



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

**No.1-30/DG/2011-NICF**

**Date: 01.11.2011**

To,

All Heads of CCA Circles  
All Heads of Postal Circles  
All GM (Finance)/DAP of Postal Circle  
DDG (F), DoP HQ,

**Sub.: “Workshop on Financial Statement Analysis”**

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

**Duration :** 3 day(s)

**Period :** 07.12.2011 to 09.12.2011

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

**Course Description:**

- Overview of Accounting
- Understanding Commercial Accounting
- Understanding Profit and Loss Account
- Understanding Balance Sheet
- Effective usage of Financial Statement and Annual Report
- Accounting Standards and their implication
- Overview of Company Act with reference to functioning of CCA offices
- Understanding cash flow statement
- Analysis of Financial Statements – Common size ratio analysis

**Learning Objectives:**

After attending this In-Service course the participants would be able to explain: -

- (1) Financial Statements and Capital Budgeting Process.
- (2) Implication of analysis of Financial Statements for the purpose of assessment of LF.
- (3) Implication of various Accounting Standards
- (4) Reconciliation Procedure
- (5) Effective usage of Financial Statement & Annual Report.
- (6) Cash basis of Accounting V/S Accrual basis of Accounting
- (7) Single entry system of Accounts V/S Double entry system of Accounts
- (8) Commercial Accounting V/S Govt. Accounting
- (9) Commercial Accounting

**Target Population:**

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

**Last Date for Receipt of Nominations..** : 01.12.2011

**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 email 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 of 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.