

'A' Circular

**Government of India
Ministry of Communications
Department of Telecommunications
National Institute of Communication Finance
Mehrauli Gurgaon Road, Ghitorni, New D`elhi-110047**

No: 1-83/NICF/TAR/IN-TR-LDC/4thBatch/2023-24**Dated .10.2023**

To

1. The Advisor (Finance), DoT, New Delhi
2. The Addl. CGCA New Delhi
3. The Pr. CsCA / CsCA Offices of Telecom Circles

Sub: Induction Training Programme of Lower Division Clerk (LDCs, 4th Batch, 2023-24) of Department of Telecom-reg.

Sir/Madam,

NICF, an **Utkrisht** level central government training institute under Ministry of Communications, is organizing an Induction Training Programme of Lower Division Clerk (4th Batch, 2023-24) of DoT and its field units as per the particulars given below:

Course No. : 83122324
Duration : 6 Weeks
Period : 04.12.2023 to 12.01.2024
Timing : 09.30 Hrs to 13.30 Hrs and 14.30 Hrs to 17.15 Hrs on all working days
Venue : NICF

Introduction & Objectives: The Induction Training of LDCs is designed in a manner so as to achieve the objectives by arranging training for a combination of different functions and duties. During this period appropriate training inputs would be provided which would be useful to officers in understanding the basic concepts of governance and the rules and regulations which are necessary for effective performance in government offices.

Course Description: The course would be 6 weeks long and would cover all salient rules and regulations necessary for LDCs to discharge their functions. The important functional areas of Dept. of Telecom, the roles and functions of CCA offices and also Govt. of India's rules and procedures are incorporated suitably in course schedule. The Accounts and finance areas are given special importance.

Learning Objectives:

- Office Procedure, Management of Records, Noting & Drafting.
- Departmental Rules and Regulations
- Establishment matters, FR/SR, Legal issues, Conduct Rules, Asset Management etc.
- Pay Rules, Leave Rules, Medical Rules, APAR, welfare schemes

- Terminal Benefits, Pension, GPF, SAMPAAN, PFMS
- Core CCA functions-LF, AGR, Maintenance of BG , USOF, Spectrum allocation, SUC, SARAS etc.
- MS Office
- New Pension Scheme
- Tax matters.
- Right to Information
- Internal Audit
- Settlement of C&AG, PAC Paras
- Disciplinary proceedings
- Gender issues/sensitization
- Cyber Security
- Behavioural Skills
- Vigilance, Disaster Management, Limbs etc.
- E-office, GeM
- Rajbhasha-Hindi
- Mission Karmyogi & iGOT

Target Population: Lower Division Clerk of Department of Telecommunications.

No. of Participants: - Thirty (30) Lower Division Clerks.

Last Date of receipt of nominations: 20.11.2023

Course Director : Sh. Kunal Srivastava, Dy. Director(TPR)

Course Coordinator : Sh. Parveen Dagar, AO

Dy. Course Coordinator : Ms. S. Uma Devi, AAO

Contact E-mail ID : nicf.moc@gov.in_

- o All the Heads of offices/Controlling officers are requested to kindly provide details of the participants in the format given below and spare them for the Induction training Programme in time for smooth conduct of training. In case the participant cannot be spared for training, reason may be communicated to NICF.

S. No.	Name of Officials	Designation	Email ID	Mob no.

- o It may please be ensured by Head of Office that the LDCs nominated for the training program are not undergoing any other training during the dates of the current program.
- o All related correspondences may be sent to the Dy. Course Coordinator at following address: -

Ms. S. Uma Devi, AAO

Mob-: 09346321867

e-mail - nicf.moc@gov.in

- o Training would be conducted at National Institute of Communication Finance(NICF), Opposite Pillar No. 152, MG Road, New Delhi-110030.
- o Nominated officers may book their journey tickets in advance on confirmation by NICF.
- o Food, accommodation and local transportation shall be provided by NICF at its own cost.

(Kunal Srivastava)
Dy. Director(TPR), NICF

Copy to:

- Sr. PPS to Member (Finance), DCC, DoT HQ, Sanchar Bhawan, New Delhi.
- PPS to CGCA, NICF Campus, Ghitorni, New Delhi.
- PS to DG, NICF
- PS to DDG (TAR & TER), NICF
- PS to Director (Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
- Guard file