



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

FNo. 7-33/Workshop/TPR/NICF-2023

To,

1. The CGCA, UIDAI Building, New Delhi
2. Advisor(F), DoT HQ, New Delhi
3. Sr.DDG (PAF), DoP HQ, Delhi
4. All Pr.CsCA/ CsCA
5. All GMs(F)/ DAPs

Subject: - Offline Workshop on "Ethics & Governance, Conduct Rules and Systems & Procedures of the organization" from 23rd September to 25th September. - reg.

The National Communications Academy - Finance (NCA-F), an Utkrishi rated apex level Central Training Institute of Ministry of Communications, will be conducting the following Capacity Building Program for Group B & 'C' Officers/officials of DoT, and Field units & Group "B" officers of DoP as under: -

Course No.	ETHICS/2024/01
Duration	03 days
Period	23.09.2024 to 25.09.2024 (Monday-Wednesday)
Timing	(10.00AM to 17.30PM)
Venue	Classroom F-15 (115), 1 st Floor, Academic Block, NICF

Learning Objectives:

The course aims to train the staff on various aspects of Ethics & Governance, Conduct Rules and Systems & Procedures of the organization matters. The course intends to make the staff capable to handle such Ethics & Governance, Conduct Rules and Systems & Procedures of the organization matters in office and act as trainers on the same in their respective offices.

Target Population: Gr "B"/ Gr "C" officers/officials of DoT and its field units and gazetted Group "B" officers of DoP and its field units.

Maximum number of participants: 30 (NICF shall issue a confirmed list of participants few days before the training starts).



The last date for sending the nominations: 18.09.2024 (Wednesday)

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

Course Director: Sh. Kunal Srivastava, Dy. Dir.

Course Coordinator: Sh. Rabi Narayan Dash,

- All the Head of Offices/Circles are requested to send the nominations (through email only to nicf.moc@gov.in, with copy to dg.nicf-dot@gov.in) for the said training program
- It may please be ensured by head of office/circle that the officer nominated for the training program is not undergoing any other training during the dates of the current program, for which nomination is being sought.
- While sending the nominations, along with the name of the officer concerned, designation, mobile number, and Email ID must be submitted by the concerned office for electronic communication with the participants accordingly.

S.No.	Name of Officer	Designation	Email	Mob.No.

- Training would be conducted at National Institute of Communication Finance (NICF), opposite Pillar No. 152, M.G. Road, New Delhi-110030.
- The food and lodging would be provided at NICF Hostel to the officers nominated for the training. The nominated officers/officials shall not be eligible to claim reimbursements towards these. Any doubts/queries may be sent to the following:

(Kunal Srivastava)
Dy. Director NICF, Ghitorni,

Signed by Kunal
Srivastava

Copy to: Date: 05-09-2024 10:35:34

1. AO (Warden), Hostel NICF for necessary lodging and food arrangements
2. AO (Coord), NICF
3. Office copy

Recd
5/9/24

PA to Dy
5/9/24



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