



Government of India
Ministry of Communications
Department of Telecommunications
National Institute of Communication Finance
Ghitorni, New Delhi-110047

No. 1-149/NICF/TAR/ One week Trg Gr. B of DoP /2023-24

Dated-21.05.2024

Subject: One week Capacity Building Program on Cadre Management, APAR & SPARROW for group B Officers (IP&TAFs) of DoP & DoT-reg

Sir/Madam,

National Institute of Communication Finance is going to conduct One week Training Program for Group B Officers of DoP & DoT, as per the schedule mentioned below:

Course Name	:	Capacity Building Program on Cadre Management, APAR & SPARROW for Gr 'B' officers of DoP & DoT, working in HQ & respective field units
Duration	:	One Week
Period	:	10.06.2024 to 14.06.2024
Venue	:	NICF, Ghitorni
Mode of Training	:	Offline mode
Last Date for receipt of nomination	:	31.05.2024

2. The topics to be covered during this training program are mentioned below:

- Reservation & Roster management in services for SC/ST/OBC/Ex-servicemen/PWD
- Framing Recruitment Rules
- Cadre Restructuring of Group B & C
- APAR & SPARROW
- Hands on training on SPARROW portal
- Guidelines/Instructions of Nodal Ministry on APAR & SPARROW

Learning Objective:

Understanding the concepts of Cadre Management and APAR & SPARROW.

Target Population:

Group B Officers (Sr. AO/AO/AAO) of all the units of DoP (PA Wing/PAOs) & DoT.

It is requested to nominate one suitable officer for the above Training within the stipulated date. While nominating officers, the controlling offices are requested to provide details of nominated officers viz name, designation, mobile number, email address etc.


All the nominations are to be addressed to Director (TAR), O/o DG, NICF, Opp. Metro Pillar No. 152, Mehrauli Gurgaon (MG) Road, Ghitorni, New Delhi – 110047 or to be e-mailed at nicf.moc@gov.in.

All nominated officers will be provided food and accommodation facility by NICF, in the Hostel at NICF Campus.

The nominated officers **should not** bring their families during the period of training. Any request for providing additional Hostel facilities for the families of the trainees **will not** be entertained.

In case of any query/clarification, offices may contact Sh. Gadadhar Rath, AAO, NICF. Mobile No. 9437160036.

This issues with the approval of Competent Authority.


(Pooja Gupta)
Director (TAR)
NICF, Ghitorni
21/5/24

To

1. The CGCA, New Delhi
2. Sr. DDG (PAF), DoP HQ, New Delhi
3. All CsCA/All GM (F) /DAPs/ PAOs

Copy to:

1. PPS to Advisor (F), DoT (HQ), Sanchar Bhawan, New Delhi.
2. PS to DDG(E&TF), DoT (HQ), Sanchar Bhawan, New Delhi.
3. PS to Jt. CGCA(C&A), New Delhi.
4. PS to Director (SEA/Trg. Fin) DoT (HQ), Sanchar Bhawan, New Delhi.
5. PS to Director (PA-Adm), DoP (HQ), Dak Bhawan, New Delhi.