

‘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 गुडगांव रोड, घिटोर्नी/Mehrauli Gurgaon Road, Ghitorni
 नई दिल्ली-110047/ New Delhi-110047

No: 09-12/TAR/GEMPROCUREMENT/REPORT/NICF/2022-23 Dated:06.08.2026

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: - One-day Workshop on Government e-Marketplace (GeM) on 13.08.2026 in Hybrid mode- 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 one -day Workshop on Government e-Marketplace (GeM) for all Officers/Officials of DoP, DoT & its PSUs in Hybrid mode. The schedule of Workshop is as under: -

Course Name	: Workshop on GeM
Duration	: One Day
Period	: 13.08.2026
Venue	: NCA-F, Ghitorni
Mode of Training	: Hybrid Mode (offline & online)
Last date for receipt of nominations	: 10.08.2026 (by 2:00 PM) for offline participants. 12.08.2026 (by 06:00 PM) for online participants

Introduction & Objective:

The objective of the training program is to create awareness regarding procurement procedures relating to commonly procured goods/services, Issues frequently encountered during procurement, bulk updation and clearance of pending payments, with special focus on adhering to 10 days payment time limit, followed by Q&A/ open discussion. It aims to facilitate effective compliance, enhance operational efficiency, on time settlement of payments and improve the overall utilization of the GeM portal.

Course Director : Sh. Sunil George , Director (Mob:9048732016)
Course Coordinator : Sh. Pradip Kumar Modak, ACAO (Mob: 9830105276)
Dy. Course Coordinator : Sh. G.V.Hanumantha Rao, AAO (Mob: 8125547718)
Contact email-Id : nicf.moc@gov.in

Learning Objective:

- Focusing on strict adherence to 10 days' time limit for settlement of payment of vendors.
- Improving understanding about PRC, Auto PRC, CRAC/SDAC, Auto CRAC/SDAC and payment processing by GeM buyer/DDO.
- Focusing on practical and technical solutions to the issues generally encountered during procuring common goods/services.
- Enhance e-Procurement Skills: Improve proficiency in using e-Procurement platforms for efficient procurement processes.
- Clearance of old pending payments on GeM & updating payment status on GeM portal

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 details in prescribed format to the undersigned at ***nicf.moc@gov.in***. Format for sending nominations is attached herewith as **Annexure-I**.
- For Online participants: The Workshop link(s) will be shared one day prior to the conduct of workshop.
- For Offline participants: All the participants attending workshop in offline mode will be provided with food and accommodation by the NCA-F at the hostel located within the NCA-F 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/officials 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.

प्रदीप कुमार मोदक
 (Pradip Kumar Modak)
 सहायक मुख्य लेखा अधिकारी (खरीद)
 ACAO (procurement)
 राष्ट्रीय संचार अकादमी - वित्त/NCA-F
 घिटोर्नी, नई दिल्ली/Ghitorni, New Delhi

Copy to:

1. PS to DG, NCA-F, Ghitorni, New Delhi-110047.
2. PS to Financial Advisor (Telecom), New Delhi

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