

'A' Circular



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

No: 8-95/NCA-F/TAR/WorkshopsGrB/2026-27

Dated. 09.04.2026

To,

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|--|--------------------------------------|
| 1. The CGCA, MTNL Building, New Delhi | 2. The Advisor(F), DoT HQ, New Delhi |
| 3. DG (T), New Delhi | 4. The Advisor, TRAI, New Delhi |
| 5. DG, NTIPRIT (NCA-T), Ghaziabad | 6. The Sr. DDG (PAF), DoP HQ, Delhi |
| 7. The Pr.CsCA/CsCA/GMs(F)/DAPs | 8. The Sr. DDG, TEC |
| 9. The CMD, BSNL, New Delhi | 10. The Director, BBNL, New Delhi |
| 11. The DGM, TCIL | 12. The DGM, ITI Ltd |
| 13. The CMD, MTNL, New Delhi | 14. The DG, TSDSI, New Delhi |
| 15. The Director, WMTDC (NCA-W), New Delhi | 16. The CEO, C-DoT, Delhi |

Subject: - Two-day Workshop on Government e-Marketplace (GeM) from 15.04.2026 to 16.04.2026- reg

Sir/Madam,

The National Communications Academy-Finance, a 'Sarvotkrisht' 5 Star-rated Central Training Institute under the Department of Telecommunications, Ministry of Communications, is going to conduct a Two-day Workshop on Government e-Marketplace (GeM) for all Officers/Officials of DoP, DoT & its PSUs. The schedule of Workshop is as under: -

Course Name	: Workshop on GeM
Duration	: Two Days
Period	: 15.04.2026 to 16.04.2026
Venue	: NCA-F, Ghitorni
Mode of Training	: Offline mode
Last date for receipt of nomination	: 13.04.2026 (by 2:00 PM)

Introduction & Objective:

The objective of the training is to create awareness regarding the procedures and practical aspects of tendering and e-procurement through the GeM portal. The program will include hands-on exposure to system functionalities and address the challenges commonly faced by users. It aims to facilitate effective compliance, enhance operational efficiency, and improve the overall utilization of the GeM portal.

Course Director : Ms. Pooja Gupta, Director (Mob: 8810455467)
Course Coordinator : Sh. Pradip Kumar Modak, ACAO (Mob: 9830105276)
Dy. Course Coordinator : Sh. Vivek Sangtiani, AAO (Mob: 8285078097)
Contact email-Id : nicf.moc@gov.in

Learning Objective:

- Focusing on practical and technical solutions to the issues generally encountered during tendering and e-procurement activities on the GeM portal.
- Enhance e-Procurement Skills: Improve proficiency in using e-Procurement platforms for efficient procurement processes.
- Master GeM: Familiarize participants with GeM, including registration, bidding and purchasing.
- Understanding the concepts of Procurement, Procurement through GeM-Direct Purchase.

Target Population: Officers and Officials (Group 'A', 'B' & 'C') from all units under DoP, DoT & its PSUs.

- 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 13.04.2026 (by 2:00 PM) positively.
- All trainees will be provided with food and accommodation by the NCA-F at the hostel located within the NICF campus.
- 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.
- Nominated Officers may book their journey tickets after receipt of confirmation from NCA-F. For any other query/clarification, please reach out to Sh. Pradip Kumar Modak, ACAO, NCA-F.

This issues with approval of the Competent Authority.

सहायक मुख्य लेखा अधिकारी (खरीद)
 ACAO (Procurement)
 राष्ट्रीय संचार अकादमी - वित्त/NCA-F
 घिटोर्नी, नई दिल्ली/Ghitorni, New Delhi

Copy to:

1. PA to DG, NCA-F, Ghitorni, New Delhi-110047.
2. PA/PS to Financial Advisor (Telecom), New Delhi
3. Director Trg. Finance, DoT HQ, Sanchar Bhawan for kind information.
4. Director, Finance, DoT Hq, Sanchar Bhawan for kind information.
5. Director (PA-Admn), DoP HQ, Dak Bhawan, New Delhi.
6. Director (TER), NCA – F for nomination and uploading of circular on office website.