

A-Circular



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

No: 11-68/MK/CBW-BD/2024-25/NICF**Date:** 01.07.2024

To

CGCA, DoT, New Delhi
Advisor (F)/Addl. CGCA, DoT, New Delhi
Sr. DDG (PAF), DoP, New Delhi
All Head of CCA Units (Pr. CsCA/CsCA/JtCsCA)
All GM (PAF)/DAPs of Postal Circles
IP&TAFs Gr 'A' Officers on Deputation

Sub: Capacity Building Workshop (Physical Mode) for Behavioral Competencies under Mission Karmayogi

The National Institute of Communication Finance (NICF) is committed to enhancing the behavioral competencies of the officers working in the Ministry of Communications, guided by the Mission Karmayogi capacity building & competency paradigm of the Government of India. It is noteworthy that 165 Group 'A' Officers (list enclosed as Annexure - A) have successfully participated in the Capacity Building Workshop on Behavioral Competencies held at NICF.

NICF is organizing the next Capacity Building Workshop for Behavioral Competencies for IP&TAFS Group 'A' officers of the Ministry of Communications who have not attended the earlier workshops. This workshop is also open to IP&TAFS officers who are on deputation, based on various queries received. The workshop will be conducted in a physical mode with the details outlined below.:

Course No.	1108202401
Duration	3 days
Period	07.08.2024 to 09.08.2024
Timing	10:00 am to 05:30 pm
Venue	Academic Block, NICF Campus

Introduction & Objective:

The three-day Capacity Building program is guided by the competency framework of Mission Karmayogi with a focus on behavioral aspects. The sessions will be organized on topics such as Ethics in Governance, Communication Skills, Stress

Management, Decision Making, Team Management, Leadership, Change Management, Motivation, Negotiation Skills etc. The program aims to upscale the efficiency of government functionaries and its public face by focusing on bridging the competencies gap in the behavioral domain.

Learning Objective:

- i. Develop a thorough understanding of ethical principles in governance.
- ii. Enhance communication skills and stress management techniques.
- iii. Improve decision-making abilities in various contexts.
- iv. Strengthen team management skills for effective collaboration.
- v. Cultivate leadership qualities essential for efficient governance.
- vi. Acquire knowledge and strategies for successful change management.

Target Population:

IP&TAFS Group 'A' Officers working in DoT/DoP/on Deputation

Last date of receipt of nominations: 15.07.2024

Maximum Number of participants: 30

Course Director : Sh. Ankit Anand, Director (Mob: 9810795825)
Course Coordinator : Sh. Amarnath Ojha, Dy. Director
(Mob:9811075586)
Nodal Officer : Sh. Gopal Singh, AO (Mob: 9425201638)

Contact email-Id: nicf.moc@gov.in

- All the Head of Offices / Controlling Officers are requested to circulate this 'A' Circular internally and to all the offices/divisions/circles/wings under their control and kindly send nominations (through email) for the said training program.
- The list of selected participants would be shared by NICF before the workshop well in advance for making travel arrangements.
- Those who have attended the workshop earlier are not required to attend again.
- The workshop will be conducted in Physical Mode at NICF, Ghitorni, New Delhi.
- The food and lodging would be provided at NICF Hostel to the officers nominated for the training. The participating officers shall not be eligible to claim reimbursements towards lodging/boarding and food for the duration of the course.

- While sending the nominations, along with the name of the officer concerned, his Mobile number and Email ID must be submitted by the concerned office to enable this office to contact the officer and convey information, if any.
- **The IP&TAFS Group 'A' Officers on deputation may communicate the details of their Controlling Officers to the Nodal Officer for forwarding this 'A' circular to them.**
- In case of any query or clarifications feel free to contact us.
- All related correspondence (through email) may be sent to the Nodal Officer at the following number/email IDs:

Sh. Gopal Singh, AO
Mob-9425201638
E-mail nicf.moc@gov.in

(Amarnath Ojha)
Dy. Director (TER), NICF

Copy to:

1. Sr. PPS to Secretary (T)/ Secretary (Posts), New Delhi
2. PPS to Member (F) Digital Communications Commission (DCC), Sanchar Bhawan, New Delhi.
3. PPS to Administrator (USOF)/AS(T)/CVO DoT, New Delhi
4. PS to DG, NICF
5. DDG (CBT), DoT HQ
6. DDG (E&TF), DoT HQ
7. **Controlling Officers of the IP&TAFS Gr. 'A' Officers on Deputation**
8. Director (Trg. Fin.), DoT HQ