



भारत सरकार Government of India

संचार मंत्रालय Ministry of Communications

दूरसंचार विभाग Department of Telecommunications

राष्ट्रीय संचार वित्त संस्थान National Institute of Communication Finance

महरीली-गुडगांव रोड, घिटोनी, नई दिल्ली-110047 MG Road, Ghitorni, New Delhi-47

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

Dated: 31.05.2024

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. GM(F)/DAP

Sub: Skill Development Training on Procurement Procedures for Gr 'B' and Gr 'C' officers of DoT/DoP and field units at NICF, Ghitorni, New Delhi-reg.

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

Course No. : Proc/2024/02
Duration : 4 days
Period : 24.06.2024 to 27.06.2024
Timing : 09.30 Hrs to 13.30 Hrs and 14.30 Hrs to 17.15 Hrs
Venue : Academic Block, 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 in government and the rules and regulations which are necessary for effective performance in government offices.

Course Description: The course would be 4 days long and cover all salient rules and regulations necessary in procurement process in Government. The important chapters of General Financial Rules 2017 and Manual for Procurement of Goods and Services that require during procurement process in government are incorporated suitably in course schedule.

Learning Objectives: Procurement, GFR, DFPR, Vigilance on Procurement, GeM, Bidding, Tendering process and Contract Management.

Target Population: Gr B and Gr C officials in DoT/DoP and field units.

No. of Participants: - Thirty (30)

Last Date of receipt of nominations: 13.06.2024

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 on time for smooth conduct of training. In case, no candidate can be spared from any office, reason may be communicated to NICF.

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

- 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: 9346321867
E-mail ID: nicf.moc@gov.in
- Nominated officers may book their journey tickets in advance **on confirmation by NICF.**
- Accommodation and food shall be provided by NICF at its own cost. The participants shall not be eligible to claim reimbursements towards these.

Signed by Kunal Srivastava

Date: 31-05-2024 18:03:57

(कुनाल श्रीवास्तव)

उप निदेशक (टीपीआर), एनआईसीएफ

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.
- Guard file