



भारत सरकार Government of India

संचार मंत्रालय Ministry of Communications

दूरसंचार विभाग Department of Telecommunications

राष्ट्रीय संचार संस्थान National Communications Academy - Finance

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

No:1-83/NICF/TAR/IN-TR-LDC&JA-3rdBatch/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: Induction Training Programme of Lower Division Clerks & Junior Accountants of Department of Telecom-reg.**

Sir/Madam,

NICF, an **Utkrishi** level central government training institute of National Communications Academy under Ministry of Communications, is organizing an Induction Training Programme of Lower Division Clerks & Junior Accountants of DoT and its field units as per the particulars given below:

**Course No. : 83092425**  
**Duration : 6 Weeks**  
**Period : 17.09.2024 to 25.10.2024**  
**Timing : 09.30 Hrs to 13.30 Hrs and 14.30 Hrs to 17.15 Hrs**  
**Venue : Academic block, NICF**

**Introduction & Objectives:** The Induction Training of LDCs & JAs 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, the basic concepts of governance, and the rules and regulations which are necessary for effective performance in government offices.

**Course Description:** The course would be 6 weeks long and would cover all salient rules and regulations necessary for all the trainees to discharge their functions. The organizational structure of DoT and its important functional areas, the roles and functions of CCA offices and also Govt. of India's rules and procedures are incorporated suitably in course schedule. The Accounts and finance areas are given special importance.

**Learning Objectives:** Office Procedure, Management of Records, Noting & Drafting,

Central registry, despatch, filing, SWR, Constitutional provisions at workplace, Departmental Rules and Regulations, Government accounting system, Establishment matters, FRSR, Legal issues, Conduct Rules, Asset Management etc, Recruitment Rules, DPC & reservation roster, Pay Rules, Leave Rules, APAR, welfare matters, Terminal Benefits, Pension, GPF, TA, LTC, MR, CGHS, CGEGIS Rules, DDO & PAO functions. SARAS, SAMPAAN, PFMS, LIMBS, e-office & E-HRMS, Core CCA functions- LF, AGR, Maintenance of BG and USOF, Spectrum allocation, SUC etc., IT Skills, Computer Basics, MS Office, Computer Hardware and Networking, New Pension Scheme, Tax matters., Right to Information, Internal Audit, Settlement of C&AG, PAC Paras, Vigilance matters, Disciplinary proceedings, GATISHAKTI, Gender issues/sensitization, Cyber Security, Data driven decision making, Behavioural Skills, Team Skills, Disaster Management, General Financial Rules & GeM, Rajbhasha-Hindi, Mission Karmyogi & iGOT

**Target Population:** Lower Division Clerks & Junior Accountants of Department of Telecommunications (One LDC/JA or both from each office).

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

**Last Date of receipt of nominations: 02.09.2024**

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:- 09346321867  
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: 14-08-2024 15:31:02**

(कुणाल श्रीवास्तव)

उप निदेशक (टीपीआर)

Copy to:

- PS to DG, NICF.
- PS to DDG (TAR & TER), NICF.
- PS to Director (SEA/Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
- Director (TER), NICF.
- Guard file.