



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

File No. :1-25/Trg.Ter.Ben.&NPS/2016-NICF

Dated : 20.10.2016

To,

All Heads of Pr. CCA/CCA Circles,  
DDG (E&F) DoT (HQs), New Delhi  
DDG (PAF) DoP(HQs), New Delhi  
All Heads of Postal Accounts Office

Sub. : **In-service Course on "Terminal Benefits including NPS"**

Three Days In Service Training Course on Terminal Benefit including NPS is scheduled to be conducted as per the particulars given below :

**Course No.** : **10121617**  
**Duration** : **03 days**  
**Period** : **21.12.2016 to 23.12.2016**  
**Venue** : **NICF Campus, Ghitorni, New Delhi**

**Introduction :**

The course intends to acquaint the participants with the Terminal Benefits paid to the Government Servants and Government Officers/Officials. It also covers the area relating to preparation of retirement benefits.

**Learning Objectives :**

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

***Terminal Benefits :***

- Pension and class of pension
- Preparation & processing of Pension Papers
- Checking of Pay fixation and Calculation of Emoluments & Average Emoluments & Averages Emoluments.
- Gratuity / Commutation Value
- Calculation of Pension
- Calculation of other Retirement Benefits.
- Role of CCA unit in Preparation & releasing the PPO

*Ananya*

**NPS:**

- Charges in Fund remittance process
- Exit from the system/withdrawal of corpus
- Inter Sector shifting process / PRAN portability
- Error rectification module

**Target Population :**

Jt. CCA, Dy. CCA, Sr. AO/AO, AAO, SA and JA of Pr. CCAs/CCAs Units  
And Dy. Director, ACAO, Sr. AO/AO, AAO, SA of Postal Accounts.

**Last Date for Receipt of Nominations** : **15.12.2016**  
**Course Director** : **Ms. Aprajita Sharma**  
**Contact Phone Number** : **011-26502582**  
**Course Coordinator** : **Sh. S. C. Kapoor**  
**Contact Phone Number** : **9868135512**  
**Course Co-ordinator** : **Sh. Yogesh Kapoor**  
**Contact Phone Number** : **9868136956**  
**Contact email id** : **nicfghitorni@gmail.com**  
**Fax No.** : **011-26502677**

1. All Heads of Pr. CCAs/CCAs Circle and DAP/GM(F) may kindly nominate the suitable officers from their unit.
2. The contact telephone numbers of the officers nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute change of scheduled training, if any.
3. The officers nominated against the circular may be allowed to book their journey tickets. Officers may be requested to bring their copy of relieving order.
4. All related correspondence may be sent to the **course coordinator** at the following address.

**Shr. S. C. Kapoor**  
**Sr. Accounts Officer,**  
**O/o DG, NICF,**  
**Department of Telecommunications**  
**Opposite Metro Pillar No. 152,**  
**Mehrauli-Gurgaon Road, Ghitorni,**  
**New Delhi – 110047**

5. Accommodation: The Participants are requested to make their own arrangement for stay in hotel, NICF has arranged Hotel Africa Avenue in Delhi on payment by the participants. The controlling authorities are requested to sanction admissible TA advance to the officers nominated for this workshop.
6. Transport: All the participants are requested to make their own arrangement to reach the hotel from Airport/Railway station and vice-versa.

*Aprajita*  
**(Aprajita Sharma)**  
**Director-I**

*Aprajita*  
Copy to :

1. PPS to Secretary (Telecom), DoT, Sanchar Bhawan, New Delhi
2. PPS to Member (Finance), , DoT, Sanchar Bhawan, New Delhi
3. PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi
4. Director (SEA), DoT (HQ), Sanchar Bhawan, New Delhi
5. Director (Trg. Fin.), DoT (HQ), Sanchar Bhawan, New Delhi
6. ADG (Trg. Fin.), DoT (HQ), Sanchar Bhawan, New Delhi
7. Spare