



भारत सरकार Government of India

संचार मंत्रालय Ministry of Communications

दूरसंचार विभाग Department of Telecommunications

राष्ट्रीय संचार अकादमी - वित्त National Communications Academy - Finance

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

No: 1-84/NICF/TAR/Workshop/2024-25

Dated: 09.09.2024

To

1. The Advisor (Finance), DoT, New Delhi
2. The Addl. CGCA New Delhi
3. Sr. DDG (PAF), DoP HQ
4. The Pr. CsCA / CsCA Offices of Telecom Circles
5. GM(F)/DAP

Sub: Workshop on "Procurement – GeM (Hands-on)" of Department of Telecom and Department of Posts-reg.

Sir/Madam,

NCA-F, an **Utkrishi** level central government training institute under Ministry of Communications, is organizing a Workshop on 'Procurement – GeM (Hands-on)' for Group 'B' & 'C' officials of DoT and group 'B' officials (gazetted) of DoP and its field units as per the particulars given below:

Course No. : 84092425
Duration : 02 days
Period : 21.10.2024 to 22.10.2024
Timing : 09.30 Hrs to 13.30 Hrs and 14.30 Hrs to 17.15 Hrs
Venue : Academic block, NICF

Introduction & Objectives: The workshop is designed in a manner so as to achieve the objectives by arranging hands-on training of procurement on GeM and all relevant rules of GFR 2017. During this period appropriate training inputs would be provided which would be useful in understanding the basic concepts of procurement in government and the rules and regulations which are necessary for effective performance in government offices.

Course Description: The course would be **2 days long** and cover hands-on training of GeM and all salient rules and regulations necessary in procurement process in Government. The relevant chapters of General Financial Rules 2017 and Manual for Procurement of Goods and Services that require during procurement process in government are incorporated suitably in course schedule.

Target Population: Nominated Grp 'B' and 'C' officials of Department of Telecommunications and Grp 'B' officials (gazetted) of Department of Posts (One from each office).

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No. of Participants: - Thirty (30) (subject to confirmation by NCA-F)

Last Date of receipt of nominations: 08.10.2024

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 NCA-F.

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 workshop 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 SAMPANNA Lab, 1st Floor, Academic Block, National Communication Academy - Finance (NCA-F), NICF Campus, Opposite Metro Pillar No. 152, MG Road, New Delhi-110030.
- Nominated officials may book their journey tickets in advance **on confirmation by NCA-F**.
- 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 NCA-F at its own cost.



(कुमाल श्रीवास्तव)

उप निदेशक (टीपीआर), एनसीए-फ

Copy to:

- PS to Director (SEA/Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
- PS to Director (PA-Admin), DoP HQ, Dak Bhawan, New Delhi.
- Guard file.