



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

**No.1-24/DG/2012-NICF**

**Date : 01.05.2012**

To,

All Heads of CCA Circles  
All Heads of Circle Accounts Offices (Postal)

**Sub.: Training on "Procurement Process in Government and CVC Guidelines".**

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

**Duration :** 5 day(s)  
**Period :** 25.06.2012 to 29.06.2012  
**Venue :** NICF, ALTTC Campus, Ghaziabad

**Course Description :**

The In-Service Training will focus on Tendering Process, various Rules and guidelines for Procurement of goods and services, CVC guidelines on Tender procedure, some common mistakes in Tendering, various stages of Tender, e-Procurement and Procurement bill etc.

**Learning Objectives:**

To make the participants familiarize with procurement process in Government, types of tender, CVC guidelines on tendering. On completion of this training participants would be able to

- Draft tender document
- Examine tender document
- Recommend tender for approval
- Examine the tender w.r.t. CVC guidelines
- Explain types of tenders

**Target Population :**

Group 'A' & Group 'B' officers of Deptt. of Telecom/Deptt. of Posts.

**Last Date for Receipt of Nominations.....:** 15.06.2012

**Course Director..... :** Shri Kashi Nath Jha

**Contact Phone Numbers.....:** 01202709999(O),09412220181(M)

**Course Coordinator..... :** Shri Devendra Kumar

**Contact Phone Number.....:** 0120-2728349(O),0120-2701219(F)  
09412716999(M)

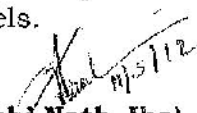
**Contact email id.....:** [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com)

**COURSE NO. 06061213**

Nomination may be sent through NICF website [www.nicf.gov.in](http://www.nicf.gov.in). Please click on the 'Training Nomination' link to fill the participant details. For each officer separate nomination is required.

1. Head of CCA Circles/Postal units 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 cancellation and change of schedule of course.
3. The officers nominated against this circular may be allowed to book their journey.
4. Officers may be requested to bring their copy relieving order/nomination letter for identification at the Hostel Reception at ALTTC, Ghaziabad.
5. **For inquiries related to vehicle arrangements/transport etc., Shri Ranvijay Singh, AAO of this office may be contacted on 09412200092 (M), 0120-2703627(O).**
6. The good quality rooms in ALTTC hostel are limited. Hence participants may intimate in advance if they are keen on staying in hostel. Family is not allowed in hostels. Upon their arrival to ALTTC, officers of the Rank of STS and above are requested to contact the Reception of J.C. Bose Hostel and others are requested to contact the Reception of Bhabha Hostel. The officers may be intimated accordingly.
7. All related correspondence may be sent to the course coordinator at the address given above.
8. **The nominations may be confirmed from course coordinator on phone no. 0120-2728350 and 09412716999 before relieving.**

**Note:-** ALTTC does dynamic allocation of rooms only after the trainee physically reports at the center. In this situation there would always be a possibility that the NICF trainee may not get a room in ALTTC hostels as per his/her entitlement. In case of the non availability of suitable rooms as per the entitlements of the trainees in ALTTC, the trainees may avail the option to stay in the nearby hostels in the vicinity of Ghaziabad as per their entitlements. The trainees may therefore be advised accordingly and the TA advance may be granted taking into account the possibility of Hostel stay. This would ensure that the trainee is not put to inconvenience due to last minute non availability of the hostels.

  
(Kashi Nath Jha)  
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.
- PS to FA, Posts, DoP HQ, Dak Bhawan, New Delhi.
- PS to Director, RAKPSCI for nomination of officers.
- DDG (PAF), DoP HQ.
- All Sr. DDG/DDG/GM(F) for finance side in DOT/DOP.
- PS to DDG (FEB), DoT HQ.