

NICF

TENTATIVE SCHEDULE OF SHORT TERM IN-SERVICE TRAINING

COURSES/SEMINAR /WORKSHOP

DURING THE YEAR 2010-11

S. No.	Name of the Course/Seminar	Duration	Period	Target Group
APRIL 2010*				
1	Revenue Management in CCA offices	5 days	19.04.2010 23.04.2010	Gp A (JTS/STS and Gp B
2	Workshop on APAR	4 days	27.04.2010 to 30.04.2010	JAG + SAG
MAY 2010*				
3	CCA Conference on USOF and Other Issues	3 days	10.05.2010 12.05.2010	Gp A (JTS/STS/JAG) and Gp B
4	Terminal benefits including Pension Audit and NPS for IP&TAFS officers	5 days	17.05.2010 21.05.2010	Gp A (JTS/STS/JAG) and Gp B
JUNE 2010*				
5	Workshop on USOF for offices of CCAs	4 days	01.06.2010 04.06.2010	Gp A (STS/JAG) and Gp B
6	Analysis of financial statements and capital budgeting process	5 days	14.06.2010 18.06.2010	Gp A (JTS/STS/JAG) and Gp B
7	Course on effective office management & ISO certification for the nodal officers in CCA offices	5 days	28.06.2010 to 02.07.2010	Gp A (STS/JAG) and Gp B
JULY 2010				
8	Refresher course on Compact	5 days	12.07.2010	Gp A (STS/JAG)

	& E-lekha for the concerned officers/DDOs in CCA offices		16.07.2010	and Gp B
9	Terminal Benefits (including NPS)and Pension Audit	3 days	21.07.2010 23.07.2010	Gp A (JTS/STS/JAG) and Gp B
10	Workshop on Right to Information & the new APAR System	3 days	28.07.2010 30.07.2010	Gp A (JTS/STS/JAG) and Gp B
* All the courses during April, May and June would include one session on RTI and one session on APAR irrespective of the theme of the course/Workshop/Seminar.				
AUGUST, 10				
11	Technology Familiarization for officers handling LF & USOF	5 days	09.08.2010 13.08.2010	Gp A (JTS/STS/JAG) and Gp B
12	Training Course for development of Trainers in CCA/ Postal Accounts office	5 days	23.08.2010 27.08.2010	Gp A (STS/JAG)
SEPTEMBER, 10				
13	Revenue Management	5 days	06.09.2010 10.09.2010	Gp A - JAG/SAG
14	Effective handling of legal cases	3 days	15.09.2010 17.09.2010	Gp A (JTS/STS/JAG) and Gp B
15	Workshop on USO	4 days	27.09.2010 30.09.2010	Gp A (JTS/STS/JAG) and Gp B
OCTOBER, 10				
16	Orientation programme on software used in DOT(COMPACT, E LEKHA,PENSION PORTAL,LF MODULE and USO PORTAL)	5 days	04.10.2010 08.10.2010	Gp A (STS/JAG) and Gp B
17	Terminal benefits including NPS	5 days	18.10.2010 22.10.2010	Gp A (JTS/STS/JAG) and Gp B
18	Workshop on stress management	3 days	27.10.2010 29.10.2010	Gp A (JTS/STS/JAG) and Gp B

NOVEMBER,10				
19	Technology Familiarization for IP&TAFS officers	5 days	08.11.2010 12.11.2010	Gp A (JTS/STS/JAG) and Gp B
20	Redefined F.As Charter and Government of India(consultation with FA) rules	3 days	22.11.2010 24.11.2010	Gp A (JTS/STS/JAG) and Gp B
DECEMBER,10				
21	Workshop on USO	3 days	01.12.2010 03.12.2010	Gp A (STS/JAG) and Gp B
22	Vigilance awareness and disciplinary proceedings	3days	13.12.2010 15.12.2010	Gp A (STS/JAG) and Gp B
23	CCAs Workshop(Covering areas handled by CCAs)	5 days	20.12.2010 24.12.2010	Gp A JAG/SAG
JANUARY,11				
24	Development of IT skills and E governance	5 days	03.01.2011 07.01.2011	Gp A (JTS/STS/JAG) and Gp B
25	Analysis of financial statement and capital budgeting process	5 days	17.01.2011 21.01.2011	Gp A – JAG/SAG
26	Terminal benefits including NPS	3 days	31.01.2011 04.02.2011	Gp A (JTS/STS/JAG) and Gp B
FEBRUARY,11				
27	Technology Familiarisation	5 days	14.02.2011 18.02.2011	Gp A (JTS/STS/JAG) and Gp B
28	Finance Advice & Redefined charter of FAs	5 days	21.02.2011 25.02.2011	Gp A (JTS/STS/JAG) and Gp B
MARCH,11				
29	Course on Office management & ISO certification for CCAs	3 days	02.03.2011 04.03.2011	Gp A (JTS/STS) and Gp B

30	Revenue management	5 days	14.03.2011 18.03.2011	Gp A _ JAG/SAG
31	Workshop on USO	5 days	21.03.2011 25.03.2011	Gp A (STS/ JAG) and Gp B

NOTE:

- The dates are tentative and subject to change (due to administrative exigencies if any arises) before issue of “A” Circular by NICF.
- The issue of “A” Circular is followed by issue of “B” Circular indicating the list of the trainees, joining instructions and pre-training course activity, if any. The officers may be released only after confirmation from NICF.
- The list of in-service courses is indicative. Depending upon the participation/directions of the HQ/any special need and availability of accommodation etc. some more courses may be organized. Some of these courses may be scheduled at other venues as well. This would be notified in the specific “A” circular.
- Suggestions for venue, duration, content, faculty and other aspects were invited by NICF from IP&TAFS officer in field and HQ. Received inputs have been factored in while preparing the calendar. However suggestions for venue, duration, content, faculty and other aspects are always welcome. Similarly, volunteers for co-hosting the training courses outside NICF are also welcome. Such courses can be undertaken by NICF after obtaining clearance from DOT (HQ).
- In addition to the above mentioned courses, some more domain specific training activities may also be initiated/organized depending upon the inputs from the concerned Divisions in the HQ received through Trg. Fin. Cell. For such courses/ training activities also notification would be done through “A” circular.
- Two mid-career training programmes with foreign component for senior officers are under consideration. “A” circular/ “B” circular for these two courses would be issued after approval from the competent authority.
- The promotion linked courses for Group ‘A’ & Group ‘B’ would be in addition to these in-service courses. Those would be announced in due course.
- It is reiterated that no participant should be relieved for the courses unless course date and venue is further confirmed by ‘A’ circular.