



Government of India
Ministry of Communications
Department of Telecommunications
National Communication Academy - Finance
Ghitorni, New Delhi-110047

1-148/NICF/TAR/ One week Trg Gr. B /2024-25
.02.2025

Dated-

Subject: Capacity Building Programme on Accounting issues: IPPB, Bank reconciliation, ATM, CBS-CTS & Pension and Internal Audit/Financial Advice for Group B Officers of DoP & DoT-reg.

National Communication Academy - Finance is going to conduct One week Training Program for Group B Officers of DoP & DoT, as per the schedule mentioned below:

Course Name :CBP on Accounting issues: IPPB, Bank reconciliation, ATM, CBS-CTS & Pension and Internal Audit/Financial Advice for Gr. B Officers (IP&TAFS)
Duration :One Week
Period :03.03.2025 to 07.03.2025
Venue :NCA-F, Ghitorni

Mode of Training :Offline mode
Last Date for receipt of nomination : 28.02.2025

2. The topics to be covered during this training program are mentioned below:
- Basics of Accounting & Cash and Accounts.
 - Bank reconciliation, Cheque clearance: CBS-CTS integration.
 - IPPB Cash/NEFT/RTGS Settlements, ATM Accounting & Reconciliation.
 - Postal Accounts Manual, Suspense under RSAO/DAOA, ROB in debt, deposit, remittance heads in PAOs.
 - Pension & other retirement benefits under OPS & NPS.
 - Service book verification for Pension orientation program for the retiring Govt. officials.
 - Procedure regarding NPS, NPS Lite, PRAN generation & SDBS.
 - Financial advice & roles of IFA.
 - Internal Audit & Control mechanisms.

3. Learning Objective:

Understanding the concepts of Accounting issues: IPPB, Bank reconciliation, ATM, CBS-CTS & Pension and Internal Audit/Financial Advice

4. Target Population:

Group B Officers (Sr. AO/AO/AAO) of all the units of DoP (PA Wing/PAOs) & DoT.

5. The concerned Heads of the offices are requested to nominate one suitable officer for the above-mentioned training under intimation to this office

6. The telephone numbers/Mobile numbers and official email IDs of the nominated officers to be mentioned in the nomination letter mandatorily so that the officer could be contacted directly for all training related matters.

7. Accommodation and food for the trainees shall be provided at the Hostel inside the campus.

8. The trainees are not allowed to bring their families during the training program. No request for providing Hostel accommodation to the family members, during this training period shall be entertained.

9. All the nominations should be addressed to Director (TAR), O/o DG, NICF, Opp. Metro Pillar No. 152, Mehrauli Gurgaon (MG) Road, Ghitorni, New Delhi – 110047 and to be e-mailed at *nicf.moc@gov.in*

10. In case of any query/clarification, offices may contact Sh. Gadadhar Rath, AAO, NICF. Mobile No.9437160036.

This issues with the approval of Competent Authority.

**Director
NCA-F, Ghitorni**

To,

1. The CGCA, New Delhi.
2. Sr. DDG (PAF), DoP HQ, New Delhi.
3. All CsCA/All GM (F)/DAPs/ PAOs.

Copy to:

1. PPS to Advisor (F), DoT (HQ), Sanchar Bhawan, New Delhi.
2. PS to DDG(E&TF), DoT (HQ), Sanchar Bhawan, New Delhi.

3. PS to Jt. CGCA(C&A), New Delhi.
4. PS to Director (SEA/Trg. & Fin) DoT (HQ), Sanchar Bhawan, New Delhi.
5. PS to Director (PA-Admn), DoP (HQ), Dak Bhawan, New Delhi.
6. AO (Establishment), NCA-F, Ghitorni, New Delhi.