



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

**No: 1-1/DG/ 'A' Circular /2013-NICF**

**Dated: 08.10.2014**

To,

All Heads of Pr. CCA/ CCA  
Maharashtra/Chhattisgarh/Madhya Pradesh/ Uttarakhand.

**Sub: Zonal Workshop on "Revenue Management" at Chhattisgarh.**

The workshop on "Revenue Management" is scheduled to be conducted as per the particulars given below:

**Course No. : 33101415**

**Duration : 4 days**

**Period : 28/10/2014 to 31/10/2014**

**Venue : O/o CCA, Chhattisgarh Telecom Circle, 3<sup>rd</sup> Floor, Sanchar Bhawan,  
G.E. Road, Raipur.**

**Introduction:**

The workshop intends to familiarize the participants with the issues relating to Revenue Management, Assessment, Monitoring, Appeal, Collection, Audit etc.

**Learning Objectives:**

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

- List out the types of licenses and describes briefly the service.
- Define GR and AGR.
- State the license condition for AGR.
- Identify the admissible adjustment accurately.
- Carry out the verification of Deductions correctly to compute AGR.
- Calculate the interest and penalty.
- Reconcile AGR for LF.
- Explain in various technical terms used for LF deduction verification.
- List out the various records to be maintained and returns to be submitted in CCA offices to DoT Hqs.
- Understand and operate LF package.


**Target Population:**

Pr. CsCA/CsCA/Jt. CsCA/Dy. CsCA level officers of Department of Telecom.

Last date of receipt of nominations : 27/10/2014  
Course Dy. Director : Shri Shree Ram  
Contact phone numbers : 011-26502457 (O)  
Contact email id : [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com)  
Course Asstt. coordinators : Sh. Madhukar Sharma  
09810018559 (M)  
and  
Sh. Chandra Kumar Salwan  
9868136649 (M)

1. Head of Pr. CCA/CCA Maharashtra/Chhattisgarh/Madhya Pradesh/ Uttarakhand Circles may kindly nominate minimum five suitable officers from their circle.
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 course etc. 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. Nominations should be sent through Heads of CCA Circles to Sh. Madhukar Sharma, AAO and Sh. Chandra Kumar Salwan, AAO, NICF, Ghitorni, New Delhi-110047 or by email: [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com) and by fax No. 011-26501881.

The Course is residential. All necessary help shall be extended by CCA Office Chhattisgarh in getting suitable accommodation and conveyance etc. Nominated trainees are requested to report at O/o CCA, Chhattisgarh Telecom Circle, 3<sup>rd</sup> Floor, Sanchar Bhawan, G.E. Road, Raipur for accommodation.

  
(Shree Ram) 8/8/14  
Dy. Director

**Copy to:**

- PPS to Member (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG (A/Cs) DoT (HQ) Sanchar Bhawan, New Delhi for information.
- DDG (FEB), DoT (HQ) Sanchar Bhawan, New Delhi for information.
- Director (Accounts-I) for necessary action w.r.t booking of expenditure
- CCA, MP, circle
- Sh. A.C. Padhy, CCA, Chhattisgarh with a request to kindly provide logistics support for this training programme and appoint a local coordinator immediately for overall support to the participants in coordination with Sh. Madhukar Sharma, AAO and Sh. Chandra Kumar Salwan, AAO, NICF, New Delhi.