



**Government of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**National Institute of Communication Finance**  
**Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047**

No: 1-1/DG/ 'A' Circular /2014-NICF

Dated: 31.05.2014

To,

All Heads of Pr. CCA/CCA circles  
All Heads of Postal Accounts Offices  
All Group 'A' officers in DoT/DoP

**Sub: Seminar on "Personal Financial Management".**

The Seminar on "Personal Financial Management" is scheduled to be conducted as per the particulars given below:

**Course No. : 28061415**

**Duration : 1 Day**

**Date : 19<sup>th</sup> June, 2014**

**Venue : India International Centre, 40, Max Mueller Marg,  
Lodhi Road, New Delhi-110003**

**Introduction:**

This Seminar has been developed to educate participants on personal financial management and to counteract the effect of media advertising that encourages debt and creates unrealistic financial expectations. Participants will be empowered with the necessary knowledge that will set them firmly on the path to financial independence with regard to one's savings, insurance and calculating of rates of returns etc. Various modules of Financial Planning for various age group officers would be discussed.

Learning Objectives/Topics to be discussed

- Concept of Financial Health of an Individual
- Personal Financial Planning – Goal setting
- Financial Planning and Risk Management
- Tax saving by Financial Planning
- Golden Rules of Financial Planning – Dos and Don't
- Age group wise Model Portfolio

**Target Population:**

(upto Dy CCA level only)

Group 'A' and group 'B' officers of Department of Telecom and Department of Posts.

Last date of receipt of nominations : 19<sup>th</sup> June, 2014 (13<sup>th</sup> June 2014)  
Course Director : Shri. Kashi Nath Jha  
Contact phone numbers : 011-26502457 (O)  
Contact email id : [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com)  
Course coordinator : Sh. Balmiki Jena  
094127-15111 (M)  
Co-course coordinator : Sh. Madhukar Sharma  
098100-15559 (M)

1. Head of Pr. CCA/CCA Circles and Head of Postal Accounts office concerned may kindly nominate suitable officers.
2. The contact telephone numbers of the officers nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute change of scheduled seminar if any.
3. The officers nominated against the circular may be allowed to book their journey.
4. Officers may be requested to bring their copy of relieving order.
5. All related correspondence may be sent to the course coordinator at the following address.

**Shri Balmiki Jena, Account Officer**  
**O/o DG, NICF,**  
**Mehrauli- Gurgaon Road, Ghitorni**  
**New Delhi-110047**

6. The seminar is non-residential. However all necessary help shall be extended by NICF in getting suitable accommodation. Shri Balmiki Jena, Course Coordinator may be contacted for this purpose.

  
**(Kashi Nath Jha)**  
**Director**

**Copy to:**

- Sr. PPS to Secretary(Telecom), DoT Hq., New Delhi
- Sr. PPS to Secretary(Posts), DoP Hq., New Delhi
- Member(Fin.)/ Member(S)/Member(T), Telecom Commission, ND
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi
- Wireless Advisor, DoT, ND
- Sr. DDG(BW), DoT Hq., New Delhi
- Joint Secretary(Admin.)/Joint Secretary(T), DoT Hq., New Delhi
- DDG(FEB) DoT Hq., New Delhi
- GM(Fin.), DoP Hq., New Delhi
- ADG(Trg.Fin.), DoT Hq. New Delhi
- AAO-I for uploading on website