



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

No. 1-3/DG-NICF/LDCs(7<sup>th</sup> Batch)/2016-17

Dated 04.07.2016

To,  
All Pr.CCA/CCA of DOT

**Sub.: Course on Induction Training for newly recruited LDCs.**

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

**Duration :** 7 weeks      **Period :** 22.08.2016 to 07.10.2016

**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 Lower Division Clerk in the Department of Telecom are covered in the different modules i.e. (1) Pay and Administration (2) Cash & Accounts (3) General Administration and Record Management (4) RTI, Legal and Vigilance (5) Welfare & Sports (6) Revenue Management (7) Pension (8) USO Administration and Asset Management (9) Purchase / Store Management (10) Computerization & IT (11) HR Matters (12) Budget. So it is proposed to include above modules in revised duration of seven weeks for Induction Training of LDC.

**Target Population :**

Newly recruited Lower Division Clerks 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)  
**Contact email id.....** nicfghaziabad@gmail.com **FAX No. 0120-2701219**

*Aprajita*

1. Heads of Pr.CCAs/CCAs Circle 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 at the Hostel Reception at ALTTC, Ghaziabad.
5. The good quality rooms in ALTTC hostel are limited. Hence participants may intimate in advance. Family is not allowed in hostels. Upon their arrival to ALTTC they should contact the Reception of Bhabha/Raman Hostel.

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

**In case participants, finds hostel facility inadequate, participants may be allowed to stay outside by making their own arrangement.**

6. The nominations may be confirmed from course coordinator on phone no. 0120-2703628 and 9013132402 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.