



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: 8-95/NCA-F/TAR/WorkshopsGrB/2026-27

Dated. 04.06.2026

Subject: -Two days' workshop for Integrated Financial Advisor (IFA)/Regional Integrated Financial Advisor (RIFA) posted in Regional/Circle Offices of the Department of Posts (13.07.2026 & 14.07.2026) – reg.

The National Communications Academy-Finance, a 'Sarvotkrisht' 5 Star-rated Central Training Institute under the Department of Telecommunications, has planned to conduct a Two-day workshop for all IFAs/RIFAs posted in Regional/Circle Offices of the Department of Posts. The details of the Workshop are as under: -

Course Name	: Role & responsibilities of IFA/RIFA in Profit Centre(s)
Duration	: Two Days
Period	: 13.07.2026 to 14.07.2026
Venue	: NCA-F, Ghitorni
Mode of Training	: Offline mode
Last date for receipt of nomination	: 08.07.2026

2. Course Description

The training programme on "Role & responsibilities of IFA/RIFA in Profit Centre(s)" aims to provide participants with an understanding of the responsibilities and functions of the Integrated Financial Advisor (IFA)/ Regional Integrated Financial Advisor (RIFA) in the Department of Posts within a Profit Centre framework. The program will cover important topics such as tariff costing, revenue analysis, IFA advice, Profit Centre concept, roster management, budgeting, expenditure control, and financial performance monitoring to strengthen financial advisory capabilities and promote effective financial management and decision-making.

3. Learning objectives

At the end of the program, the participants will be able to: 1) Understand the concept and functioning of Profit Centres in the Department of Posts; 2) Understand the role and responsibilities of IFA/RIFA in Financial Advisory and Management functions; 3) Gain knowledge regarding Tariff Costing, Revenue

7.6.2026

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Analysis, and Financial performance assessment; 4) Develop an understanding of effective IFA advice and its role in decision-making; 5) Understand Roster Management and its importance in organizational administration; and 6) Enhance competencies in Budgeting, Expenditure control, Resource utilization, and Financial Governance for efficient functioning of Profit Centres.

4. Target Population: All IFAs/ Regional IFAs posted in Postal Accounts Offices of Department of Posts.

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, AAO (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 IFAs/Regional IFAs posted in their respective units for attending this workshop and send the contact details of the nominated officers to this office latest by 08.07.2026, 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.

Digitally signed by
PRADIP KUMAR MODAK
Date: 04-06-2026
10:27:38

प्रदीप कुमार मोदक
(Pradip Kumar Modak)

सहायक मुख्य लेखा अधिकारी (खरीद)
ACAO (Gr. B Training)

राष्ट्रीय संचार अकादमी - वित्त/NCA-F
घिटोरनी, नई दिल्ली/Ghitorni, New Delhi

Copy to:

1. PA/PS to Advisor (Finance), New Delhi

2. PA/PS to Sr. DDG (PAF), DoP HQ, New Delhi
3. All GMs(F)/DAPs - it is requested to circulate the training schedule to their respective Circle/Regional Offices for participation in the training programme.
4. Director (PA-Admn), DoP HQ, Dak Bhawan, New Delhi.
5. Director (TER), NCA – F for uploading of circular on office website