



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

File No. 11-127/MK/Workshop/eGovernance&WorkplaceEfficiency/2026-27/NCA-F

Date: 08.09.2026

To,

1. CGCA, DoT New Delhi
2. All Pr. CCAs/CCAs/Jt. CCAs

Subject: - Workshop on “e-Governance & Workplace Efficiency Workshop” - reg.

NCA-F, the Sarvotkrisht level central government training institute under Ministry of Communications, is organizing a Workshop on ‘e-Governance & Workplace Efficiency Workshop’ for Group ‘C’ Officials of DoT as per the particulars given below:

Sl. No.	Topic	Date	Venue
1.	e-Governance & Workplace Efficiency Workshop	21.09.2026 to 22.09.2026	Academic Block, NCA-F

Introduction:

The e-Governance & Workplace Efficiency Workshop is designed to enhance the practical skills of Group ‘C’ employees in using key Government platforms, namely GeM, e-Office and PFMS. The workshop will adopt a hands-on approach, enabling participants to understand and perform commonly required administrative, procurement and financial tasks through these platforms. The focus will be on improving efficiency, accuracy and effective adoption of technology-enabled workflows in day-to-day Government functioning.

Learning Objectives:

The workshop aims to:

- Familiarise participants with the key features, functionalities and workflows of GeM, e-Office and PFMS.
- Develop hands-on proficiency in performing routine administrative, procurement and financial tasks on these platforms.
- Enhance efficiency and accuracy in office procedures, digital file management, procurement and financial transactions.
- Enable participants to follow prescribed electronic workflows and complete routine tasks with greater confidence and effectiveness.

- Promote effective use of e-Governance platforms in the day-to-day functioning of Government offices.

Target Population: Group 'C' officials of DoT

Maximum Number of participants: 30

Last date of receipt of nominations: 15.09.2026

Course Director : Sh. Shashank Shekhar Agarwal (Mob: 7042241879)

Course Coordinator : Sh. Kundan Kumar Singh (Mob: 9471899993)

Competencies addressed : F-57,60,63

General Instructions:

- A nomination letter may be forwarded to email id nicf.moc@gov.in with nominated participant's name, designation, office name, contact no. and email id. All the Head of Offices on DoT side are requested to kindly fill nominations for the said training program through Competency Portal of DoT (<https://eservices.dot.gov.in/competency-portal#/>).
- Workshop will be conducted in physical mode at NCA-F, New Delhi.
- Food and lodging for the participants will be arranged at NCA-F Campus during the training.
- In case of any query/clarification, offices may contact Course Coordinator Sh. Kundan Kumar Singh, AAO (Mobile No. 9471899993).

This issues with the approval of the Competent Authority.

Taruni Pandey
8/9/26
तरुणी पांडेय
उप निदेशक, एनसीए-एफ

Copy to:

1. PS to DDG (TAR & TER), NCA-F.
2. DDG (CBT), DoT HQ
3. DDG (E&T), DoT HQ
4. PS to Director (SEA/Training Finance), DoT (HQ), Sanchar Bhawan, New Delhi.
5. PS to Dy. CGCA (Coord), O/o CGCA, Delhi.
6. Director (TER), NCA-F.