



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

No. 1-12/DG/Ind-Trg./Gr. 'C' (10<sup>th</sup> Batch)/NICF/2014

Dated 01.10.2014

To,

All Pr.CCA/CCA of DOT

**Sub.: Course on Induction Training for Group 'C'.**

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

**Duration :** 4 weeks      **Period :** 17.11.2014 to 12.12.2014  
**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 Group 'C'/Non Gazetted Group 'B' staff in the Department of Telecom are covered in the different modules i.e. (1) Pay and Allowances (2) Cash Management (3) General Administration and Record Management (4) RTI, Legal and Vigilance (5) Revenue Management (License fee & Spectrum) (6) Pension (7) USO Administration and Asset Management (8) Purchase / Store Management (9) IT (MS Word, Excel, Power Point etc.) (10) Budget. So it is proposed to include above modules in revised duration of four weeks for Induction Training of Group 'C' employees. However, this course has especially been designed for LDC, Jr. Accountant & Sr. Accountant absorbed in DOT as a onetime measure.

**Target Population :**

LDCs, JAs & SAs absorbed in DOT as a one time measure presently posted in CCA offices.

**Last Date for Receipt of Nominations.....** 08.12.2014

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

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

**Course Coordinator.....** Shri Niranjana Kumar,

**Contact Phone Number.....** 0120-2728350(O), 09968665776(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*  
11/10/2014

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 officials may be intimated accordingly. In case of any difficulty, Warden of Bhabha & Raman Hostel may be contacted on 09412739350(M).
6. **The nominations may be confirmed from course coordinator on phone no. 0120-2703628 and 09968665776 before relieving.**

This issues with the approval of DG NICF.

  
(Aprajita)  
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 for nominating suitable officials working in DOT (HQ) for induction training.
- 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.