



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, घिटोर्नी, नई दिल्ली-110047 MG Road, Ghltorni, New Delhi-110047
No:1-83/NCA-F/TAR/IN-TR-LDC&JA-6thBatch/2025-26 Dated: 21.07.2025

To

1. The Advisor (Finance), DoT, New Delhi
2. The Addl. CGCA New Delhi
3. The Pr. CsCA / CsCA Offices of Telecom Circles

Sub: Induction Training Programme of Junior Accountants & Lower Division Clerks of Department of Telecom-reg.

Sir/Madam,

NCA-F, an *Utkrisht* level central government training institute under Ministry of Communications, is organizing an Induction Training Programme of Junior Accountants & Lower Division Clerks & of DoT and its field units as per the particulars given below:

Course No. : 83082526
Duration : 6 Weeks
Period : 04.08.2025 to 12.09.2025
Timing : 09.30 Hrs to 13.30 Hrs and 14.30 Hrs to 17.15 Hrs
Venue : Academic block, NCA-F

Introduction & Objectives: The Induction Training of LDCs & JAs 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, the basic concepts of governance, and the rules and regulations which are necessary for effective performance in government offices.

Course Description: The course would be 6 weeks long and would cover all salient rules and regulations necessary for all the employees to discharge their functions. The organizational structure of DoT and its important functional areas, the roles and functions of CCA offices and also Govt. of India's rules and procedures are incorporated suitably in course schedule. The Accounts and finance areas are given special importance.

Learning Objectives:

- Office Procedure, Receipt & Dispatch, Noting & Drafting.
- Management of Records
- Constitutional provisions at workplace & Administrative Law
- Conduct Rules, Vigilance matters, Disciplinary proceedings
- Departmental Rules and Regulations

- Establishment matters, FRSR, Legal issues, Pay Fixation
- Recruitment Rules, Reservation in services
- Pay Rules, Leave Rules, APAR, welfare matters
- Terminal Benefits, Pension, GPF, NPS, TA, LTC, MR, CGHS, CGEGIS Rules
- SARAS, SAMPANN, PFMS, LIMBS, e-office & e-HRMS
- Government accounting system, General Financial Rules & GeM Portal
- Core CCA functions-LF, AGR, Maintenance of BG and USOF, SUC etc.
- Computer Basics, MS Office
- Tax matters, Market Awareness
- Internal Audit, Right to Information
- Gender issues/sensitization, Behavioural Skills, Team Skills
- E-governance, Cyber Security, Data Protection Act
- Practicing Diversity, Equity and Inclusion at the Workplace
- Indian Knowledge Systems
- Rajbhasha-Hindi
- Interpersonal Effectiveness, Safe & positive work environment
- Creativity, Innovation, Openness & Integrity
- Time Management, Planning and organizing
- Disaster Management & Risk Deduction
- Mission Karmyogi & iGOT
- Rights of Persons with Disabilities (RPWD) Act, 2016

Target Population: Junior Accountants and Lower Division Clerks of Department of Telecommunications (maximum two nominations from each office).

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

Last Date of receipt of nominations: 25.07.2025

Course Director : Sh. Shashank Shekhar Agarwal, Dy. Director
 Course Coordinator : Sh. Kundan Kumar Singh, 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 timely 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: -

Sh. Kundan Kumar Singh, AAO
 Mob:- 9471899993
 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 25.07.2025. 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 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.


 (Shashank Shekhar Agarwal)
 Course Director, NCA-F

Copy to:

- PS to DG, NCA-F.
- PS to DDG (TAR & TER), NCAF.
- PS to Director (SEA/Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
- Director (TER), NCA-F.
- Guard file.