



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

No: 1-84/NICF/TAR/SA-skilldevelopment-trg/2024-25-part(2)

Dated 6.05.2026

To

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

Sub: Skill Development Training Programme of Senior Accountants of Department of Telecom-reg.

Sir/Madam,

NCA-F, the **Sarvotkrisht** level central government training institute under Ministry of Communications, is organizing a Skill Development Training Programme for Senior Accountants (SAs) of DoT and its field units as per the particulars given below:

Course No. : 84042627
Duration : 2 Weeks
Period : 25.05.2026 to 05.06.2026
Timing : 09.30 Hrs to 13.30 Hrs and 14.30 Hrs to 17.15 Hrs
Venue : Academic block, NCA-F

Introduction & Objectives: The Skill Development training of SAs 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 officials in understanding the necessary constitutional provisions, rules and regulations which are necessary for effective performance in government offices.

Course Description: The course would be of 2 weeks long and cover all salient rules and regulations necessary for SAs to discharge their functions. The important Govt. of India's rules and procedures are incorporated suitably in course schedule.

Learning Objectives:

- AI for Office Productivity (F-46)
- Service Book matters (F-131) & APAR (F-118)
- Conduct Rules (F-78)
- CGEGIS and Medical Claims(i.e, CSMA & CGHS) (F-73, F-112)

- CCS Leave Rules (F-109)
- Right to Information Act,2005 (F-129)
- General Financial Rules 2017 (F-20)
- GeM & Terms and Conditions of Tenders (F-60)
- CCS CCA Rules (F-76)
- Handling of Legal Issues (F-107)
- Income Tax Rules & Calculation of IT (F-102)
- FRSR (F-19, D-27)
- Gender Sensitization & POSH Act (Prevention of Women from Sexual Harassment at Workplace (D-31, F-120)
- Recruitment Rules, Reservation in Services & DPC (F-126)
- SAMPANN(Hands on) (D-67)
- SARAS(Hands on) (D-23)
- MS Excel (Hands on) (F-53)
- DDO & PAO Function and related PFMS Functions (F-91, F-115)
- TA Rules (F-135)
- LTC Rules (F-110)
- CCS Pension Rules 2021, calculation of pension & Terminal Benefits (F-117, F-133)
- Ethics & Administrative vigilance/Vigilance matters (F-54)
- Pay fixation & MACP (F-116)
- Indian Ethic & Values (IKS)

Target Population: Senior Accountants of Department of Telecommunications (One or two from each office).

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

Last Date of receipt of nominations: 20.05.2026

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 in time for smooth conduct of training.

S. No.	Name of Official	Designation	Email ID	Mob no.

- It may please be ensured by 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 20.05.2026. The URL for filling nominations through Competency Portal is <https://www.competency.dot.gov.in>.

- 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-110030.
- 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.

This issues with the approval of the Competent Authority.

शशांक
(शशांक शेखर अग्रवाल)
पाठ्यक्रम 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.
- PS to Dy. CGCA(Coord), O/o CGCA, Delhi.
- Director (TER), NCA-F.
- Guard file.