



Government of India
Ministry of Communications & IT
Department of Telecommunications
National Institute of Communication Finance
ALT Complex, Ghaziabad

No. 1-1/DG-NICF/LDCs(5th Batch)/2016-17

Dated 21.03.2016

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 :** 11.04.2016 to 27.05.2016

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

Course Description :

The 2nd 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..... 01.04.2016

Course Director..... Ms. Aprajita

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

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

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

Course Co-Coordinator..... Shri R. Krishna Kumar

Contact Phone Number..... 0120-2700519(O), 09412220133(M)

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

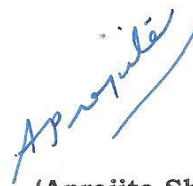
Aprajita

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 induction training of LDC is a residential course and participants are required to stay in Hostel at ALTTC and permission to stay outside will not be granted.

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.