



भारत सरकार **Government of India**  
संचार मंत्रालय **Ministry of Communications**  
दूरसंचार विभाग **Department of Telecommunications**  
राष्ट्रीय संचार वित्त संस्थान **National Institute of Communication Finance**  
महारौली गुडगांव रोड, घितोर्नी, नई दिल्ली-110047 **MG Road, Ghitorni, New Delhi-110047**  
**No: 1-84/NICF/TAR/SA-skilldevelopment-trg/2024-25**  
Dated. 08.2024

To

1. The Advisor (Finance), DoT, New Delhi
2. The Addl. CGCA New Delhi
3. The Pr. CsCA / CsCA Offices of Telecom Circles

**Sub: Skill Development Training Programme of Senior Accountants of Department of Telecom-reg.**

Sir/Madam,

NICF, an **Utkrishi** level central government training institute under Ministry of Communications, is organizing a Skill Development Training for Senior Accountants of DoT and its field units as per the particulars given below:

**Course No. : 84092425**  
**Duration : 2 Weeks**  
**Period :02.09.2024 to 13.09.2024**  
**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 training of SAs 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 to officers in understanding the necessary constitutional provisions, rules and regulations which are necessary for effective performance in government offices.

**Course Description:** The course would be of 2 weeks long and cover all salient rules and regulations necessary for all the trainees to discharge their functions. The topics related to establishment and administration are incorporated suitably in course schedule. The Accounts and finance areas are given special importance.

**Learning Objectives:** Establishment matters, Administration and Office Procedures, Conduct Rules, Noting and drafting, Disciplinary Proceedings, Leave

Rules, Pension Rules, Pay related matters, MACP, FR, SR, GPF, DFPR, GFR, DDO/ PAO functions, RTI, APAR/ SPARROW.

**Target Population:** Senior Accountants of Department of Telecommunications (One or two from each office).

**No. of Participants: - Thirty (30) (subject to confirmation by NICF).**

**Last Date of receipt of nominations: 23.08.2024**

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 details of the participants as per following proforma and spare them for the training Programme in time for smooth conduct of training. In case the participant cannot be spared for training, reason may be communicated to NICF.

S. No.	Name of Official	Designation	Email ID	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 Co-coordinator at following address: -  

Ms. S. Uma Devi, AAO  
 Mob-: 9346321867  
 E-mail: nicf.moc@gov.in
- Training would be conducted at room no. F12, 1<sup>st</sup> floor, Academic Block, National Institute of Communication Finance (NICF), Opposite Metro Pillar No. 152, MG Road, New Delhi-110030.
- Nominated officials may book their journey tickets in advance **on confirmation by NICF.**
- The trainees are not allowed to bring their families during the training program.
- Trainees are allowed to stay in NICF Hostel during their training period and extra one day before and after the scheduled duration.
- Food and accommodation shall be provided by NICF at its own cost.

**Signed by Kunal  
Srivastava**

**Date: 05-08-2024 11:47:21**

(कुणाल श्रीवास्तव)  
उप निदेशक (टीपीआर), एनआईसीएफ

Copy to:

- PS to DG, NICF.
- PS to DDG (TAR), NICF.
- PS to Director (SEA/Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
- PS to Dy. CGCA (Coord), O/o CGCA, Delhi.
- Guard file