



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

No.1-13/DG/NICF/TB/2014

Date: 26.11.2014

To,

All Heads of Pr.CCA/CCA Circles
All Heads of Postal Accounts Offices

Sub.: In-service Course on "Terminal Benefits"

An in service training course on the subject is scheduled to be conducted as per the particulars given below:

Duration : 3 day(s)

Period : 22.12.2014 to 24.12.2014

Venue: India International Centre,
40, Max Mueller Marg, New Delhi-110003

Course Description:

The course intends to acquaint the officers with the Terminal Benefits paid to Government servants and Govt. officers/officials absorbed in BSNL. It also covers the areas relating to Preparation & Processing of retirement benefits.

Learning Objectives:

After completion of the course, the participants will be able to understand: -

- Pension and class of pension.
- Preparation & Processing of Pension Papers.
- Checking of Pay fixation and Calculation of Emoluments & Average Emoluments.
- Calculation of pension.
- Calculation of other Retirement benefits.
- Role of CCA unit in Preparation & releasing the PPO.

Target Population :

SA, AAO, Sr. AO/AO, Dy. CCA & Jt.CCA of CCA's Units
and SA, AAO, Sr. AO/AO, ACAO, Dy. Director of Postal Accounts.

Last Date for Receipt of Nominations.... 15.12.2014

Course Director.....: Ms. Aprajita

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

Course Coordinator.....: Shri Niranjan 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

1. Heads of Pr.CCAs/CCAs Circle and DAP/GM(Finance) may kindly nominate the suitable officers 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.
5. All related correspondence may be sent to the course coordinator at the following address.

Shri Niranjn Kumar, Accounts Officer
O/o DG, NICF, Room No. 208,
ALT Complex, Ghaziabad-201002

6. **The nominations may be confirmed from course coordinator on phone no. 0120-2728350 and 09968665776 before relieving.**
7. For accommodation and boarding arrangements to be booked by NICF, a request letter be sent to NICF on or before 15.12.2014.

Aparajita

(Aparajita)
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.