

NATIONAL INSTITUTE OF COMMUNICATION FINANCE
TENTATIVE TRAINING CALENDAR OF SHORT TERM, IN-SERVICE TRAINING COURSES / SEMINAR /
WORKSHOP / INDUCTION TRAINING DURING THE YEAR 2018-19

S. No.	Name of the Course/Seminar	Duration	Period	Venue	Target Group
APRIL, 2018					
1.	OJT.Prob-2016 Batch(Postal Module) (5 weeks from 05.03.18 to 06.04.18) OJT Presentation at NICF Field attachment prior posting/HQ attachment. Exam,Relieving & Transit time	6 days 1 week 20 weeks 1 weeks	01.04.18 to 06.04.18 09.04.18 to 13.04.2018 16.04.2018 to 30.08.2018 03.09.18 to 07.09.18	Choice places of Prob	IP&TAFS Gr.A.Prob
2.	Professional Module at NIFM, Faridabad (26 weeks from 15.01.18 to 13.07.18) Prob-2017 Batch	26 weeks	01.04.2018 to 13.07.18	NIFM Faridabad	IP&TAFS Gr. A. Prob 2017 batch
3.	Tendering & procurement & e-procurement, Procurement through Gem	3 days	04.04.2018 to 06.04.2018	NICF	Group 'A', & 'B'
4.	MS Excel,MS.Word, Email, Website Management	5days	09.04.2018 to 13.04.2018	NICF	Group-A,B & C,(Up to Jt.CCA)
5.	GST and e-filing – A New concept	2 days	12.04.2018 To 13.04.2018	NICF	Group-A,B & C,(Up to Jt.CCA)
6.	Analysis of Annual Report and Financial Statements of TSP,P&L Account.	3 days	18.04.2018 to 20.04.2018	NICF	Group 'A', & 'B'
7.	Office procedure ,Noting & drafting,office/Finance /HR management.	2 days	19.04.2018 To 20.04.2018	NICF	Group-A,B & C,(Up to Jt.CCA)
8.	Trainers Training	5 days	23.04.2018 To 27.04.2018	Off Campus	Group-A,B & C,(Up to Jt.CCA)
9.	Budgeting & Financial Advice	2 days	26.04.2018 to 27.04.2018	NICF	Up to Dy.CCA
MAY, 2018					
10.	Advance Excel, Email, Website Management	5 days	30.04.2018 to 04.05.2018	NICF	Group-B & C
11.	Finalization of CSI- ERP	1 weeks	07.05.2018 to 11.05.2018	NICF	Group-A,B & C
12.	Digital Payment, Payment Banking of India Post Bank	2 days	10.05.2018 To 11.05.2018	NICF	Group - 'B' & C
13.	PFMS	2 days	17.05.18 to 18.05.2018	NICF	Group 'A', 'B' & 'C'
14.	Workshop on Licence Fee 1. Historical background of revenue sharing regime in Telecom and AGR definition. 2. Procedure for grant of Telecom License 3. Major licensing finance policy issues 4. Historical background LF and its rationale 5. Role and responsibilities of Pr.CsCA/CsCA offices regarding assessment and collection of LF/SUC 6. LF/SUC assessment procedure	3 days	30.05.2018 to 01.06.2018	Off Campus	Gr. A/B officers

	7. Role and responsibility of CsCA offices regarding maintenance and monitoring of bank guarantee's 8. Bank guarantee review / monitoring procedure 9. Data feeding of LF. 10. Training on new software of LF being developed by DoT. 11. Role and responsibility of Pr.CsCA / CsCA offices regarding LF / WPF software				
JUNE, 2018					
15.	MS Excel, Email, MS .Word	5 days	04.06.2018 to 08.06.2018	NICF	Group-B & C
16.	Workshop on 'RTI'	2 days	07.06.2018 to 08.06.2018	NICF	Group 'A' & 'B' officers
17.	Internal Audit of CsCA, TERM, RTEC, Audit in computerized environment.	3 days	12.06.2018 To 14.06.2018	NICF	Group 'A', & 'B'
18.	International Yoga Day	1 day	21.06.2018	NICF	All staff of DoT/DoP Offices located in Delhi
19.	TDS & Filing of Returns	2 days	28.06.2018 To 29.06.2018	NICF	Group 'B', & 'C'
JULY, 2018					
20.	Induction Training of JAs	7 weeks	02.07.2018 to 17.08.2018	NICF	JAs of DoT/DoP
21.	Advance Excel, Email, Website Management	3 days	09.07.2018 to 11.07.2018	NICF	Group 'B', & 'C'
22.	Admn & Management Module for Prob-2017 Batch & SEBI	9 weeks	16.07.18 to 14.09.2018	NICF	IP&TAFS Gr.A.Prob-2017 batch
23.	e-APAR under SPARROW	1 days	20.07.2018	NICF	Group-A
24.	Workshop on Administration and Establishment-Staff Management, Reservation to various types of promotions/postings(Roster maintenance)	3 days	25-07-2018 to 27-07-2018	NICF	Group 'A' 'B' & C
25.	MCT-III	2 weeks		Off Campus	IP&TAFS Gr-A Officer having service between 24-26 yrs of service
AUGUST, 2018					
26.	Workshop on NOFN- Role of CCA, Wi-Fi, Hotspot, USO activities, Claim Settlement Under different USO Schemes.	2 days	02.08.18 to 03.08.18	NICF	Group 'A' 'B' & 'C'
27.	Indian Accounting Standard	3 days	06.08.2018 to 08.08.2018	Off Campus	Gr-A
28.	Workshop on License Fee & FBG	2 days	09.08.18 to 10.08.18	NICF	Group 'A' & 'B'
29.	GPF/Pension & Terminal benefit along with Compact GPF module	2 days	16.08.2018 to 17.08.2018	NICF	Group - 'B' & C
30.	Vigilance & Disciplinary Proceedings, Disciplinary Action, penalty & review	2days	30.08.2018 to 31.08.2018	NICF	Group 'A' 'B' & 'C'

31.	Induction Training of Stenographer	8 Weeks	31.08.18 to 29.10.18	NICF	Gr-B&C
SEPTEMBER, 2018					
32.	MCTP-I	4 week	04.09.2018 to 28.09.2018	NICF	IP&TAFS Group-A
33.	Induction Training of AAO	7 weeks	04.09.2018 to 19.10.2018	NICF	AAOs of DoT& DoP
34.	Secretariat Training	3 days	05.09.2018 to 07.09.2018	NICF	Gr-A,B,&C
35.	Decentralized Licensee, viz-ISP- IT,CMRTS/PMRTS etc	2 days	06.09.2018 to 07.09.2018	NICF	Gr-A,B & C
36.	E-Commerce	2 days	10.09.2018 to 11.09.2018	NICF	Gr-A,B & C
37.	Bharat Darshan-Prob-2017 Batch	5 weeks	17.09.2018 to 19.10.2018	NICF	IP&TAFS Prob.
38.	PFMS	2 days	19.09.18 to 20 .09.18	NICF	Group 'A', 'B' & 'C'
OCTOBER, 2018					
39.	ISO Certification Process & Maintenance of ISO objectives	2 days	08.10.2018 to 09.10.2018	NICF	Group 'A', 'B' & 'C'
40.	Implementation of CPMS (Comprehensive Pension Management System)	2 days	11.10.2018 to 12.10.2018	NICF	Group 'A', & 'B'
41.	Telecom Module- Prob-2017 Batch Including attachments	9 weeks	22.10.18 to 21.12.2018	NICF	IP&TAFS Group-A Prob-2016 batch
NOVEMBER, 2018					
42.	Terminal Benefits & NPS Pension Compact	2 days	01.11.2018 to 02.11.2018	NICF	Group-A, B and C (up to jt.cca)
43.	Maintenance of file/records including e-office & FTS and e-Governance, Record upkeeping and preservation	2 days	05.11.2018 to 06.11.2018	NICF	Group 'A' 'B' & 'C'
44.	PFMS	2days	15.11.18 to 16.11.18	NICF	Group 'A' 'B' & 'C'
45.	Training on PVA Software	2 days	19.11.2018 to 20.11.2018	NICF	SA, AAO, AO, Dy. CCA
46.	Induction Training of LDCs	7 weeks	19.11.2018 to 04.02.2019	NICF	Gr-C
47.	Induction Training for MTS	7 weeks	19.11.2018 to 04.02.2019	NICF	Gr-C
DECEMBER, 2018					
48.	Workshop on USOF	3days	05.12.18 to 07.12.18	NICF	Group 'A' 'B' & 'C'

49.	Workshop on Spectrum usage charge (1 st) 1. Spectrum auction procedure. 2. Notice inviting application (NIA) document for spectrum auction and wireless operating license 3. Historical background of SUC and its rationale 4. Role and responsibilities of Pr.CsCA/CsCA offices regarding assessment and collection of LF/SUC.Verification deductions. 5. Reassessment of SUC on the basic of CAG audit. 6. Data feeding of SUC & FBG	3 days	12.12.2018 to 14.12.2018	NICF	Group 'A' & 'B'
50.	Customized Training on Advance Excel	5days	17.12.18 to 21.12.18	NICF	Group-A & B
51.	Probationer 2018 Batch Orientation Module	2 weeks	28.12.2018 to 11.01.2019	NICF	IP&TAFS Group-A Prob-2018 batch
52.	Workshop on License Fee(Software),LF collections, deduction verifications.	3days	20.12.18 to 22.12.18	Off Campus	Group 'A' 'B' & 'C'
53.	Probationer 2017 Batch (OJT) Telecom Module	5 weeks	24.12.2018 to 25.01.2019		IP&TAFS Group-A Prob-2017 batch
JANUARY, 2019					
54.	Leadership. Group Dynamic ,Stress Management etc.	3 days	02.01.2019 to 05.01.2019	NICF	IP&TAFS Group-A & B
55.	Probationer 2018 Batch	26 weeks	14.01.2019 to 19.07.2019	NIFM Faridabad	IP&TAFS Group-A Prob-2018 batch
56.	Legal issues pertaining to LF / SUC/USOF Appellate structure of DoT in revenue matters.	2 days	10.01.2019 to 11.01.2019	NICF	Up to Dy.CCA
57.	IT Resource Planning and Management & System Administration	2 days	17.01.2019 to 18.01.2019	NICF	Group 'A', 'B' & 'C'
58.	Digital India and Role of CCA	2 days	24.01.2019 to 25.01.2019	NICF	Group 'A', 'B' & 'C'
59.	Probationer 2017 Batch Postal Module (Class Room Training)	7 weeks	28.01.2019 to 15.03.2019	NICF	IP&TAFS Group-A Prob-2017 batch
FEBRUARY, 2019					
60.	Training on Computer Hardware & Software applications 1. Working on excel sheets with clear knowledge of MS office 2. Installation of net working and connecting with nodes. 3. Installation of SQL server 2003/2007 with raising of simple queries 4. SAP with the clear of knowledge of HR and FA modules 5. Maintenance of hardware including printers and UPS	3 days	06.02.2019 to 08.02.2019	NICF	Group 'A', 'B' & 'C'

61.	CSI-ERP	5 days	11.02.2019 to 15.02.2019	NICF	Group A & B
62.	Workshop on Accrual Accounting	3 days	22.02.2019 to 23.02.2019	NICF	Group 'A' & 'B'
MARCH, 2019					
63.	Capacity Building/Leadership Skills/strategic Management, Soft Skills, Experience sharing of Auction.	2 days	07.03.2019 to 08.03.2019	NICF	Group- A & B
64.	Postal Module (OJT) Probationer-2017 batch from 18.03.019 to 19.04.19	5 weeks	18.03.2019 to 31.03.2019	NICF	IP&TAFS Group-A Prob-2017 batch
65.	ERP (Enterprise Resource Planning) from software application point of view	2 days	14.03.2019 to 15.03.2019	NICF	Group 'A', 'B' & 'C'
66.	NTRP, Data feeding of NTRP, Receipts through NTRP (Non Tax Revenue Portal)	2 days	21.03.2019 to 22.03.2019	NICF	Group 'A', 'B' & 'C'

