



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 Procurement, Budget, Vigilance, Tariff & Costing & Behavioural Training 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 Procurement, Budget, Vigilance, Tariff & Costing & Behavioural Training for Gr. B Officers (IP&TAFS)
Duration :One Week
Period :24.02.2025 to 28.02.2025
Venue :NCA-F, Ghitorni

Mode of Training :Offline mode

Last Date for receipt of nomination : 21.02.2025

2. The topics to be covered during this training program are mentioned below:

- Procurement through GeM-Direct Purchase.
- Bidding Creation- e-Bidding & Reverse Auction, Practical Approach.
- Tariff & Costing in DoP.
- GeM- in point of view of IFA.
- Budget & Budgetary techniques/statement.
- Gender budgeting, Parliamentary procedures.
- Emotional intelligence (Self-awareness, Self-management & becoming Psychologically safe).
- Ethics in Government & DoPT instructions on Vigilance matters.

3. Learning Objective:

Understanding the concepts of Procurement, Budget, Vigilance, Tariff & Costing & Behavioural Training.

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 (TAR)
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.