



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

No:1-83/NCA-F/TAR/IN-TR-LDC&JA-8thBatch/2026-27

Dated. .05.2026

To

1. The Advisor (Finance), DoT, New Delhi
2. The Addl. CGCA New Delhi
3. The Pr. CCAs / CCAs Offices of Telecom Circles

Sub: Induction Training Programme of Junior Accountants & Lower Division Clerks of Department of Telecommunications-reg.

Sir/Madam,

NCA-F, the **Sarvotkrisht** level central government training institute under Ministry of Communications, is organizing an Induction Training Programme of Junior Accountants(JAs) & Lower Division Clerks(LDCs) of DoT and its field units as per the particulars given below:

Course No. : 83062627

Duration : 6 Weeks

Period : 22.06.2026 to 31.07.2026

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, DDO & PAO functions.
- Pension Rules (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 & POSH Act (F-120&D-119)
 - Behavioural Skills, Team Skills(B-31), Handling Grievances(D-28)
 - 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
 - AI for Office Productivity
 - 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), Stress Management
 - 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: 10.06.2026

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, NCA-F
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 10.06.2026. 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, 1st Floor, Academic Block, National Communications 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**.
- Food and accommodation shall be provided by NCA-F at its own cost.

Digitally signed by
Taruni Pandey
Date: 20-05-2026
17:11:54

(तरुणी

पांडेय)

उप-निदेशक, एनसीए-एफ

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.