

RTI Information

1. Right to Information Act 2005.
2. Document Information provided as per the Section 4(I)(b) of the Act.
 - I. The particulars of organization, functions and duties. Available at next page.
 - II. The powers and duties of officers and Employees
Director General - Head of the Department.
Director-I- NICF, Ghaziabad - In-charge of Ghaziabad Campus.
Director-II-NICF, Ghitorni, New Delhi - In-charge of New Delhi Campus.
 - III. The procedure and duties of officers and Employees
As per the Govt. of India orders i.e. submission of cases as per the prescribed channels. Channel in NICF is as under:-
AAO to CAO (Communication Accounts Officer) to Dy. Director to concerned Director. From Director to DG, and if higher authority's approval is required—sent to DoT(HQ).
 - IV. Norms for discharging the functions
As per the Department of Telecom's orders/instructions read with the DoPT's /Finance Ministry's instructions, if any.
 - V. The rules, regulations, instructions, manuals and records, used by employees for discharging functions.
As prescribed by Govt. of India/D.O.T. orders and FRs,SRs, GFRs, FHB Vol-I(as modified) etc.
 - VI. Categories of Documents
General and routine matters related to training and CCA functions e.g. Pension etc. However, no secrete document is maintained in NICF. Information about the individual is in the form of service books etc.
 - VII. All concerned are free to lodge complaint/ Grievances to this office for matter related to this office
Yes.
 - VIII. Committee
As and when required for specific functions/activities.
 - IX. Directory of officers/employees of NICF.
Enclosed below
 - X. Pay scale/Grade Pay of officers/officials
Enclosed below
 - XI. The budget allocated to each of organization's agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.
Plan Budget (2013-14) :
HRM of IP&TAF : Rs.12 crore
Training Institute (Capital) : Rs.24 crore
 - XII. The manner of execution of subsidy programme including the amounts allocated and the details of beneficiaries of such programmes.
N.A.
 - XIII. Particulars of recipients of concessions, permits authorizations granted by this office.
N.A.

XIV. Details in respect of the information available or held by this office, reduced in an electronic Form

DoT website: www.dot.gov.in, NICF website: www.nicf.gov.in . Various manuals available at DoPT/MHA/M/o Finance websites.

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

N.A.

XVI. The name, designation and other particulars of the Public Information Officers

Enclosed below

XVII. Such other information as may be prescribed.

Being given from time to time through website.

ROLE OF ORGANIZATION, FUNCTIONS AND DUTIES:

I: ROLE OF NATIONAL INSTITUTE OF COMMUNICATION FINANCE (NICF):

NICF is one of the 25 Central Training Institutes in India recognized by the DoPT. It is the National level training institute for imparting training to the IP&TAFS officers/officials of Ministry of Communications & IT. It also provides training to other stakeholders such as USO beneficiaries (NGOs, service providers, state governments, manufacturers etc.), P&T pensioners, officers/officials of PSUs of Ministry of Communications & IT, P&T Audit and other Central/State Government Departments, PSU/semi government organizations. NICF also offers to conduct tailor-made courses on demand in the area of Financial Management and Accounting as well as other relevant areas of Communication Finance for national as well as international participants. NICF is Training and Development arm of DoT catering to the need of DoT as well as DoP. The Institute is responsible for Training needs Analysis, giving inputs to DoT for policy and Plan formulations, coordination and organization of Training at various levels of Group 'A', 'B' and 'C' officers of P&TAFS (including follow up). The Institute is in the business of study, research and publication also.

II: DUTIES & FUNCTIONS OF NICF :

01. Nodal authority for training and development of IP&TAFS cadre.
02. Induction training to IP&TAFS probationers/Group 'A' IP&TAFS officers from promotion Quota.
03. In service courses of IP&TAFS Group 'A' & 'B' officers. Management Development Programmes, Mid-career training etc.
04. Design, development and coordination of refresher courses to P&TAFS Group 'C' and other officials at various CCA/DAP offices.
05. Induction training of AAOs/IP&TAFS Group 'B' officers/Induction Training of Group 'C' officials.
06. Research and analysis activities for training policy and planning on subjects related to various facets of Communication & IT.
07. Sectoral programmes at National/International level specifically national/international Seminar, Workshop, Telecommunication planning, USO/rural Telephony, Telecom related activities and orientation program on emerging technologies.
08. Function as CCA dealing with the pensionary benefits to ALTTC circle and any other employees that may be attached to it.
09. Training needs analysis/surveys
10. Course design and development.
11. Follow up of training.
12. Establishment of regional training centres and subsequent supervision and support to the distance/e-learning.
13. Policy formulation.
14. Development & maintenance of training infrastructure for the P&TAFS cadre.
15. Publications.
16. Other Human Resource Developmental activities as assigned from time to time by the Cadre Controlling Authority.
17. Cadre Training Plan (CTP) and Annual Training Plan.

III: ROLE AS PENSION OFFICE:

As pension office, the NICF is performing following functions in respect of terminal benefits of B.S.N.L. employees at ALTTC, Ghaziabad and its own (NICF) employees.

- Authorization of pension and issue of PPOs.
- Payment of other retirement benefits.
- GPF, loans and advances (DoT) period, maintenance and issue of GPF slips as well as final settlement in case of retirement (DoT).
- C.G.E.G.I.S.—Maintenance and final settlement (DoT).
- Pension contribution—Accounting and settlement.

IV: ROLE AS PAY & ACCOUNTS OFFICE :

- D.D.O.'s work for NICF Training functions/CCA functions.
- Submission of Cash Account current to DoT H.Q.

V: THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

- (i) Director –I is in-charge of training at Ghaziabad Campus including CCA functions.
- (ii) Director-II is in-charge of training at New Delhi Campus. He is the Project Director and Estate Officer of NICF Campus.

VI: THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

Cases are processed by AAOs through CAOs and submitted to the Directors concerned for decision under their powers. The cases are further submitted to the Director General and higher authorities as the case may be.

VII: NORMS FOR DISCHARGING THE FUNCTONS:

Every effort is being made with strict supervision for quick disposal of the cases. The time prescribed in the GPF Rules, Pension Rules and as per the instructions of DoT, Govt. of India issued from time to time, is strictly adhered to.

VIII: THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED BY EMPLOYEES FOR DISCHARGING FUNCTIONS:

This is as per DoT instructions issued from time to time available on website <http://www.dot.gov.in> and codified P&T manuals.

IX: CATEGORIES OF DOCUMENTS:

- GPF Accounts of BSNL employees posted in ALTTC, Ghaziabad and NICF employees.
- Bank Guarantee.
- Pension files.
- Terminal benefits related records.
- Service books etc.

X: GRIEVANCES

All concerned are free to lodge complaint/grievances to this office for matter related to this office.

XI: COMMITTEE:

As and when required for specific functions/activities.

XII: DIRECTORY OF OFFICERS/EMPLOYEES OF NICF, GHITORNI, NEW DELHI:

Name of the officers	Designation	Telephone (O) Fax No.	Telephone (R) Mobile No.
Ms. Sumita Purkayastha	Director General	26502458	23078242 9868954770
Sri Kashi Nath Jha	Director	26502457	26161089 9013130181
Sri Niranjana Kumar	CAO	26502459	0120-2900502 9968665776
Sri Balmiki Jena	CAO	26502459	9412715111
Sri Parikshit Behara	AAO	26502459	-
Sri Chander Prakash	AAO	26502459	9013310818
Sri Sanjay Kumar	Sr. Accountant	26501881(Telefax)	9968980549
Sri Rajesh Kumar	Sr. Accountant	26501881(Telefax)	9968294208

XIII: DIRECTORY OF OFFICERS/EMPLOYEES OF NICF, GHAZIABAD:

Name of the officers	Designation	Telephone (O) Fax No.	Telephone (R) Mobile No.
Ms. Sumita Purkayastha	Director General	2701218(O) 2701219(F)	9868954770
Sri Kamal Kapoor	Director	2702385(O) 2701219(F)	2700215 9868134266
Sri D.K. Singhal	Dy. Director	2709999(O)	9413974274
Sri. Murari Lal	Consultant	2728349(O)	7599002077 2766567
Sri Raj Kumar Sharma	Consultant	2728349(O)	9899984120 2767767
Sri Devendra Kumar	Sr. CAO	2728350(O) 2701219(F)	9412716999
Sri Sashank Shekhar Sawant	AAO	2703627	-
Sri R. Krishna Kumar	AAO	2703627	-
Sri Ranvijay Singh	AAO	2703627(O)	9412200092
Sri Arvind Kumar	Sr. Accountant	2728343(O)	9990129139
Sri Pankaj Kumar	Sr. Accountant	2728343(O)	9540615920
Sri Satyaveer	Sr. Accountant	2728350(O)	9717372549

XIV: PAY SCALE/GRADE PAY OF THE OFFICERS & STAFF:

Sl.No.	Name	Designation	Pay Scale	Grade Pay
1.	Smt. S. Purkayastha	Director General	37400-67000	10000
2	Sh. Kashi Nath Jha	Director-II	37400-67000	8700
3.	Sh. Kamal Kapoor	Director-I	15600-39100	7600
4.	Sh. D.K. Singhal	Dy. Director	15600-39100	6600
5.	Sh. Devendra Kumar	Sr.CAO	15600-39100	5400
6.	Sh. Niranjana Kumar	CAO	9300-34800	5400
7.	Sh. Balmiki Jena	CAO	9300-34800	5400
8.	Sh. Parikshit Behara	AAO	9300-34800	4800
9.	Sh. Sashank Shekhar Sawant	AAO	9300-34800	4800
10.	Sh. R. Krishna Kumar	AAO	9300-34800	4800
11.	Sh. Ranvijay Singh (on deputation)	AAO	9300-34800	4800
12.	Sh. Chander Prakash (on deputation)	AAO	9300-34800	4800
13.	Sh. Arvind Kumar	SA	9300-34800	4200
14.	Sh. Pankaj Kumar Sharma	SA	9300-34800	4200
15.	Shri Sanjay Kumar	SA	9300-34800	4200
16.	Shri Rajesh Kumar	SA	9300-34800	4200
17.	Shri Satyveer	SA	9300-34800	4200

XV: THE CPIO AND THE 1ST APPELLATE AUTHORITIES UNDER THE RTI ACT, 2005:

Name of office	CPIO	1 st Appellate Authority
NICF, Ghitorni, New Delhi	Sh. Niranjana Kumar, CAO, National Institute of Communication Finance, Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047. Tele: 26502459 Fax : 26501881	Smt. S. Purkayastha, Director General, National Institute of Communication Finance, Mehrauli Gurgaon Road, Ghitorni, New Delhi-110047. Tele: 26502458 Fax: 26501881
NICF, Ghaziabad	Sh. Devendra Kumar, CAO, National Institute of Communication Finance, Room No. 208, 2 nd Floor, ALT Complex, Ghaziabad-201002. Tele: 2728350 Fax: 2701219	Smt. S. Purkayastha, Director General, National Institute of Communication Finance, ALT Complex, Ghaziabad-201002. Tele : 2701218 Fax : 2701219