



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

No: 1-84/NICF/TAR/Skilldevelopment-trg/2024-25

Dated .04.2024

To

1. The Advisor (Finance), DoT, New Delhi
2. The Addl. CGCA New Delhi
3. Sr. DDG (PAF), DoP HQ
4. All Pr. CsCA / CsCA Offices of Telecom Circles
5. All GM(F)/DAP

Sub: Skill development programme for Senior Accountants, Junior Accountants and Lower Divisional Clerks in online mode at NICF, Ghitorni, New Delhi-reg.

NICF, an **Utkrishi** level central government training institute under Ministry of Communications, is organizing a Skill development Programme for Senior Accountants, Junior Accountants and Lower Division Clerks of Department of Telecommunications and Department of Posts on online mode as per the particulars given below:

Course No.	:	84042425
Duration	:	5 days
Period	:	22.04.2024 to 26.04.2024
Timing	:	09.30 Hrs to 13.30 Hrs and 14.30 Hrs to 17.15 Hrs
Venue	:	NICF

Introduction & Objectives: The Skill development programme 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 in understanding the basic concepts of procurement and the rules and regulations which are necessary for effective performance in government offices.

Course Description: The course would be **5 days long** and cover all salient rules and regulations necessary in procurement process. The important chapters of General Financial Rules 2017 required during procurement process are incorporated suitably in course schedule.

Learning Objectives:

- Delegation of Financial Power Rules
- Chapter-5(Works) of GFR-2017
- Chapter-6(Procurement of Good & Services) of GFR-2017
- Chapter-7(Inventory Management) of GFR-2017
- Chapter-8(Contract management) of GFR-2017
- Manual of Procurement of Good & Services
- Vigilance in Procurement
- Introduction to Gem Portal

Target Population: Senior Accountants, Junior Accountants and Lower Division Clerks of Department of Telecommunications and Department of Posts.

No. of Participants: - Forty five (45)

Last Date of receipt of nominations: **16.04.2024**

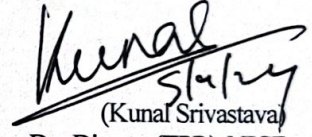
Course Director : Sh. Kunal Srivastava, Dy. Director(TPR)
Course Coordinator : Ms. S. Uma Devi, AAO
Contact E-mail ID : nicf.moc@gov.in

- All the Head of offices/Controlling officers are requested to kindly provide following details of the participants and spare them for the training Programme in time for smooth conduct of training. In case, no candidate can be spared from any office, reason may be communicated to NICF.

Sl.No.	Name of official	Designation	Govt.E-mail id of candidate	Mob.No.

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

Ms. S. Uma Devi, AAO
Mob:- 09346321867
E-mail- nicf.moc@gov.in


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

Copy to:

- PS to Director (SEA/Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
- PS to Director (PA-Admin), DoP HQ, Dak Bhawan, New Delhi.