



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

No: 1-13/DG/ Financial Statement/2014-NICF

Dated: 26-9-2014

To

All Heads of CCA circles

Sub: Seminar on "Analysis of Financial Statements".

NICF will conduct a seminar on "Analysis of Financial Statements" as per the particulars given below:

Course No : 32111415
Duration : 2 days
Period : 10-11-2014 to 11-11-2014
Venue : Seminar Hall No. 3, India International Centre, Max Mueller Marg, New Delhi.

Course Description:

- Overview of Accounting
- Understanding of Commercial Accounting
- Understanding of Profit and Loss Account
- Understanding of Balance Sheet
- Effective usage of Financial Statement and Annual Report
- Accounting Standards and their implication

Learning Objectives:

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

- Implication of analysis of financial statements for the purpose of assessment of LF.
- Implications of various accounting standards.
- Effective usage of financial statements.
- Cash based accounting v/s accrual based accounting.
- Single entry system of accounts v/s double entry system of accounts.
- Commercial accounting.

Target Population:


Jt. CCA, Dy. CCA, ACCA, Sr.AO/AOs of all CCAs and DoT(HQ)

Last date of receipt of nominations : 05-11-2014
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 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)
Accounts Officer**

Copy to:

1. PPS to Member (Finance) Telecom Commission, New Delhi.
2. PSO to Adviser (Finance), Deptt. of Telecom, Sanchar Bhawan, New Delhi.
3. DDG(FEB), DoT(HQ) for nominating suitable officers working in DoT.
4. Sr.DDG(WPF)/Jt.Admn.(F) USO.
5. DDG(Accounts)/DDG(TPF)/DDG(LF-I)/DDG(LF-II).
6. ADG (Trg. & Fin) with a request to circulate the circular in DoT.