

National Institute of Communication Finance

TENTATIVE SCHEDULE OF SHORT TERM IN-SERVICE TRAINING

COURSES/SEMINARS /WORKSHOPS DURING THE YEAR 2012-13

S. No.	Name of the Course/Seminar	Durati on	Period	Target Group
APRIL 2012				
1.	Workshop on APAR	2 days	9.04.2012 10.04.2012	Gr. A officers
2.	Pension and Terminal benefits	5 days	16.04.2012 to 20.04.2012	Gr. A (JTS/STS/JAG and Gr. B
3.	COMPACT	3 days	25.04.2012 to 27.04.2012	Group 'A' & 'B'
MAY 2012				
4.	Seminar on Rural Telephony – USOF way	4 days	07.05.2012 11.05.2012	Gr. A (JTS/STS/JAG) and Gr. B
5.	Revenue Management	5 days	21.05.2012 25.05.2012	Gr. A and Gr. B
JUNE 2012				
6.	Office management	4 days	01.06.2012 04.06.2012	Gr. A (STS/JAG) and Gr. B
7.	Procurement Procedure and CVC guidelines	3 days	18.06.2012 20.06.2012	Gr. A officers
8.	Effecting handling of legal cases	3 days	25.06.2012 to 27.06.2012	Gr. A and Gr. B
JULY 2012				
9.	Finance advice & redefined charter of FAs	5 days	02.07.2012 06.07.2012	Gr. A (JTS/STS/JAG) and Gr. B
10.	Analysis of Financial statement capital budgeting process	5 days	16.07.2012 20.07.2012	Gr. A and Gr. B
11.	Workshop on Right to Information	3 days	25.07.2012 27.07.2012	Gr. A (JTS/STS/JAG) and Gr. B

AUGUST,2012				
12.	Course on compact & e-lakha	4 days	06.08.2012 09.08.2012	Gr. A and Gr. B
13.	Terminal benefits (including NPS) and Pension Audit	5 days	27.08.2012 31.08.2012	Gr. A (JTS/STS/JAG) and Gr. B
SEPTEMBER,2012				
14.	Procurement procedure and CVC guidelines	5 days	03.09.2012 07.09.2012	Gr. A and Gr. B officers
15.	Revenue management	4 days	17.09.2012 21.09.2012	Gr. A (JTS/STS/JAG) and Gr. B
16.	Office Management	5 days	24.09.2012 28.09.2012	Gr. A (JTS/STS/JAG) and Gr. B
OCTOBER,2012				
17.	Vigilance awareness and disciplinary	3 days	03.10.2012 05.10.2012	Gr. A (STS/JAG) and Gr. B
18.	Technology familiarization	5 days	15.10.2012 19.10.2012	Gr. A (JTS/STS/JAG) and Gr. B
19.	CCA Conference on current issues	3 days	29.10.2012 31.10.2012	Gr. A (JTS/STS/JAG) and Gr. B
NOVEMBER,2012				
20.	Pension & Terminal benefits	5 days	05.11.2012 09.11.2012	Gp A (JTS/STS/JAG) and Gp B
21.	USOF	4 days	20.11.2012 23.11.2012	Gp A (JTS/STS/JAG) and Gp B
DECEMBER,2012				
22.	COMPACT	5 days	03.12.2012 07.12.2012	Gp A (STS/JAG) and Gp B
23.	Revenue Management	5 days	17.12.2012 21.12.2012	Gp A (JTS/STS/JAG) and Gp B
24.	Training course for development of trainers	3 days	26.12.2012 28.12.2012	Gp 'A' & Gp. 'B'

JANUARY,2013				
25.	RTI	3 days	02.01.2013 04.01.2013	Group 'A' & 'B' officers
26.	Procurement procedure and CVC guidelines	5 days	14.01.2013 18.01.2013	Gp A (JTS/STS/JAG) and Gp B
27.	Analysis of financial statements	4 days	21.01.2013 24.01.2013	Gp A and Gp B officers
FEBRUARY,2013				
28.	Revenue & capital budgeting appropriation of accounts & re-appropriation	5 days	04.02.2013 08.02.2013	Gp A (JTS/STS/JAG) and Gp B
29.	Revenue Management	5 days	18.02.2013 22.02.2013	Gp A (JTS/STS/JAG) and Gp B
MARCH,2013				
30.	Pension, terminal benefits and pension audit	5 days	04.03.2013 08.03.2013	Gp A (JTS/STS) and Gp B
31.	Compact	5 days	18.03.2013 22.03.2013	Gp A and Gp B

NOTE:- The tentative schedule does not include the following (which would also be conducted by NICF)

1. (a) Induction training activities of Group 'A' and Group 'B' officers. (Both direct recruits and promotee officers)
 - (b) The special training development activities that would be carried out in accordance with the specific requirements of directions from FEB/Accounts/Internal Audit/ LF & WPF/ USOF/ Vigilance/Admn/FA Posts/ DDG (PAF) and other stakeholders courses exclusively conducted for Postal Accounts & Finance, Postal Service Officers, BSNL Officers..
 - (c) Peripatetic activities or field training program to be carried out outside NICF Campus.
 - (d) Lecture Series and continuing education related activities.
 - (e) CCA Conference and other training activities specifically for CCAs/Principal CCAs.
 - (f) Induction training of Group B (Non gazetted) and Group C.
 - (g) MID CAREER TRAINING.