



'A' Circular

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

No.8-4/2014-NICF/AAOs Trg./ 2nd Batch

Date: 05.12.2013

To,

All Heads of CCAs Circles
GMs Postal Accounts Offices /DAPs /ADG Training, DoT(HQ)/ADG
Training, DoP(HQ)

Sub.: Induction Course for Training of AAOs (2nd Batch).

The above mentioned training is scheduled to be conducted as per the particulars given below :

Duration : 10 Weeks

Period : 20.01.2014 to 28.03.2014

Venue: O/o DG, NICF, Room No. 402, ALT Complex, Ghaziabad.

Course Description:

The course would provide an overall knowledge about Junior level management and general office management of Postal and Telecom field offices in order to manage these offices as Asstt. Accounts Officers.

Learning Objectives:

After attending the course the participants would be able to have knowledge about -

- IT Skills
- Service Rules & Regulations, RTI, Conduct and Disciplinary Rules
- Postal Accounts Offices and CCA Offices working with specific reference to LF, Spectrum and USO.
- Retirement Benefits – Pension, Death Gratuity, Retirement Gratuity etc., PSU Pension.
- Role of DDO and Budget of Telecom and Postal
- Internal Audit and Statutory Audit
- Commercial Accounting
- Compact package

Target Population :

AAOs who have been declared successful vide DoP, PA(Wing) letter No. 301(12)/2013/PA Admn. III/148-300 dated 04.06.2013

Last Date for Receipt of Nominations.....: 10.01.2014

Course Director.....: Ms. Aprajita Atique

Contact Phone Numbers.....: 0120-2702385(O), 09453034926 (M)

Course Coordinator.....: Shri Devendra Kumar

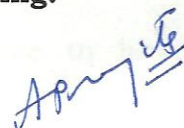
Contact Phone Number.....: 0120-2728350(O), 0120-2701219(F)
09412716999 (M)

Co-Course Coordinator.....: Shri S.S. Samanta

Contact Phone Number.....: 0120-2700519(O), 09437562285(M)

Contact email id.....: nicf.gov@gmail.com

1. Heads of CCAs Circles and Postal Accounts Offices may kindly nominate suitable officers for this training. Maximum 30 nominations will be accepted in this batch..
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 cancellation and change of schedule of course.
3. The officers nominated against this circular may be allowed to book their journey.
4. Officials may be requested to bring their copy of relieving order/nomination letter for identification at the Bhabha Hostel Reception at ALTTC, Ghaziabad.
5. The good quality rooms in ALTTC hostel are limited. Hence participants may intimate in advance. Family is not allowed in hostels. Upon their arrival to ALTTC, they should contact the Reception of Bhabha Hostel. The officials may be intimated accordingly. In case of any difficulty, Wardens of hostels may be contacted. The contact Nos. is - (Sh. V.S.L. Srivastva, SDE), Bhabha Hostel - 09412739256.
6. The officers nominated may be directed to bring woolen clothes as the winter season has already set in from middle of October 2013.
7. **The nominations may be confirmed from co-course coordinator on phone no. 0120-2700519 and 09437562285(M) before relieving.**



(Aprajita Atique)
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.
- Chief Vigilance Officer, DoT(HQ), New Delhi.
- All Sr. DDG/DDG for finance side in DOT.
- PS to DDG (FEB), DoT(HQ), New Delhi.
- DDG(PAF)/DDG(Fin.) in DoP(HQ), New Delhi.
- ADG (Trg. Fin.), DoT(HQ), New Delhi.
- ADG (Trg.), DoP(HQ), New Delhi.
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