

NATIONAL INSTITUTE OF COMMUNICATION FINANCE
TENTATIVE SCHEDULE OF TRAINING
COURSES/SEMINAR/WORKSHOP
DURING THE YEAR 2011-2012

S.L No	Name of the Course/Seminars	Duration	Period	Target Group
April 2011				
1	AAO Induction Training	10weeks	21.02.11 To 28.04.11	Newly Appointed AAOs
2	Probationers Training (IP&TAFS Gr. 'A')	5weeks	04.04.11 to 06.05.11	IP&TAFS Probationers
3	Workshop on APAR-Latest Guidelines	1 day	19.04.11	Group 'A' – HAG/SAG/JAG
May 2011				
4	Revenue Management	5days	02.05.11 to 06.05.11	Gr. 'B' and Gr. 'C' (dealing with LF)
5	Terminal Benefits including Pension Audit and NPS	3days	11.05.11 To 13.05.11	Gr. 'A' (JTS/STS/JAG) & Gr. 'B'
6	Technology Familiarization And Latest Development in the field of ICT	5days	25.05.11 to 27.05.11	Gr. 'A' (JTS/STS/JAG) & Gr. 'B'
June 2011				
7	COMPACT Software	3 days	22.06.11 to 24.07.11	Up to STS level
8	Office Management and ISO Certification	5 days	27.06.11 to 01.07.11	Gr. 'A' (STS/JAG)& Gr. 'B'
July 2011				
9	Harnessing 'Compact & e-lekha' for efficient & effective financial Management	3 days	04.07.11 to 06.07.11	Up to STS level
10	Retirement Benefits	3 days	18.07.11 to 21.07.11	
11	Revenue Management	3 days	25.07.11 to 27.07.11	
August 2011				
	Analysis of Financial Statements	5 days	01.08.11 to	

			05.08.11	
10	Seminar on RTI	2 days	04.08.11 to 05.08.11	All CPIA/APIO AP.AR.
	Office Management	5 days	08.08.11 12.08.11	
September 2011				
15	In service Training on Procurement process in Government	3 days	19.09.11 to 21.09.11	Up to JAG level officers (DoT/DoP)
	Workshop on OL implementation in Govt. Office		During Hindi Pakhwada	
October 2011				
16	Workshop on Report Writing & Presentation Skills	3 days	13.10.11 to 14.10.11	Up to JAG level officers (DoT/DoP)
November 2011				
17	Seminar on Vigilance awareness and Disciplinary Proceedings in Government	5 days	14.11.11 to 18.11.11	JAG & above level officers (DoT/DoP)
December 2011				
18	Workshop on Financial Statement Analysis	3 days	07.12.11 to 09.12.11	Up to JAG level officers (DoT/DoP)
January 2012				
19	In service Training on Revenue management	5 days	09.01.12 to 13.01.12	Up to JAG level officers (DoT/DoP)
February 2012				
20	Seminar on Regulation in ICT Sector	2 days	27.02.12 to 28.02.12	Up to JAG level officers (DoT/DoP)
March 2012				
21	Seminar on USO	2 days	26.03.12 to 28.03.12	Up to JAG level officers (DoT/DoP)

Note 1. Above indicated dates are tentative and Nomination for the above training program should be made only by unit heads against issue of 'A' circular of NICF.

Note 2. In addition, Regular Courses (Approximately total 25 Courses) on core subjects like Terminal benefits, Revenue Management, Technology Familiarization, Office Management, DDO

functions etc. would be organised at regular intervals. The dates would be announced 30 days in advance and would be intimated through e- mail and fax. The information would also be available on our website www.nicf.gov.in

Note 3. Other important topics like: Preparation of notes for cabinet and other organisations, Spectrum management, 3 G Auctioning, Spectrum Audit, Estate Management Function, Web management & Cyber Crime, APAR and other relevant topics would also be covered during the year based on availability of slot.