



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 / महरौली गुड़गांव रोड, घिटोर्नी
New Delhi-110047 / नई दिल्ली-110047

No: 1-151/NICF/TAR/WebinaronOVAW2025/2025-26

Dated. 06.10.2025

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 “Investigation & Report” 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
Investigation & Report	09.10.2025 (03:00 PM to 05:00 PM)	08.10.2025

Introduction	<p>In the quest to uphold transparency, integrity, and accountability within organizations, the role of a thorough and impartial investigation cannot be overstated. Vigilance Awareness Week is a timely reminder of our collective responsibility to combat corruption and unethical practices through effective vigilance mechanisms.</p> <p>Investigation is the foundation of any chargesheet and any disciplinary case arising out of the vigilance. CVC has emphasized time and again that the chargesheet should be precise and comprehensive. Following the CVC directions, this course has been designed to make investigation report flawless which will lead to better curated chargesheet.</p>
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	This webinar focuses on the fundamental processes involved in conducting investigations and preparing comprehensive reports. It aims to equip participants with the skills and knowledge necessary to identify irregularities, gather and analyze evidence, and document findings in a manner that supports transparency and facilitates corrective action.
Learning Objectives	<ol style="list-style-type: none"> 1. Understand the importance of investigations in promoting vigilance and accountability within organizations. 2. Develop skills for effective evidence collection and analysis to support factual findings. 3. Learn the best practices for drafting clear, concise, and impactful investigation reports. 4. Recognize common challenges and pitfalls in investigations and how to avoid them.
Faculty	Sh. Anubhav Chaudhary, ADET (VM), Vigilance Wing, DoT HQ

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, V.Tech, Vigilance Wing, DoT HQ, Sanchar Bhawan for kind information.
4. Director (PA-Admn), DoP HQ, Dak Bhawan, New Delhi.
5. Director (TER), NCA – F for nomination and uploading of circular on office website.
6. Faculty of webinar.
7. Office copy.