



Government of India
Ministry of Communications & IT
National Institute of Communication Finance
Meharuli Gurgaon Road, Ghitorni, New Delhi-110047

No: 1-1/DG/ 'A' Circular /2012-NICF

Dated: 04.09.2013

To,

All Heads of CCA (Pr.CCA/CCA)
All Heads of Postal Accounts [GM(Fin)/DAP]

Sub: In-service orientation training for newly joined AAOs/AOs/Dy.CCAs/ Jt.CCAs/Directors in DoT/DoP

National Institute of Communication Finance proposes to organize an in-service **Orientation Training** for "Officers joined in DoT/DoP on deputation/ after doing deputation in other organization/after availing long leave/Training etc.

Course No : 11091314

Duration : 2 days

Period : 03/10/2013 to 04/10/2013

Venue : O/o DG, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi

Introduction:

Training is one of the effective and tested tools for performance enhancement, as well as up gradation of knowledge and skills of the personnel. Organizational motivation and morale, as reflected in the attitudes and administrative culture, are rendered relevant and sharply focused through effective training programmes. Sensitivity to emerging political and social concerns, modernity in thinking and re-orientation of administrative systems would require specifically focused training programmes to enable their diffusion throughout the administrative structure.

Orientation Training is to be provided to the newly joined officers in DoT/DoP with the objective of familiarizing them with the goals and overall functioning of DoT/DoP. The training would familiarize the officers with various terms used in DoT/DoP, different organizations under it, their role etc., and also with matters pertaining to formulation, implementation, monitoring and review of important schemes implemented by the Ministry/Department.

Learning Objectives:

On successful completion of the Workshop the participants shall be able to know:

- ❖ Organizational structure of DoT Hrs. and DoP Hrs.
- ❖ Field structure of DoT /DoP and their function.
- ❖ Channel of submission in DoT/DoP.
- ❖ Core function of DoT and DoP.
- ❖ FA Charter


5/9/13

Target Population:

Officers joined recently in DoT/DoP on deputation/after doing deputation in other organization/after availing long leave/Training etc.

Last date of receipt of nominations : 20/09/2013
Course Director : Shri. Kashi Nath Jha
Contact phone numbers : 011-26502457 (O) 09013130181 (M)
Contact email id : nicf.gov@gmail.com
Course coordinator : Shri. Balmiki Jena
09412715111 (M)

1. Head of CCA/Postal Circles may kindly nominate suitable officers.
2. The officers nominated against this circular may be allowed to book their journey. However, in case more number of nominations are received, cancellation of nomination, if any, will be intimated in advance to the respective CCA/Postal Circles.
3. Officers may be requested to bring their copy of relieving order/nomination letter for identification.
4. The Course is residential. All necessary help shall be extended by NICF, Ghitorni in getting suitable accommodation. Shri Balmiki Jena, CAO and Course coordinator may be contacted for this purpose. The officers may be intimated accordingly.
5. All related correspondence may be sent to the Director, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047.
6. In the nomination letter, contact number of nominee should be mentioned alongwith Designation and name of the unit where He/She is working.


(Kashi Nath Jha)
Director
011-26502457 (O)

Copy to:

- PPS to Member (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- JS&FA, DoP (HQ), Dak Bhawan, New Delhi.
- DDG(FEB), DoT (HQ) Sanchar Bhawan, New Delhi.
- DDG(PAF), DoP (HQ), Dak Bhawan, New Delhi.