



Government of India
Ministry of Communications & IT
National Institute of Communication Finance
O/o D G, NICF, Mehrauli Gurgaon Road
Ghitorni, New Delhi-110047

No.1-2/DG/2012-NICF

Date: 02/07/2012

To,
All Heads of CCA Circles

Sub: Workshop on Internal Audit of "TERM Cell"

The above mentioned workshop is scheduled to be conducted as per the particulars given below;

Duration : 2 days

Period : 02/08/2012 to 03/08/2012

Venue : National Institute of Communication Finance,
Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047

Course Description:

- The workshop intends to provide guidelines to the officers of CCA office on the issues relating to internal audit of TERM Cell with reference to revised questionnaire for Internal Audit.

Learning Objectives:

To make the participants familiar with important aspects relating to Internal Audit of Term Cell particularly in the following areas:

- DDO functions
- Vigilance functions
- Monitoring functions

Target Population

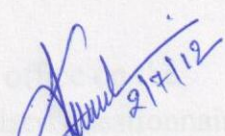
JtCsCA of CCA offices. (Dy CCA in case Jt CCA is not available)

Last Date for Receipt of Nominations:

Course Director : Kashi Nath Jha
Contact Phone Number : 0120-26501881
Contact email id : nicf.gov@gmail.com
Course Coordinator : Shri Niranjana Kumar
(M:09968665776)
Assistant-Course Coordinator : Shri B. Jena
(M:09412715111)
Contact email id : nicf.gov@gmail.com

1. Head of CCA circles may kindly nominate suitable officers (Jt. CCAs)
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 the last minute cancellation and change of schedule of course, if any.
3. The offices nominated against this circular may be allowed to book their journey.
4. **For Assistance in getting Accommodation & Transportation Shri B.Jena (M:09412715111) may be contacted.**
5. All related correspondence may be sent to the course coordinator at the following address.

Shri Niranjana Kumar, CAO
O/o D G, NICF,
Mehrauli Gurgaon Road, Ghitorni,
New Delhi – 110047


(Kashi Nath Jha)
Director

Copy for information to:

- PPS to Member (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- Sr. DDG (WPF) Sanchar Bhawan New Delhi.
- DDG (FEB), DOT (HQ) Sanchar Bhawan, New Delhi for nominating suitable officers working in DOT (HQ) for training.
- DDG (A/Cs)/DDG (TPF), DDG (LF), Jt. Admn.(F) – USO, Sanchar Bhawan, New Delhi.
- Director A/C, DoT HQ.