



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, Ghitorni, New Delhi-110047  
No:1-83/NCA-F/TAR/IN-TR-LDC&JA-7thBatch/2025-26 Dated 18.12.2025

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 **Sarvotkrisht** 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.** : 83022526  
**Duration** : 6 Weeks  
**Period** : 09.02.2026 to 20.03.2026  
**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:**

- Conduct Rules (F-78), Vigilance matters (F-54), CCS CCA Rules(F-76), Disciplinary proceedings, Drafting of Charge sheet(F-86)
- Office Procedure(F-111), Receipt & Dispatch, Noting & Drafting, Departmental Rules and Regulations

- Constitutional provisions at workplace & Administrative Law
- Establishment matters(F-1), FRSR(F-19, D-115), Handling of Legal Issues (F-107)
- Recruitment Rules & Reservation in services(F-126)
- Pay Rules & Pay Fixation(F-116), Leave Rules (F-109), APAR (F-118), Service Book(F-131), welfare matters
- Pension(F-117) & Terminal Benefits (F-133), GPF (F-96), NPS (D-158, F-113), TA(F-135), LTC(F-110), MR(F-112), CGHS(F-73), CGEGIS Rules
- SARAS(D-111), SAMPANN(D-155), PFMS(F-63), e-office(F-57) & e-HRMS(F-58)
- Government accounting system(D-105), General Financial Rules(F-20) & GeM Portal(F-60)
- Understanding of Financial Statement(D-128)
- Core CCA functions-LF, AGR, Maintenance of BG and USOF, SUC etc(D-109 & D-90)
- Computer Basics, MS Office(F-53)
- Tax matters(F-102), Market Awareness(F-143)
- Internal Audit(F-68 & D-124), Right to Information(F-129)
- Gender issues/sensitization (F-120&D-119), Behavioural Skills, Team Skills(B-31)
- E-governance (D-25), Cyber Security (D-85), Data Protection Act(D-133)
- Practicing Diversity, Equity and Inclusion at the Workplace (B-13)
- Indian Knowledge Systems, Rajbhasha-Hindi
- Interpersonal Effectiveness (B-16), Safe & positive work environment (B-28)
- Creativity & Innovation (B-9), Openness & Integrity (B-20)
- Time Management (B-32), Planning and organizing (B-24)
- Disaster Management & Risk Deduction (F-48)
- Mission Karmyogi & iGOT(F-34)
- Rights of Persons with Disabilities (RPWD) Act, 2016

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

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

**Last Date of receipt of nominations:** 21.01.2026

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 the 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 21.01.2026. The URL for filling nominations through Competency Portal is <https://www.competency.dot.gov.in>.
- After receiving confirmation of their nomination from NCA-F, participants are required to enroll in the "**Induction Training of JAs and LDCs of DoT**" blended program available on the **iGOT portal** and complete the course within the stipulated time.
- Training would be conducted at Classroom no. 03, 1<sup>st</sup> Floor, Academic Block, National Communication Academy-Finance (NCA-F), Opposite Metro Pillar No. 152, MG Road, New Delhi-110047.
- 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), NCA-F.
- PS to Director (SEA/Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
- Director (TER), NCA-F.
- Guard file.