



भारत सरकार Government of India  
संचार मंत्रालय Ministry of Communications  
दूरसंचार विभाग Department of Telecommunications  
राष्ट्रीय संचार अकादमी - वित्त National Communications Academy - Finance  
महरोली गुडगांव रोड, घिटोनी, नई दिल्ली-110047 MG Road, Ghitorni, New Delhi-110047  
No: 1-84/NICF/TAR/SA-skilldevelopment-trg/2024-25

Dated. 04.2025

15/4/2025

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. : 84042526**  
**Duration : 2 Weeks**  
**Period : 28/04/2025 to 09/05/2025**  
**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 training 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 2 weeks long 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.

**Learning Objectives:**

- Service Book matters & APAR
- Conduct Rules
- CGEGIS and Medical Claims(i.e, CSMA & CGHS)

- TA Rules
- LTC Rules
- CCS Leave Rules
- General Financial Rules 2017 & Procurement through GeM
- CCS CCA Rules & Disciplinary Proceedings and Drafting of charge sheet
- FRSR Part-I
- Noting and drafting
- Constitutional Provisions at Workplace
- Ethics & Administrative vigilance/Vigilance matters
- Right to Information Act, 2005
- Recruitment Rules & Reservation in Services
- DDO & PAO Function and related PFMS functions
- GST TDS
- Income Tax Rules & calculation of IT
- National Pension System
- Handling of Legal Issues
- SARAS Hands-On
- CCS Pension Rules 2021 & Calculation of Pension & Terminal Benefits
- General Provident Fund Rules with Interest Calculation & DLIS, GPF Module in PFMS
- Pay fixation & MACP

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

**No. of Participants: - Thirty(30) (subject to confirmation by NCA-F)**

**Last Date of receipt of nominations: 22.04.2025**

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. In case the participant cannot be spared for training, reason may be communicated to NCA-F.

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 classroom no.03, 1<sup>st</sup> floor, Academic Block, National 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  
(शशांक शंखर 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.