



Government of India / भारत सरकार
Ministry of Communications / संचार मंत्रालय
Department of Telecommunications / दूरसंचार विभाग
National Communications Academy-Finance / राष्ट्रीय संचार वित्त संस्थान
Mehrauli Gurgaon Road, Ghitorni, / महारौली-गुरुग्राम मार्ग, घिटोर्नी
New Delhi-110047 / नई दिल्ली - 110047

No. 3-134/WSonLegalMatter/2026

Dated: .02.2026

To

The Director
PA-Legal, Trg. & Coord.
DoP (HQ)

Sub.: Conduct of Training Program on Legal Matters and LIMBS for Gr. A/ Gr. B officers in DoP (HQ) and PAO- reg.

Kindly refer to your letter no. 5-13/25/PA-Coord./Misc.Trg./459-60 dated 22.12.2025. In this connection, it is to intimate that due to ongoing training activities at the campus, the said training/workshop may be conducted during the month of April 2026. The tentative details are as follows:

Legal & LIMBS training may be conducted for 02 days as under:

Day 1 (09.04.26)	Training on Legal Matters
Day 2 (10.04.26)	Hands-on LIMBS

2. Accordingly, suitable nominations may be made from DoP (HQ) and Postal Accounts Office (PAO), preferably, those who handles court cases in their respective offices.

3. A tentative session plan is enclosed for ready reference.

This issues with the approval of the Competent Authority.

Encl: As above

(Taruni Pandey)
Dy. Director
NCA-F, Ghitorni

National Communications Academy-Finance (NCA-F)

Session Plan for Workshop on Legal Matters and LIMBS Hands-on
09.04.2026 to 10.04.2026

Day & Time	10:00 -11:15 Session -I	11:30 – 12:15 Session - II	12:15-13:30 Session -III	13:30- 14:30	14:30-15:45 Session -IV	16:00-17:15 Session -V	17:15- 18:00
Thursday 09.04.26	Inaugural Session (10:00 to 10:30)	Basics of Legal Procedures: Drafting of Affidavits, Counter replies for CAT/High Court Cases (10:45 to 13:30)		Lunch Break	Understanding of Contempt Petitions and Compliance Reporting	Coordination with Govt Counsel & Record Management	Self- Reading
Friday 10.04.26	(LIMBS Hands-on) Case Creation, Uploading of Documents, Transfer of Cases	(LIMBS Hands- on) Timely Updates and Compliance Entry	(LIMBS Hands-on) Generation of MIS Reports and Monitoring of Pendency		Feedback & Valediction		
Tea Break 11.15 Hrs. to 11.30 Hrs. & 15.45 Hrs. to 16.00 Hrs.							

Course Director: CA Shailesh Bansal
Course Coordinator: Ms. Taruni Pandey