



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

F. No. 1-154/NCA-F/TAR/ Two days Trg /2025-26

Dated-29.04.2025

To

Sh. Manoj Kumar Yadav,
Joint Director
RAKNPA, Ghaziabad

Sub: Confirmation of Two days residential training programme for approximately 50 Officers of Postal Service of Group B from RAKNPA, Ghaziabad – reg.

Sir,

With reference to your office DO letter No.3-109/2025-TRG dated 16.04.2025 regarding conduction of Two days residential training programme for Postal Service Group B Officers from 01.05.2025 to 02.05.2025.

In this regard, it is intimated that DG, NCA-F is pleased to confirm the conduction of said training on proposed dates at NICF Campus . The tentative session plan is enclosed for your ready reference. Lodging and boarding facilities will also be provided in the New Hostel at NICF Campus, Ghitorni. You are therefore, requested to share a list of trainee officers for further reference at this end.

This issues with the approval of the competent authority

Encls : As above

Course Coordinator
(Group-B Trg)
NCA-F, Ghitorni
M-9971133153

**Tentative sessions plan for two days training for Postal Service Group-B
(Part of Excellence in Administration Programme conducted by DOP)**

Day & Time	9:45 to 11:00	11:15 to 12:30	12:30 to 13:45	L		
				14:45 to 16:00	16:15 to 17:30	
Thursday 01.05.2025	10.15 to 11.00 Registration & Inauguration	Postal Accounts Manual	GFR-General Overview	Scheme/Non-Scheme Funds & Profit Centricity(ECR)		
Friday 02.05.2025	GST	Audit	Budgetary (Preparation & Monitoring),	Govt.Accounting System & Accrual Accounting	Valedictory Session at 17.00	

Lunch Hrs from 13.45 Hrs to 14.45 Hrs

Tea break 11.00 Hrs. to 11.15 Hrs. & 16.00 Hrs. to 16.15 Hrs

Overall Incharge:- Dr.D.K.Singhal, DDG, NCA-F (94139742747)

Course Director:- Ms Pooja Gupta, Director , NCA-F (Mob-9971133153)

Course Coordinator: Sh. Ashwani Kumar, AO (Mob-9350977985)

Dy. Course Coordinator: Sh. Gadadhar Rath, AAO (Mob-9437160036)