

'A' Circular



भारत सरकार | Government of India  
संचार मंत्रालय | Ministry of Communications  
दूरसंचार विभाग | Department of Telecommunications  
राष्ट्रीय संचार वित्त संस्थान | National Institute of Communication Finance  
महरौली-गुरुग्राम मार्ग, घिटोरनी | Mehrauli-Gurgaon Road, Ghitori  
नई दिल्ली-110047 | New Delhi -110047

No. 3-100/TER/Ind. Trg./Pr. JTS/2024

Dated:10.07.2024

To

1. The CGCA, New Delhi
2. Sr DDG (PAF), DoP HQ
3. Pr. CCA, Kolkata
4. Pr. CCA, Delhi
5. Sr DDG & Head, TEC
6. DDG (E&T), DoT HQ
7. DDG (Finance & PAA), DoP HQ
8. CCA, Assam
9. CCA, Punjab
10. CCA, West Bengal
11. GM (F), PAO, Bangalore

**Sub.: Induction Training course for Promotee JTS officers of IP&TAFS cadre.**

Madam/ Sir,

NICF is conducting an Induction Training Program for the JTS Officer of IP&TAFS as per the particulars given below:

Duration:	4 weeks
Period:	<b>09.09.2024 to 04.10.2024</b>
Venue:	NICF Campus
Mode of Training:	Residential training

**Learning Objectives:**

The Junior Time Scale (JTS) cadre is an important starting point for officers in Indian Posts & Telecommunications Accounts and Finance Services. NICF has planned a 4-week Induction Training for the promotee JTS officers. This Induction training for officers in the JTS cadre is crucial for several reasons:

- **Building Domain Competence:** Enhances understanding of laws, rules, and regulations and recent developments in the domain of Telecom and Postal setup.
- **Leadership Development:** Focuses on developing leadership qualities and preparing officers to handle complex situations and make informed decisions.

- Ethical and Value-Based Governance: Emphasizes the importance of ethics and integrity in public service and instilling values necessary for transparent and accountable governance.
- Adaptation to Modern Governance Challenges: Prepares officers to handle contemporary issues like digital governance in both DoT and DoP.

This training for promotee officers in the JTS cadre is designed to ensure that they are well-equipped to take on the responsibilities of their roles effectively. These programs are integral to building a competent, ethical, and dynamic civil service capable of meeting the challenges of modern governance.

### **Course Description:**

The following topics on domain, functional, and behavioral competencies (non exhaustive) are proposed to be covered in the 4-week Induction Training:

- LF Assessment, AGR Case History and Telecom Reforms 2021, Telecom Act, 2023
- Spectrum Economics & Management, SUC Assessment
- SARAS, USOF Schemes, SAMPANN, New and Emerging Technologies
- IFA function in DoP, IT 2.0 in DoP
- Insolvency & Bankruptcy Code
- Reservation Policy, and Roaster Management, Disciplinary proceedings: Role of Inquiry Officer & Presenting Officer
- Effective and Efficient Leadership, Decision-making, Effective communication
- Public procurement (Goods & Services), E-Procurement
- राजभाषा नीति अधिनियम व नियम, टिप्पणी लेखन एवं प्रारूप लेखन etc.
- Exposure Visit

### **Nominated officers:**

15 JTS Officers of IP&TAFS working in DoT/DoP as per Annexure 'A' are hereby nominated for the Induction Training.

<b>Course Director</b>	Sh. Ankit Anand, Director
<b>Course Coordinator</b>	Sh. Amarnath Ojha, Dy. Director
<b>Contact email-</b>	nicf.moc@gov.in

1. The concerned Heads of the offices are requested to confirm the participation of respective JTS Officers of IP&TAFS (as per the enclosed list Annexure- 'A') under their jurisdiction. The last date for receipt of confirmation from the Unit Head is 27.08.2024. Induction Training is mandatory for all the nominated officers and any exemption would be accepted in special circumstances with the approval of the Competent Authority i.e. DDG (E&T), DoT HQ.
2. While sending the confirmation of participation of the officer, along with his/her name, Mobile number, and Email ID must be provided by the concerned office to enable this office to contact the officer and convey information, if any.

3. Nominated officers may kindly book their journey tickets in advance after confirmation from NICF.
4. 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.
5. The trainees are not allowed to bring their families during the training program and reaccommodating for said period in NICF Hostel for their families may not be entertained.
6. In case of any query or clarifications feel free to contact us.
7. All related correspondence (through email) may be sent to the Nodal Officer at the following number/email IDs:  
Sh. Gopal Singh, Course Co-coordinator  
Mob:- 9811075586  
E-mail- **nicf.moc@gov.in**

This issues with the approval of the Competent Authority.

Encl.: As above.

**Signed by Amarnath Ojha**

**Date: 10-07-2024 16:06:58**

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

Copy to:

- PPS to Member (F), DCC, DoT (HQ), Sanchar Bhawan, New Delhi.
- PPS to Advisor (F), DoT (HQ), Sanchar Bhawan, New Delhi.
- Director (SEA&TF), DoT (HQ), Sanchar Bhawan, New Delhi.
- Director (PA Admin), DoP (HQ), Dak Bhawan, New Delhi
- AO (Hostel/ Mess), NICF, Ghitorni, New Delhi
- Office copy