



**Government of India / भारत सरकार**  
**Ministry of Communications / संचार मंत्रालय**  
**Department of Telecommunications / दूरसंचार विभाग**  
**National Communications Academy-Finance / राष्ट्रीय संचार अकादमी - वित्त**  
**Mehrauli Gurgaon Road, Ghitorni / महारौली गुडगांव रोड, घिटोरनी**  
**New Delhi-110047 / नई दिल्ली-110047**

No: 1-151/NICF/TAR/WebinaronVAW2025/2025-26

Dated. 15.10.2025

To,

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| 1. The CGCA, MTNL Building, New Delhi        | 2. Advisor(F), DoT HQ, New Delhi     |
| 3. The Advisor, TRAI, New Delhi              | 4. DG, NTIPRIT, Ghaziabad            |
| 5. The Sr. DDG (PAF), DoP HQ, Delhi          | 6. The Pr. CsCA/CsCA/GMs(F)/DAPs     |
| 7. The Sr. DDG, TEC                          | 8. The CMD, BSNL, New Delhi          |
| 9. The CMD, MTNL, New Delhi.                 | 10. The DG, TSDSI, New Delhi         |
| 11. The CEO, C-DoT, Delhi                    | 12. The Director, BBNL, New Delhi    |
| 13. The Director, WMTDC, Ghitorni, New Delhi | 14. The Deputy General Manager, TCIL |
| 15. The Deputy General Manager, ITI Ltd.     |                                      |

**Subject:** - Conducting Webinar on "Framing of Charge Sheet" at NCA-F -reg

Sir/Madam,

The National Communications Academy - Finance, an 'Utkrisht' level Central Training Institute under Ministry of Communications, is going to conduct a Webinar in respect of Vigilance Awareness Week 2025 for all Officers/Officials of DoT/ DoP. The schedule of Webinar is as under: -

Topic	Date & Timing	Last date for nomination
Framing of Charge Sheet	24.10.2025 (03:00 PM to 05:00 PM)	23.10.2025

Introduction	To ensure Fairness and Procedural Integrity in Disciplinary Proceedings, framing a charge sheet is a critical step in the disciplinary process and plays a pivotal role in ensuring that vigilance proceedings are conducted fairly, transparently, and in accordance with the principles of natural justice. An accurately framed charge sheet serves as the foundation for a just inquiry, clearly communicating the allegations to the charged officer and enabling an effective defense.
Learning Objectives	During Vigilance Awareness Week, this webinar aims to highlight the importance of precise, objective, and legally sound charge sheet framing as a cornerstone of good governance and


ethical conduct. Participants will gain insights into the procedural and legal aspects involved, common errors to avoid, and the impact a properly drafted charge sheet has on the outcome of disciplinary proceedings.

By the end of this webinar, participants will be able to:

- Understand the purpose and significance of a charge sheet in disciplinary proceedings under CCS (CCA), Rules, 1965.
- Identify the essential components of a well-framed charge sheet.
- Distinguish between Major and Minor misconducts and frame charge sheet accordingly.
- Learn the correct language and structure to ensure clarity and avoid ambiguity.
- Recognize common pitfalls in drafting charge sheets and how to avoid procedural lapses.
- Appreciate the role of a properly framed charge sheet in ensuring procedural fairness and upholding the integrity of vigilance mechanisms.

Faculty	Ms. Sarita Kumari, US (VA), Vigilance Wing, DoT HQ
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2. It is requested to nominate at least two officials/officers from your office for attending this webinar by the individual login at stipulated time as mentioned above.
3. The controlling officers of the respective units are requested to send details of nominated officers viz name, designation, mobile number, email address etc. at **nicf.moc@gov.in**. All the nominated officers from DoT and its field units are requested to apply through competency portal. In case of any query/clarification, Ms. S. Uma Devi, Course Coordinator (Mob: 9346321867) or Sh. Gadadhar Rath, Dy. Course Coordinator (Mob: 9437160036) may be contacted.
4. This issues with the approval of the competent authority.

  
Director  
NCA-F

Copy to:

1. PA to DG, NCA-F, NICF Campus, Ghitorni, New Delhi-110047.
2. Director Trg. Finance, DoT HQ, Sanchar Bhawan for kind information.
3. Director (PA-Admn), DoP HQ, Dak Bhawan, New Delhi.
4. Director (TER), NCA – F for nomination and uploading of circular on office website.
5. Faculty of webinar.
6. Office copy.