



**Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
National Institute of Communication Finance**

**No. 8-13/DG/NICF/Ind.Trg.JAs(1<sup>st</sup> Batch)/2016**

**Dated \ / .07.2016**

To,  
All Pr.CCA/CCA of DOT

**Sub.: Induction Training for newly recruited Junior Accountants.**

The above mentioned training course is scheduled to be conducted as per the particulars given below:

**Duration :** 4 weeks      **Period :** 22.08.2016 to 16.09.2016

**Venue :** Room No. 402, Admn. Bldg, ALT Complex, Ghaziabad.

**Course Description :**

The 2<sup>nd</sup> Administrative Reforms Commission has strongly recommended that it is necessary to build the capacity of all officers through Induction Training, before they are assigned any responsibilities. ARC has also recommended that in addition to training on specific subjects, emphasis should be given to courses that will orient the officers and staff to be citizen friendly and service oriented. The recommendations have been accepted by the Government of India and the same thoughts are also reiterated in the new National Training Policy.

**Learning Objectives:**

Functions or duties of the Junior Accountants in the Department of Telecom are covered in the different modules i.e. (1) Establishment and Administration (2) Accounts and Audit (3) Revenue Management (LF, GR, AGR, BG, PBG) (4) Pension & Terminal Benefits (5) New Pension Scheme (6) Official Language Act (7) Right to Information Act (8) Disciplinary & Vigilance (9) Other misc. topic. It is proposed to include above modules in revised duration of four weeks for Induction Training of JAs.

**Target Population :**

Newly recruited Junior Accountants joined in CCA offices.

**Last Date for Receipt of Nominations.....** 12.08.2016

**Course Director.....** Ms. Aprajita Sharrma

**Contact Phone Numbers.....** 0120-2702385(O)

**Course Coordinator.....** Shri Y. Gulzar Basha,

**Contact Phone Number.....** 0120-2703628(O), 9013132402(M)

**Course Co-Coordinator.....** Shri S.S. Samanta

**Contact Phone Number.....** 0120-2700519(O), 09437562285(M)

**Contact email id.....** nicfghaziabad@gmail.com **FAX No. 0120-2701219**

1. Heads of Pr.CCAs/CCAs/Sr.DDGs/DDGs DoT(HQ) may kindly nominate the officials from their unit.
2. The contact telephone numbers of the officials nominated must be mentioned in the nomination form to enable this office to contact the officials directly to convey information in case of last minute cancellation /change of schedule of course etc.
3. The officials nominated against this circular may be allowed to book their journey.
4. Officials may be requested to bring their copy of relieving order/nomination letter for identification.
5. Participants are requested to intimate requirement of hostel rooms in advance. Family is not allowed in hostels.

**The trainees / participants may be sanctioned and paid full TA and DA for the training period.**

6. The nominations may be confirmed from course coordinator on phone no. 0120-2703628 before relieving.

This issues with the approval of DG NICF.



**(Aprajita Sharrma)**  
**Director**

**Copy for information to:**

- PS to Member (Fin.), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG(FEB), DOT(HQ), Sanchar Bhawan, New Delhi.
- Director (SEA), DOT(HQ), Sanchar Bhawan, New Delhi.
- Director (Trg. Fin.), DOT(HQ), Sanchar Bhawan, New Delhi.
- ADG (Trg. Fin.), DOT(HQ), Sanchar Bhawan, New Delhi.
- Concerned file.