



भारत सरकार | Government of India
संचार मंत्रालय | Ministry of Communications
दूरसंचार विभाग | Department of Telecommunications
राष्ट्रीय संचार अकादमी - वित्त | National Communications Academy - Finance
महरौली-गुरूग्राम मार्ग, घिटोर्नी | Mehrauli-Gurgaon Road, Ghitorni
नई दिल्ली-110047 | New Delhi – 110047

File No. 11-86/MK/IO-PO/2024-25/NCA-F
06.02.2025

Dated:

To

1. CGCA, DoT New Delhi
2. Director General Telecom (DGT), DoT, New Delhi
3. Advisor (F) / Advisor (O) / Advisor (T) / Wireless Advisor, DoT
4. Administrator (DBN), DoT HQ
5. DG, NCA-T
6. Sr. DDG (PAF), DoP HQ, Delhi
8. All Pr. CsCA/CsCA/JtCsCA/GMs(F)/DAPs
9. All GM (PAF)/DAPs of Postal Circles
10. Director, NCA-W
11. All Heads of LSA Offices

Subject: Three days training programme for Investigating Officers/Presenting Officers from 05.03.2025 to 07.03.2025 – reg.

National Communications Academy - Finance (erstwhile NICF) is organizing a three-day training programme for Group 'A' officers of IRRS, ITS and IP&TAFS cadre of DoT & DoP. The detail of program is given below.

The topics and schedule of the workshop as follows:

Sl. No.	Topic	Date	Venue	Last date of receipt of nomination
1	Disciplinary/ Vigilance proceedings and role of Investigating Officers/Presenting Officers	05.03.2025 to 07.03.2025	NCA-F, Ghitorni	27.02.2025

Introduction & Objective:

The three-day training program for Investigating Officers (IOs) and Presenting Officers (POs) is designed to enhance their understanding of departmental inquiries, disciplinary procedures and principles of natural justice. The program covers various aspects of conducting inquiries,

drafting reports, evaluating evidence and understanding legal provisions. It includes interactive sessions, case studies, and a hands-on mock inquiry exercise to provide practical exposure.

Learning Objectives:

- Understand administrative vigilance and inquiry procedures.
- Learn constitutional principles and natural justice.
- Master the roles of IO/PO in conducting inquiries.
- Develop skills in charge sheet preparation and evidence evaluation.
- Practice through mock inquiries for real-world application.

Target Population: All STS, JAG and SAG level Officers of IRRS, ITS and IP&TAFS officers of DoT & DoP.

Maximum Number of participants: 45-50

Last date of receipt of nominations by NCA-F: 27.02.2025

Course Director: Sh. Ankit Anand, Director (Mob: 9810795825)

Course Coordinator: Ms. Taruni Pandey (Mob:9083037992)

Nodal Officer: Sh. Gopal Singh (Mob:9425201638)

Competencies addressed:-

- i. Vigilance Administration (F-54)
- ii. Central Vigilance Commission (CVC) Guidelines (F-74)
- iii. Vigilance Manual, CVC Guidelines, Prevention of Corruption Act (D-118)
- iv. Various Central Civil Service Rules (D-114)
- v. POSH Act (D-119)

General Instructions:

- All the Head of Offices / Controlling Officers are requested to circulate this 'A' Circular internally and to all the offices/divisions/circles/wings under their control and kindly nominate the officers.
- While nominating officers, the controlling offices are requested to provide details of nominated officers viz name, designation, mobile number, email address etc. Kindly send all the nominations vide email: nicf.moc@gov.in.
- In case of the officers working in DoT (O/o Pr. CCA/CCA), kindly fill nominations (through Dot Competency Portal only) for the said training program. The URL for filling nominations through Competency Portal is <https://competency.dot.gov.in>. Nominations sent through this portal will only be accepted for the officers working in DoT.
- Workshop will be conducted in Physical Mode at NCA-F, New Delhi.
- Food and lodging for the participants will be arranged at NCA-F Campus during the Training
- In case of any query/clarification, offices may contact Sh. Gopal Singh (Mob:9425201638)

This issues with the approval of the Competent Authority.



(Ankit Anand)
Course Director

NCA-F, Ghitorni, New Delhi

Copy to:

1. PPS to Secretary (T), DoT, New Delhi
2. PPS to Member (F), DCC, New Delhi
3. PS to DG, NICF, Ghitorni, New Delhi
4. DDG (E&TF), DoT HQ
5. DDG (CBT), DoT HQ
6. Director Trg. Fin, DoT HQ
7. Office copy