



**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, /MG Road, Ghitorni,**  
**नई दिल्ली-110047/ New Delhi-110047**

No. 1-155/NICF/TAR/ One-week Trg Gr. B of DoP /2025-26      Dated- .2.2025

**CIRCULAR**

**Subject: One week Capacity Building Program on Pension, Internal Audit & Financial Advice for Group B Officers (IP&TAFS) of DoP & DoT-reg**

The Competent Authority has decided to conduct one-week capacity building program as per the particulars mentioned below:

<b>Course Name</b>	:CBP on Pension, Internal Audit & Financial Advice for Gr. B Officers (IP&TAFs)
<b>Duration</b>	:One Week
<b>Period</b>	:09 <sup>th</sup> March 2026 to 13 <sup>th</sup> March 2026
<b>Venue</b>	:NCA-F, NICF Campus Ghitorni
<b>Mode of Training</b>	:Offline mode
<b>Last Date for receipt of nomination</b>	: 02.03.2026

**2. Topics to be covered:**

- Pension & other retirement benefits under OPS, NPS & UPS
- Service book verification for Pension
- Orientation program for the retiring Govt. officials
- Procedure regarding NPS, NPS Lite, PRAN Generation
- SAMPANN- An overview
- Financial Advice & Role of IFA
- Digital Forensics & Forensic Auditing
- Internal Audit & Control Mechanisms
- Questionnaire for Internal Audit, Vetting of Audit Report & Pension Audit

**3 . Learning Objective:** To understand concepts related to Pension, Internal Audit & Financial Advice.

**4 . Target Population:** Group B Officers (Sr. AO/AO/AAO) of IP&TAFS, posted in DoP & DoT.

**5.** The Controlling Officers are requested to nominate at least one suitable

officer for the above program & send his/her details i.e. name, designation, mobile number, email address etc., to the undersigned at ***nicf.moc@gov.in***, by 02.03.2026 positively.

6. All trainees will be provided with food and accommodation by the NCA-F at the hostel located within the NICF campus.

7. The trainees are advised not to bring their families during the training period. Any request for providing additional Hostel facilities for the families of the trainees will not be entertained.

8. Nominated Officers may book their journey tickets after receipt of confirmation from NCA-F. For any other query/clarification, please reach out to Sh. Gadadhar Rath, Dy. Course Coordinator, (Mobile No.9437160036).

This issues with approval of the Competent Authority.

Pooja Gupta/ (पूजा गुप्ता)  
Director/ निदेशक

To

1. The CGCA, MTNL Building, New Delhi
2. The Sr. DDG (PA&F), DoP HQ, New Delhi
3. The Pr.CsCA/CsCA/GMs(PA&F)/DAP (s)

Copy to :

1. PPS to Advisor (F), DoT(HQ), Sanchar Bhawan, New Delhi.
2. PS to DDG(E&T), DoT(HQ), Sanchar Bhawan, New Delhi.
3. PS to Jt. CGCA(Admn), New Delhi
4. Director (SEA/Trg.&Fin) DoT(HQ), Sanchar Bhawan, New Delhi.
5. Director (PA-Admn), DoP(HQ), Dak Bhawan, New Delhi.
6. AO (Establishment), NCA-F, Ghitorni.