



भारत सरकार Government of India  
संचार मंत्रालय Ministry of Communications  
दूरसंचार विभाग Department of Telecommunications  
राष्ट्रीय संचार अकादमी - वित्त National Communications Academy - Finance  
महारौली गुडगांव रोड, घिटोरनी, नई दिल्ली-110047 MG Road, Ghitorni, New Delhi-110047

No: 1-84/NICF/TAR/SA-skilldevelopment-trg/2024-25

Dated. 12.2024

01.01.2025

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,

NCA-F, 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. :** 84122425  
**Duration :** 4 Weeks  
**Period :** 20.01.2025 to 14.02.2025  
**Timing :** 09.30 Hrs to 13.30 Hrs and 14.30 Hrs to 17.15 Hrs  
**Venue :** Academic block, NCA-F

**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 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 4 weeks duration and cover all salient rules and regulations necessary for all the trainees to discharge their functions. The important Govt. of India's rules and procedures are incorporated suitably in course schedule.

**Topics Involved:**

- Office Procedure, Management of Records
- Service Book matters & APAR
- Conduct Rules
- CGEGIS and Medical Claims(i.e, CSMA & CGHS)
- Leave Rules
- Right to Information Act,2005
- GeM & Terms and Conditions of Tenders

- Calculation of Pension & Terminal Benefits
- CCS CCA Rules
- FRSR
- Gender Sensitization & POSH (Prevention of Women from Sexual Harassment at Workplace)
- Noting and drafting
- Constitutional Provisions at Workplace
- Recruitment Rules & DPC
- E-office and E-HRMS
- MS Excel, MS word & MS Power Point
- DDO & PAO Function
- GST TDS
- National Pension System
- TA Rules
- LTC Rules
- Handling of Legal Issues
- PFMS
- Overview of Budget, Budget preparation & Reappropriation
- Reservation Rosters
- CCS Pension Rules 2021 with some case studies
- General Provident Fund Rules & Interest Calculation
- Government Accounting System
- Ethics & Administrative vigilance
- Mock Inquiries
- Data Driven Decision Making
- Internal Audit
- Disciplinary Proceedings and Drafting of charge sheet
- Court Cases & litigation
- Pay fixation & MACP

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

**No. of Participants:** - Twenty (20) (subject to confirmation by NCA-F).

**Last Date of receipt of nominations:** 08.01.2025

Course Director : Sh. Shashank Shekhar Agarwal, Dy. Director  
 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.

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, 1st floor, Academic Block, National Communication Academy-Finance (NCA-F), 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 NCA-F 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.

  
(शशांक शेखर अग्रवाल)  
पाठ्यक्रम निदेशक, एनसीए-एफ

Copy to:

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