Government of India
Ministry of Communications
Department of Telecommunications
National Communications Academy- Finance
Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047

14-14/NICF/IT/TDP/2024-Part(1)   **Date:27.5.2025**

To,

All Central Ministries/Departments of the Govt. of India
Heads of Departments, All Attached/Subordinate Offices
Chief Secretaries of all States/Union Territories
All Central/National/State Training Institutions
All Public Sector Undertakings/Training Institutes/Training Centers

Subject: Five-day Design of Training (DOT-2025-26/01) course scheduled to be conducted at NCA-F from 16.06.2025 to 20.06.2025.

Sir/Madam,

        I am directed to say that National Communications Academy – Finance (erstwhile NICF), an 'Utkrisht' Central Training Institute under the Ministry of Communications, will conduct a one-week "**Design of Training (DOT)**" course from **16.06.2025 to 20.06.2025.** Kindly check the link **https://tdponline.nic.in/ListOfCTIS.aspx** for detailed courses being conducted by NCA-F.

2.   The aim of the DOT course is to impart knowledge related to underpinning concepts and develop design skills based on Systematic Approach Training (SAT). A Brief Course Information sheet on the DOT course is given at Annexure - I. The course is sponsored by the Department of Personnel and Training, and **no course fee is to be paid by the participants**.

3.   This training course on **Design of Training (DOT)** will be conducted at NCA-F in Offline Mode. Those who want to attend DOT must have **attended the Direct Trainers Skills (DTS) programme**, which is a prerequisite for attending the Design of Training program.

4.   The DOT course is residential, and participants will have to stay in the hostel. The food and lodging would be provided at NCA-F to the participants nominated for the training. The participating officer shall not be eligible to claim reimbursement towards lodging/boarding and food for the duration of the course. However, travelling expenses will be borne by the nominating/sponsoring authority.

5.   The designed course capacity for the DOT course is 12-16 participants. The nominations for DOT will be confirmed/indicated separately, depending upon the number of nominations received from eligible candidates vis-à-vis course capacity.

6.   Nomination/Registration form for this course may be filled and sent through email on aaoit.nicf@gov.in. The format of the registration form is attached as Annexure II to this circular. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying.

7.   Only such officials should be nominated who can attend the programme on a full-time basis. While making nominations, the level and type of participants, as indicated in Annexure I, may kindly be borne in mind. An officer who has already attended this course should not be nominated. Nominations of eligible officers, complete in all respects, should reach to undersigned latest by 6th June, 2025 positively.

8.   Only such officials, whose nominations are accepted for this training course by the NCA-F, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of the sponsoring authority/ acceptance by this institute. The acceptance of the nomination will be intimated through email to the participants, and no separate communication by post will be issued.

Enclosure:
1. Annexure - I
2. Annexure - II

Yours faithfully,

Amarnath Ojha
Course Director
NCA-F

Annexure – I

Design of Training

Title	Design of Training (DOT)
Course Code	DOT-2025-26/01
Course Capacity	12-16
Course Duration	16 Jun 2025 to 20 Jun 2025 (5 Days Course)
Eligibility	• Officers of Ministries/Departments of Central & State Government and their attached and subordinate offices. • Trainers of Central/State Govts/Public Sector Training Institutes
Aim of the Course	The aim of the course is to impart knowledge related to underpinning concepts and develop design skills based on Systematic Approach Training (SAT).
Course Methodology	• The DoT course consists of two phases. Phase I consists of a five-day workshop, using highly participative methodologies. On the last day of the workshop, participants are to take up a design project, which is required to be submitted to their course tutors within one month, for evaluation/assessment. On satisfactory completion of the project, successful completion certificates will be awarded.
Course Fee	The course is sponsored by the Department of Personnel and Training, and no course fee is to be paid by the sponsors
Hostel Facilities	The Course is residential. NCA-F provides modest hostel facilities on a single occupancy basis.
Nomination form to be sent to	Amarnath Ojha, Course Director National Communication Academy –Finance, Near Pillar No.152, MG Road, Ghitorni, New Delhi - 110047 Email: nicf.moc@gov.in, aaoit.nicf@gov.in Contact Details: Santosh Kumar Singh AAO and Course Coordinator Mob No.9523096341

Annexure - II

Registration form

To,

The Director General
National Communications Academy – Finance
New Delhi – 110047

Course Title....................................

From……………………………… to ………………………………….

Madam/Sir,

   On my having been nominated for the above course by the Competent
Authority, my details are as below: -

1. Name   :
2. Father's Name:
3. Designation   :
4. Organisation Name:
5. Date of Birth :
6. Gender   :   Male/Female
7. Whether belong to SC/ST/OBC/GEN :

8. (Service/Cadre)	(Grade/Rank)	(Grade/Scale of Pay)	(Pay Band)

9. (Complete Address):

Official	Residential

10. Contact Details: Email ID: ………………………… Mobile No.: …………………

<div align="right">Signature of Participant</div>

Countersigned by Sponsoring Authority