feasibility of the proposed schedule and venue
- Availability of resource persons

2. The **Additional Project Director** will approve or suggest modifications to the schedule and topics if required.

3. An official confirmation email will be sent to the requesting Directorate/Department within **5 working days** of submission.

4. Scheduling and Coordination

1. Once approved, the Finance Department will:

- Assign qualified resource persons for the training sessions
- Finalize logistical details in coordination with the requesting Directorate/Department

2. A detailed Training Schedule will be shared with the requesting Directorate/Department, including:

- Dates and times for each session
- Names of resource persons
- Venue confirmation

3. The requesting Directorate/Department must ensure the venue and participant readiness as per the confirmed schedule.

5. Conduct of Training

1. The training will follow the schedule and cover the selected topics as listed in Table I of **Annexure A**.

2. Sessions will include:

- Presentations.
- Interactive discussions.
- Practical exercises.
- Quizzes or assessments (if applicable).

6. Post-Training Activities

1. Feedback:

- Participants will complete a Training Feedback Form at the end of the session to evaluate the training's effectiveness.

2. Reporting:

- The resource persons will prepare a **Training Completion Report** summarizing the sessions conducted, participant feedback, and any challenges faced.

Roles and Responsibilities

Requesting Directorate/Department/Office

- Ensure timely submission of the Training Request Form.
- Provide accurate and complete details in the form.
- Arrange the venue and other logistical support.

AS-CFMS, Finance Department

- Acknowledge, review, and approve training requests.
- Assign resource persons and finalize schedules.
- Monitor and document training activities.

Resource Persons

- Deliver high-quality training sessions.
- Prepare session materials and assessments.
- Compile post-training reports.

Timelines

Step	Timeline
Submission of Request	At least 2 weeks before training
Acknowledgment of Request	Within 2 working days
Review and Approval	Within 5 working days
Confirmation of Schedule	At least 1 week before training

Monitoring and Reporting

- A consolidated annual report on training activities will be prepared by the Finance Department.

Digitally signed by
Gayatri Devidas Hyalinge
Date: 18-03-2025
11:23:20
(Gayatri Hyalinge, IAS)

Joint Secretary, Finance Department
& i/c Additional Project Director, AS-CFMS

Annexure A
Training Request Form

To:

The Additional Project Director, AS-CFMS
Finance Department, Government of Assam
(Email: aspireprocure@gmail.com)

Subject: Request for Training on Public Procurement

Requesting Directorate / Department / Office:.....

Contact Person:.....

Designation:.....

Mobile Number:.....

Email Address:.....

Training Objectives:

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.....

Number of Participants:.....

Proposed Venue: *(Specify the location where the training will be conducted)*

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Specific Areas of Focus: *(This is the minimum time required for each topic)*

Table I		
Sl.no.	Topic	Minimum Time Required (in hours)
1	Theory of Public Procurement	1.5
2	Introduction to the Assam Public Procurement Act, 2017 and Rules, 2020	1.5
3	Procurement Planning	3
4	Methods of Procurement	3
5	Bid Preparation	3
6	Technical and Financial Evaluation	3
7	Contract Drafting and Signing	1.5

8	Legal and Ethical Compliance in Public Procurement	1.5
9	Government e-Marketplace	3
10	e-Procurement (AssamTenders Portal)	3
11	State Public Procurement Portal	2

Proposed Schedule and Topics: (Specify proposed dates and topics to include for each session)

Table II				
Date	Start Time	End Time	Topics to Cover (as per Table I above)	Remarks

Additional Requests (if any):.....

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Signature of Competent Authority

Date:

Stamp of the Directorate / Department / Office

Note:

A scanned copy of this completed form must be sent to aspireprocure@gmail.com for processing, at least 2 week before the proposed date of training.