



भारत सरकार Government of India
संचार मंत्रालय Ministry of Communications
दूरसंचार विभाग Department of Telecommunications
राष्ट्रीय संचार अकादमी - वित्त National Communications Academy - Finance
महरोली गुड्यांव रोड, घिटोनी, नई दिल्ली-110047 MG Road, Ghitorni, New Delhi-110047
No: 1-84/NICF/TAR/SA-skilldevelopment-trg/2024-25 Dated: 06.06.2025

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 *Utkrisht* 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. : 84072526
Duration : 2 Weeks
Period : 07.07.2025 to 18.07.2025
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 officials 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:

- Conduct Rules
- Service Book matter
- Indian Ethics and Values
- Ms Excel
- CGEGIS and Medical Claims(i.e, CSMA & CGHS)

- CCS Leave Rules
- Right to Information Act, 2005
- General Financial Rules 2017
- GeM
- CCS CCA Rules
- Handling of Legal Issues
- Income Tax Rules & Calculation of IT
- FRSR
- POSH (Prevention of Women from Sexual Harassment at Workplace)
- Constitutional Provisions at Workplace
- Recruitment Rules, Reservation in Services
- SAMPANN (Hands on)
- SARAS (Hands on)
- DDO & PAO Function and related PFMS Functions
- GST TDS
- TA Rules
- LTC Rules
- CCS Pension Rules 2021, Calculation of pension & Terminal Benefits
- General Provident Fund Rules & Interest Calculation & DLIS
- Administrative vigilance
- Pay fixation & MACP

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

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

Last Date of receipt of nominations: 27.06.2025

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

Note:- Nominations of all eligible officials of DoT may be given through the Competency Portal of DoT only on or before 27.06.2025. The URL for filling nominations through Competency Portal is <https://www.competency.dot.gov.in>.

- Training would be conducted at classroom no.03, 1st floor, Academic Block, National Communications 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 शेखर 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.