



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

No.1-3/DG/NICF/2014

Date: 03.06.2014

To,

All Heads of Pr.CCA/CCA Circles
DDG(PAF) Dak Bhawan, New Delhi
All Circle IFA's of Postal Circles
All IP&TAFS officers on deputation in NCR

Sub.: In-service Course on "Terminal Benefits"

An in service training course on the subject is scheduled to be conducted as per the particulars given below:

Duration : 2 day(s)

Period : 26.06.2014 to 27.06.2014

Venue: India International Centre,
40, Max Mueller Marg, New Delhi-110003

Course Description:

The course intends to acquaint the officers with the Terminal Benefits paid to Government servants and Govt. officers absorbed in BSNL. It also covers the areas relating to Preparation & Processing of retirement benefits.

Learning Objectives:

After completion of the course, the participants will be able to understand: -

- Pension and class of pension.
- Preparation & Processing of Pension Papers.
- Checking of Pay fixation and Calculation of Emoluments & Average Emoluments.
- Calculation of pension.
- Calculation of other Retirement benefits.
- Role of CCA unit in Preparation & releasing the PPO.

Target Population :

SA, AAO, Sr. AO/AO, Dy. CCA& Jt.CCA of CCA's units, Director, DOT (HQ), Dy. Director/Director, DOP(HQ)/Delhi/NCR and IP&TAFS officers on deputation in Delhi/NCR

Last Date for Receipt of Nominations : 21.06.2014

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

Contact Phone Numbers.....: 0120-2702385(O) 09013139687(M)

Course Consultant : Shri Murari Lal

Contact Phone Numbers.....: 0120-2728349(O), 07599002077(M)

Course Coordinator.....: Shri Niranjana Kumar,

Contact Phone Number.....: 0120-2728350(O), 09968665776(M)

Course Co-Coordinator..... : Shri R. Krishna Kumar

Contact Phone Number.....:0120-2700519(O), 09412220133(M)

Contact email id.....: nicfghaziabad@gmail.com FAX No. 0120-2701219

1. Heads of Pr.CCAs/CCAs Circle and DAP/GM(Finance) may kindly nominate the suitable officers from their unit.
2. The contact telephone numbers of the officials nominated must be mentioned in the nomination form to enable this office to contact the officials directly to convey information in case of last minute cancellation /change of schedule of course etc.
3. The officials nominated against this circular may be allowed to book their journey.
4. Officials 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 Niranjana Kumar, Accounts Officers
O/o DG, NICF
Room No. 208,
ALT Complex, Ghaziabad-201002

6. **The nominations may be confirmed from course coordinator on phone no. 0120-2728350 and 09968665776 before relieving.**
7. For accommodation and boarding arrangements to be booked by NICF, a request letter be sent to NICF on or before 21.06.2014.

Aprajita
(Aprajita Atique)
Director

Copy for information to:

- PS to Member (Fin.), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG(FEB), DOT(HQ), Sanchar Bhawan, New Delhi for nominating suitable officials working in DOT (HQ) for induction training.
- DDG(PAF), Department of Posts, Dak Bhawan, New Delhi for nominating suitable officers working in Department of Posts for training.
- All CPMsG for kind information please.
- Officers of IP&TAFS on deputation in NCR.
- Director (SEA), DOT(HQ), Sanchar Bhawan, New Delhi.
- Director (Trg. Fin.), DOT(HQ), Sanchar Bhawan, New Delhi.
- ADG (Trg. Fin.), DOT(HQ), Sanchar Bhawan, New Delhi.
- Concerned file.