No.1-32/DG/2011-NICF   Date: 12.12.2011

To,
　　All Heads of CCA Circles
　　All Heads of Postal Circles
　　All GM (Finance)/DAP of Postal Circle
　　DDG (F), DoP HQ,

　Sub.: "Refresher Course on Non Tax Revenue Management in Telecom"

　　　Revenue Management is one of the key areas of work assigned to CCA's. To keep the CCA offices fully up dated about important issues, it has been planned to hold a Refresher training on "Revenue Management".

Duration :   5   day(s)

Period : 16.01.2012 to 20.01.2012

Venue: NICF, ALTTC Campus, Ghaziabad

Course Description:

 ➢ The Refresher training course intends to trained the CCA officials/officers in various critical aspects of Non-Tax Revenue Management covering the areas of licensing, AGR concepts, verification of deductions from AGR, Spectrum charges collection, Computerization of LF/SC etc.
 ➢ Methodology- Pre-course activity, Lecture, Group Discussion, Syndicate Individual and Group Tasks, Quiz, Test, Excersies, Icebreakers hands on practice on LF Software.

Learning Objectives:

After attending this workshop the participants would be able to explain: -

1. List out the types of licenses and describe briefly the service.
2. Define AGR.
3. State the license condition for AGR.
4. Identify the admissible adjustments accurately.
5. Carry out the verification of Deductions correctly.
6. Calculate the interest and penalty.
7. Describe the role, duties and functions of O/o CCA in BG custody encashment and related issues.
8. Describe spectrum.
9. List out the services using spectrum.
10. State the tariffs for spectrum use.
11. Calculate Spectrum Charges.
12. State the role of WPF, WPR, WPC, WMO, RMO, RLO.
13. List out license condition governing the spectrum fee.
14. Reconcile AGR for LF and Spectrum charges.
15. Explain in layman terms-various technical terms/services.
16. List out the various records to e-maintained and returns to be submitted in CCA offices/to DoT Hqs.
17. Operate LF package, generate reports and submit return.

Target Population:

Upto JAG level officers of Deptt. of Telecom/Deptt. of Posts. However priority shall be given to the Officers who are working in the related area.

Last Date for Receipt of Nominations.. : 06.01.2012
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), 09412715111 (M)
Contact email id................................... nicf.gov@gmail.com

1.   Head of CCA Circles and Circle Accounts Offices (Postal) may kindly nominate suitable officer.

2.   The contact telephone numbers of the officer nominated must be mentioned in the nomination from 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 of 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. 0120-2709999, 0120-2728350, 0120-2701218, 09412715111 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.

(Kalpana Singh)
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

▪ All concerned.