



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

**No.1-29/DG/2011-NICF**

**Date: 01.11.2011**

To,

All Heads of CCA Circles  
All Heads of Postal Circle

**Sub.: "Seminar on Vigilance awareness and Disciplinary Proceedings in Government"**

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

**Duration :** 5 day(s)

**Period :** 21.11.2011 to 25.11.2011

**Venue:** NICF, ALTTC Campus, Ghaziabad

**Course Description:**

The course is intended to provide an overall knowledge of the need of Vigilance awareness to combat surrounding corruption and disciplinary proceedings, penalties etc. in Government.

**Learning Objectives:**

On successful completion of the Seminar, the participants will be able to:

- Identify various facets of corruption in public life.
- Identify various causes and effect of corruption.
- Ensure need of various ways of Vigilance awareness for fighting corruption.
- Ensure transparency in governance and govt. procedure.
- Ensure proper handling of disciplinary cases.
- Function as PO/IO

**Target Population :**

Upto STS level officers of Deptt. of Telecom/Deptt. of Post.

**Last Date for Receipt of Nominations.. :** 10.11.2011

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

**Contact Phone Numbers.....**0120-2709999(O), 09412220181(M)

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

**Asstt. Course Coordinator.....:** Shri Balmiki Jena

**Contact Phone Numbers.. . . . .:** 0120-2728349(O), 0120-2708888(F)  
09412716999(M)

**Contact e-mail id.....** [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com)

1. Head of CCA Circles and Circle Accounts Offices (Postal) may kindly nominate suitable officer.
2. The contact telephone numbers of the officer 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 officer nominated against this circular may be allowed to book their journey.
4. Officer may be requested to bring their copy relieving order/nomination letter for identification at the Hostel Reception at ALTTC, Ghaziabad.
5. 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, the officer is requested to contact the Reception of J.C. Bose Hostel.

**The nomination may be confirmed from course coordinator on phone no. 0120-2709999, 0120-2728350, 0120-2701218 and 09412716999 before relieving.**

**Note:** - Mess & other charges would be billed by the ALTTC, BSNL from the trainee participants. ALTTC does dynamic allocation of room only after the trainee physically reports at the centre. 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 Hotel stay. This would ensure that the trainee is not put to inconvenience due to last minute non availability of the hostels.

**(Kalpana Singh)**  
**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.
- FA, Posts, DoP HQ, Dak Bhawan, New Delhi.
- DDG (FEB), DoT HQ
- DDG (PAF), DoP HQ
- All concerned