

'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
महरौली गुड़गांव रोड, घिटोर्नी/Mehrauli Gurgaon Road, Ghitorni
नई दिल्ली-110047/ New Delhi-110047

No: 1-155/NCA-F/One week Trg/Gr.B/2026-27

Dated:01.06.2026

Subject: - Capacity Building Program on Cadre Management, APAR & SPARROW, Roster Management, CCS Conduct Rules, e-HRMS, e-Office, Admin & Establishment Matters (29.06.2026 to 03.07.2026) – reg.

The National Communications Academy-Finance, a 'Sarvotkrisht' 5 Star-rated Central Training Institute under the Department of Telecommunications, has planned to conduct a Capacity Building Program (CBP). The details of the Program are as under: -

Course Name	: CBP on Cadre Management, APAR & SPARROW, Roster Management, CCS Conduct Rules, e-HRMS, e-Office, Admin & Establishment Matters.
Duration	: Five Days
Period	: 29.06.2026 to 03.07.2026
Venue	: NCA-F, Ghitorni
Mode of Training	: Offline mode
Last date for receipt of nomination	: 24.06.2026

2. Course Description

The Capacity Building Programme (CBP) on "Cadre Management, APAR & SPARROW, Roster Management, CCS Conduct Rules, e-HRMS, e-Office, Admin & Establishment Matters" aims to strengthen the administrative and managerial competencies of Group 'B' officers of the Department of Posts and Department of Telecommunications. The program is designed to provide participants with practical understanding of cadre administration, maintenance of service records, APAR writing and processing through SPARROW, roster management, CCS Conduct Rules, functioning of e-HRMS and e-Office platforms, and various administrative and establishment matters. The programme will focus on enhancing

efficiency, transparency, accountability and effective personnel administration in government offices.

3. Learning objectives

At the end of the program, the participants will be able to: 1) understand the principles and procedures relating to cadre management and establishment matters in Government offices; 2) gain knowledge regarding preparation, review and processing of APARs through the SPARROW system; 3) understand roster management, reservation policies and their implementation in service matters; 4) develop an understanding of CCS Conduct Rules and their practical applicability in administration; 5) acquire practical knowledge regarding e-HRMS modules, employee services and digital personnel management; 6) understand the functioning and utility of e-Office for efficient file management and office administration; and 7) enhance competencies in handling administrative, establishment and personnel matters effectively in the Department of Posts and Department of Telecommunications.

4. Target Population: All Sr AOs/AOs/AOs posted in DoP & DoT.

Overall in-charge of training	:	Dr. Mandeep Singh, DDG (Mob: 9417500016)
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

5. The Controlling Officers are requested to nominate at least one officer posted in their respective units for attending this program and send the contact details of the nominated officers to this office latest by 24.06.2026, for better coordination in all training related matters,

6. Nominated Officers may book their journey tickets after receipt of confirmation from NCA-F.

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

8. The trainees are advised not to bring their families during the training period. Requests for additional hostel facilities for family members will not be entertained under any circumstances

9. All participants should carry government email IDs.

10. For any other query/clarification, please reach out to Sh. Vivek Sangtiani, Dy. Course Coordinator (Mob: 8285078097).

This issues with the approval of the Competent Authority.

प्रदीप कुमार मोदक
(Pradip Kumar Modak)

सहायक मुख्य लेखा अधिकारी (ग्रुप 'बी' प्रशिक्षण)
ACAO (Gr. B Training)

राष्ट्रीय संचार अकादमी - वित्त/National Communications Academy-Finance
घिटोरनी, नई दिल्ली/Ghitorni, New Delhi

Copy to:

1. PA/PS to the CGCA, Delhi
2. PA/PS to Advisor (Finance), New Delhi
3. PA/PS to Sr. DDG (PAF), DoP HQ, New Delhi
4. The Pr.CsCA/CsCA/GMs(F)/DAPs
5. Director Trg. Finance, DoT HQ, Sanchar Bhawan for kind information.
6. Director (PA-Admn), DoP HQ, Dak Bhawan, New Delhi.
7. Director (TER), NCA – F for uploading of circular on office website