



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

No.1-23/DG/2011-NICF
Date: 23.08.2011

To,
All Heads of CCA Circles
All Heads of Circle Accounts Offices (Postal)

Sub.: "In-Service Training on Procurement process in Government"

The above mentioned In-Service Training is scheduled to be conducted as per the particulars given below:

Duration : 3 day(s)
Period : 19.09.2011 to 21.09.2011
Venue: NICF, ALTTC Campus, Ghaziabad

Course Description:

The In-Service Training will focus on Tendering Process, various Rules and guidelines for Procurement of goods and services, CVC guidelines on Tender procedure, some common mistakes in Tendering, various stages of Tender etc.

Learning Objectives:

To make the participants familiarize with procurement process in Government, types of tender, CVC guidelines on tendering. On completion of this training participants would be able to

- Draft tender document
- Examine tender document
- Recommend tender for approval.
- Examine the tender w. r. to CVC guidelines
- Explain types of tenders

Target Population :

Upto JAG level officers of Deptt. of Telecom/Deptt. of Post.

Last Date for Receipt of Nominations.. : 09.09.2011
Course Director.. : Shri Kashi Nath Jha
Contact phone Numbers.....:0120-2709999(O), 09412220181(M)
Course Coordinator..... : Shri Devendra Kumar
Asstt. Course Coordinator.....: Shri Balmiki Jena
Contact Phone Numbers..: 0120-2728349(O), 0120-2708888(F)
09412716999(M)

1. Head of CCA Circles may kindly nominate suitable officer.
2. The contact telephone numbers of the officer nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute cancellation and change of schedule of course.
3. The officer nominated against this circular may be allowed to book their journey.
4. Officer may be requested to bring their copy 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 if they are keen on staying in hostel. Family is not allowed in hostels. Upon their arrival to ALTTC, the officer is requested to contact the Reception of J.C. Bose Hostel.

The nomination may be confirmed from course coordinator on phone no. 0120-2728350, 0120-2701218 and 09412716999 before relieving.

Note: - Mess & other charges would be billed by the ALTTC, BSNL from the trainee participants. ALTTC does dynamic allocation of room only after the trainee physically reports at the centre. In this situation there would always be a possibility that the NICF trainee may not get a room in ALTTC hostels as per his/ her entitlement. In case of the non availability of suitable rooms as per the entitlements of the trainees in ALTTC, the trainees may avail the option to stay in the nearby hostels in the vicinity of Ghaziabad as per their entitlements. The trainees may therefore be advised accordingly and the TA advance may be granted taking into account the possibility of Hotel stay. This would ensure that the trainee is not put to inconvenience due to last minute non availability of the hostels.

(Kashi Nath Jha)
Director

Copy for information to:

- Sr. PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- FA, Posts, DoP HQ, Dak Bhawan, New Delhi.
- DDG (FEB), DoT HQ
- DDG (PAF), DoP HQ