



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

No: 1-36/DG/ Vig. Disc. Proceeding/2014-NICF

Dated: 22-8-2014

To

All Sr. DDsG/DDsG/Directors/ADG in DoT (HQ)(A/C & Finance)
JS&FA, DoP (HQ), Dak Bhawan, New Delhi.
All Heads of Pr. CCA/CCA circles
All Heads of Postal Accounts Office (GM(F)/DAP)

Sub: Seminar on "Vigilance Awareness and Conduct Rules".

NICF will conduct a seminar on "Vigilance Awareness and Conduct Rules" as per the particulars given below:

Course No : 29081415
Duration : 3 days
Period : 3-9-2014 to 5-9-2014
Venue : Suite 293/4, Ashoka Hotel, Chanakyapuri, New Delhi.

The course will provide an overall knowledge about different type of disciplinary proceedings and the conduct rules.

Learning Objectives:

The objective of the course is to make the participants familiarise with :

- CCS(CCA) Conduct Rules
- Do's and Don'ts for Govt. servants
- Identifying the activities of unbecoming of a Govt. servants
- Activities requiring prior permission/sanction
- Different kind of penalties and their impact
- Processing cases of misconduct
- Disciplinary authorities and Appellate authorities
- Disciplinary proceedings
- Penalties and Suspension
- Role of UPSC in disciplinary cases against Group 'A' officers
- Vigilance set up in DoT/DoP
- Various Acts and Rules related to prevention of corruption
- Procedures for handling vigilance cases
- Latest guidelines on disclosure of assets

Target Population:

Officers posted in Vigilance set up of DoT/DoP. Pr.CCA/CCA/Jt. CCA, Dy.CCA of CCA Offices, Directors & Dy. Directors in DoT(HQ), GM(F)/DAP of Deptt. of Posts Offices, DDG/Dir./Dy.Dir./ADG Postal Directorate, Heads of various field offices of DoT like WMO, RLO, TERM Cell etc.

Last date of receipt of nominations : 29-08-2014
Course Director : Ms Aparajita
Contact phone numbers : 011-26502457 (O)
Contact email id : nicf.gov@gmail.com
Course coordinator : Sh. S.C. Kapoor
09868135512 /09891315511(M)
Co-course coordinator : Sh. Chander Prakash
09013130818 (M)
Office phone numbers : 011-26502459 (O) 011-26501881 (Fax)

1. Head of Pr. CCA/CCA Circles/Postal Account Offices concerned may kindly nominate suitable officers.
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.
4. Officers may be requested to bring their copy of relieving order.
5. All related correspondence may be sent to the course coordinator at the following address.

**Shri, S.C. Kapoor, Accounts Officer,
O/o DG, NICF,
Mehrauli- Gurgaon Road, Ghitorni
New Delhi-110047.**

6. Accommodation:- Accommodation would be provided by NICF to all participants as per their entitlement and only on written request, However the participants are free to make their own arrangement.
7. Transport:-All the participants are requested to avail prepaid Taxi/Auto service at domestic Airport/International Airport/N. D. Railway Station for both sides of travel during the course..

S.C. Kapoor
22/8/14.
(S.C. Kapoor)
Accounts Officer

Copy to:

1. PPS to Secretary (Telecom)/Secretary (Post)
2. PPS to Member (Finance), Telecom Commission, New Delhi.
3. PPS to Member (Services), Telecom Commission, New Delhi.
4. PPS to Member (T), Telecom Commission, New Delhi.
5. PS to Administrator (USOF), Telecom Commission, New Delhi.
6. PSO to Adviser (Finance), Deptt. of Telecom, Sanchar Bhawan, New Delhi.
7. Wireless Advisor/Sr.DDG (BW), Sanchar Bhawan, New Delhi.
8. DDG (PAF)/DDG(Fin.), Dak Bhawan, New Delhi for nominating suitable officers working in DoP (HQ).
9. ADG (Trg. & Fin) with a request to circulate the circular in DoT.