



Government of India
Ministry of Communication
National Institute of Communication Finance
Ghitorni, New Delhi-110047

No: 1-02/DG/WS on B&FA/2018-18/-NICF

Dated:26.03.2018

To,

The Sr. DDG (LFP)/DDG(LFA) DoT (HQ)
The Sr. DDG (PAF)/DDGs DoP (HQ)
All DDGs/Directors DoT(HQ), New Delhi
All Pr.CsCAs/CsCAs of Telecom Circles
All GM(PAF) of Postal accounts
All DAPs
Director TEC

Sub: Two days workshop on "Budgeting & Financial Advice".

Two days workshop on "Budgeting & Financial Advice" is scheduled to be conducted as per the particulars given below:

Course No. : 0204201819
Duration : 2 days
Date : 26.04.2018 to 27.04.2018(Thursday to Friday)
Venue : O/o DG, NICF Campus, Ghitorni, New Delhi-110047.

Introduction:

The course intends to familiarize the participants with the issues relating to "Budgeting & Financial Advice".

Course Description: Budgeting and Planning-

According to law and parliamentary practice, funds may not be expended without legislative authority. In controlling public expenditures, the Parliament reviews and authorizes the Annual Budget (Main Estimates) for the forthcoming fiscal year. Treasury Board along with designated authorities form the content of the budget. Development of the budget and fiscal plan is an integral part of financial management as it determines the resources needed to fulfill the objectives of Ministries;/Departments schemes and forms the basis for operational and financial control and accountability. Specific targets are established by treasury board to assist for their scheme and rank them on priority order as part of their initial review. Budget proposals are reviewed by various levels and finally submitted to Treasury Board. The budgetary control is required to ensure that the resources are used properly so that the actual revenues and expenditures do not differ significantly from forecasts. Ministers/Departments must fulfill responsibilities assigned to them in managing budgets, consistent with legislative requirements, Treasury Board and the Minister of Finance.

Budget transparency and Accountability Act (BTAA) requires that government produce a strategic plan. The budget based on forecasts, key assumptions and risk assessment, which are integral part of the planning process. Uncertainties and risks impacting the achievement of objectives require identification and assessment to determine how to manage them. Ministry /Department planning should be closely linked to budget process and reporting systems. Management information systems play an important role to track cost and measure outputs for outcome of the performance loop and support assessment of the plan in compare to results.

Learning Objectives:-

- Preparation of Budget for the current year (BE) & (RE) and B.E for the next year.
- Presentation of Budget in the Parliament.
- Passing of Annual Financial Statement (Budget) by the Parliament.

Shree Kumar
26/03/18

- Vote on Account, Supplementary grant for advance from the Contingent Fund of India to meet the emergency requirement funds.
- Preparation of Plan Budget by planning Cell.
- Preparation of Demand for Grants.
- Control over expenditure.
- Voted and Charged expenditure.
- To know about the Head of Account being used in the Department like Major, Sub-Major, Minor, Detailed Head and Object Head.
- Tricks of Internal Financial Advise.

Target Population:

- AAO and above of Department of Telecom and Department of Posts.

Last date of receipt of nominations : 19/04/2018
 Course Director : Shri. Shree Ram
 Contact phone numbers : 011-26502457 (O)
 Contact email id : nicfghitorni@gmail.com
 Course coordinator : Sh.R.K.Jain
 (M)-09013137657, Phone no.011-26501340
 Course co-coordinator : Sh.C.K.Salwan,
 09868136649(M)

- Heads of CCA Circles/Postal Account Offices are requested to nominate suitable officer for the above workshop.
- The contact telephone numbers of the officers nominated must be mentioned in the nomination letter to enable this office to contact the officer directly to convey information on last minute change of scheduled course, if any.
- Officers may be requested to bring their copy of relieving order.
- All related correspondence may be sent to the course coordinator at the following address.

Shri R.K.Jain, ACAO
O/o DG, NICF,
Mehrauli- Gurgaon Road, Ghitorni
New Delhi-110047

- It is mandatory for all the participants to stay at NICF Hostel, Ghitorni Campus New Delhi. The Controlling authorities are requested to sanction admissible TA advance to the officers nominated for this workshop
- Transport:- All the participants are hereby requested to make their own arrangement to reach NICF from Airport/ Railway station and vice versa.


(Shree Ram)
Director

Tel-011-26502457

- PPS to Secretary (Telecom), Deptt of Telecom New Delhi.
- PPS to Secretary (Posts), Deptt of Posts, New Delhi.
- PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) DoT, HQ, Sanchar Bhawan, New Delhi.
- DDG (E&T) DoT HQ, Sanchar Bhawan, New Delhi.
- DDG(PAF), DoP HQ, Dak Bhawan, New Delhi.
- Director (Trg. Fin.), DoT HQ, New Delhi.