



भारत सरकार /Government of India
संचार मंत्रालय /Ministry of Communications
दूरसंचार विभाग /Department of Telecommunications
राष्ट्रीय संचार अकादमी – वित्त/National Communications Academy-Finance
महुरौली गुडगांव रोड, घिटोर्नी/Mehrauli Gurgaon Road, Ghitorni
नई दिल्ली-110047/ New Delhi-110047

No: 8-95/NCA-F/TAR/WorkshopsGrB/2026-27

Dated. 29.09.2026

Sub: - Workshop on EIS Module of PFMS, Budgetary Control and Payment Settlement of GeM Contracts.

Ref: DoT (Hq) letter No. 46-13/PFMS/2025-26 dated 18.09.2026

The National Communications Academy-Finance, a 'Sarvotkrisht' 5 Star-rated Central Training Institute under the Department of Telecommunications, has planned to conduct a Two days Workshop on EIS Module of PFMS, Budgetary Control and Payment Settlement of GeM Contracts for Gr. 'B' & 'C' Officers/Officials working in CGCA office, DoT HQ, Pr. CCAs/CCA Offices. The details of the Workshop are as under: -

Course Name	: Workshop on EIS Module of PFMS, Budgetary Control and Payment Settlement of GeM Contracts.
Duration	: Two Days
Period	: 15.10.2026 to 16.10.2026
Venue	: NCA-F, Ghitorni
Mode of Training	: Offline mode
Last date for receipt of nomination	: 09.10.2026 (by 2:00 PM)

2. Course Description

This workshop is intended to provide practical knowledge of the EIS Module of PFMS, Budgetary Control and payment settlement of GeM contracts. It covers key processes related to employee payments, budget monitoring and expenditure management. Participants will also understand the procedures for processing and settling payments against GeM contracts. Practical demonstrations and case-based discussions will address common operational issues. The workshop aims to promote accurate, timely and efficient financial processing.

a. PFMS EIS Operation: Navigating the Employee Information System module to process accurate, compliant, and timely payroll and employee-related payments.

b. Budgetary Control & Monitoring: Tracking expenditure limits, verifying budget allocations, and ensuring no unauthorized or excess spending occurs.

c. GeM Contract Settlement: Executing end-to-end payment processing, invoice verification, and contract closure within the Government e-Marketplace framework.

Competencies code: - D-107(PFMS), F-06 (Budgetary), D-159 (GeM).

3. Learning objectives

The workshop aims to enhance participants' practical understanding of the EIS Module of PFMS, Budgetary Control and payment settlement of GeM contracts. Participants will learn to handle EIS-related transactions, monitor budget availability and expenditure, and understand the payment process for GeM contracts. The workshop will also help participants identify common processing issues and apply appropriate procedures for their resolution. Overall, it aims to improve accuracy, compliance and efficiency in day-to-day financial operations.

4 . Target Population: Gr. 'B' & 'C' Officers/Officials working in CGCA/ DoT(HQ) & Pr. CCA/CCA Offices.

Overall in-charge of training	:	Dr. Mandeep Singh, DDG (Mob: 9417500016)
Course Director	:	Sh. Sunil George, Director (Mob: 9048732016)
Course Coordinator	:	Sh. Pradip Kumar Modak (Mob: 9830105276)
Dy. Course Coordinator	:	Sh. Gadadhar Rath, AAO (Mob: 9437160036)
Contact email-Id	:	nicf.moc@gov.in

5. The Controlling Officers are requested to nominate at least One Group B and One Group C officer/officials for the above program latest by 09.10.2026 (by 2:00 PM).

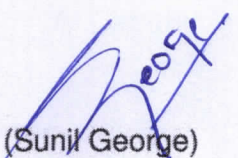
6. The contact telephone numbers/ mobile numbers and official email IDs of the nominated officers to be mentioned in the nomination letter for better coordination in all training related matters.

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

8. 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 considered under any circumstances.

9. All participants should carry government email IDs.

This issues with the approval of the Competent Authority.


सुनील जॉर्ज (Sunil George)

निदेशक (Director)

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

Copy to:

1. The Pr.CsCA/CsCA
2. Director (Accounts), DoT HQ, Sanchar Bhawan for kind information.
3. Director Trg. Finance, DoT HQ, Sanchar Bhawan for kind information.
4. Director (TER), NCA – F for nomination and uploading of circular on office website.