



Government of India
Ministry of Communications
Department of Telecommunications
National Communications Academy (Finance)
NICF Campus, Ghitorni, New Delhi-110047

No. 1-151/NCA-F/TAR/ One-week Trg Gr. B of DoP /2025-26 Dated-24.03.2025

Subject: One week Capacity Building Program on Cadre Management, APAR & SPARROW for Group B Officers (IP&TAFS) DoP & DoT-reg

The training course mentioned in the subject is scheduled to be conducted as per the particulars given below:

Course Name	: CBP on Cadre Management, APAR & SPARROW for Gr. B Officers (IP&TAFS)
Duration	: One Week
Period	: 21.04.2025 to 25.04.2025
Venue	: Academic Block(Lecture Hall no-G-30), NCA-F, Ghitorni
Mode of Training	: Offline
Last Date for receipt of nomination	: 14.04.2025

2. Course Description:

- Reservation & Roster management in services for SC/ST/OBC/Ex-servicemen/PWD
- Framing Recruitment Rules
- Cadre Restructuring of Group B & C
- APAR & SPARROW
- Hands on training on SPARROW portal
- Guidelines/Instructions of Nodal Ministry on APAR & SPARROW

3. Learning Objective: Understanding the concepts of Cadre Management and APAR & SPARROW.

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

5. It is requested to nominate one suitable officer for the above Training within the stipulated date. While nominating officers, the controlling offices are requested to provide details of nominated officers viz name, designation, mobile number,

email address etc.

6. All the nominations are to be addressed to Director (TAR), O/o DG, NCA-F, Opp. Metro Pillar No. 152, Mehrauli Gurgaon (MG) Road, Ghitorni, New Delhi – 110047 or to be e-mailed at *nicf.moc@gov.in*
7. All nominated officers will be provided food and accommodation facility by NCA-F, in the Hostel at NICF Campus.
8. The nominated officers should not bring their families during the period of training. Any request for providing additional Hostel facilities for the families of the trainees will not be entertained.
9. In case of any query/clarification, offices may contact Sh. Gadadhar Rath, AAO, NCA-F. Mobile No.9437160036.
10. Nominated officers may kindly book their journey tickets after receipt of confirmation from NCA-F.

This issues with the approval of Competent Authority.


(Pooja Gupta)
Director (TAR)
NCA-F, Ghitorni

To

1. The CGCA, MTNL Building, 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-Adm), DoP(HQ), Dak Bhawan, New Delhi.