



**Government of India**  
**Ministry of communications & IT**  
**Department of Telecommunications**  
**National Institute of Communication Finance**  
**TRAINING CALENDER**

**IN-SERVICE TRAINING COURSES/SEMINARS/WORKSHOP**

**Other than Probationary Training of IP&TAFS**

For the period from June 2009 to March 2010

<b>JUNE-2009</b>		
<b>Procurement and Tendering Procedure  (Cancelled )</b>	<b>08.06.09 to 12.06.09</b>	<b>JCAO, CAO, ACCA, DY.CCA of CCA units &amp; JAO, AAO, AO,SrAO, ACAO, Dy.Directors, Directors of Postal Units</b>
<b>Handling CAT &amp; other legal cases</b>	<b>22.06.09 to 24.06.09</b>	<b>JCAO, CAO, ACCA, DY.CCA of CCA units &amp; JAO, AAO, AO,SrAO, ACAO, Dy.Directors, Directors of Postal Units</b>

**JULY-2009**

<b>Technology Familiarization</b>	<b>06.07.09 to 08.07.09</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units</b>
<b>Interpersonal Skills</b>	<b>15.07.09 to 17.07.09</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units &amp; JAO, AAO, AO, Sr.AO, ACAO, DY.Directors &amp; Directors of Postal Units</b>
<b>Analysis of Financial Statements and Capital Budgeting Process</b>	<b>27.07.09 to 31.07.09</b>	<b>DY.CCA, Jt.CCA and CCA</b>

<b>AUGUST-2009</b>		
Terminal Benefits	<b>10.08.09 to 12.08.09</b>	<b>JCAO, CAO, ACCA, DY.CCA of CCA units &amp; JAO, AAO, AO, SrAO, ACAO, DY.Directors &amp; Directors of Postal Units</b>
<b>Workshop on Account &amp; related issues</b>	<b>19.08.09 to 21.08.09</b>	<b>JCAO, CAO, ACCA, DY.CCA, Jt.CCA of CCA units.</b>
<b>Values in administration</b>	<b>26.08.09 to 28.08.09</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units &amp; JAO, AAO, AO, Sr.AO &amp; ACAO</b>

<b>SEPTEMBER-2009</b>		
<b>A refresher course for CCAs (Covering Revenue Management and other miscellaneous issues )</b>	<b>01.09.09 to 03.09.09</b>	<b>CCAs</b>
Foundation Course for Gr. 'B' Officers promoted to JTS and STS Officers	<b>07.09.09 to 18.09.09</b>	<b>ACCA, Dy. CCA of CCA Units, ADG of DOT HQ &amp; ACAO, DY. Directors and ADG of Dept. of Post</b>

<b>OCTOBER-2009</b>		
<b>Emerging Trends in Government Accounting and Financial Management</b>	<b>07.10.09 to 09.10.09</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units &amp; JAO, AAO, AO, SrAO, ACAO, DY.Directors &amp; Directors of Postal Units</b>
<b>A peripatetic MDP course on Leadership &amp; Communication Skills at Mukteshwar (case already submitted to DOT(HQ) for approval)</b>	<b>To be decided</b>	<b>JAG Officers of IP&amp;TAFS who have so far not attended this course</b>
<b>Stress Management</b>	<b>26.10.09 to 30.10.09</b>	<b>IP&amp;TAFS officers of JAG and above level working in DOT/DOP units</b>

<b>NOVEMBER-2009</b>		
<b>Course on Vigilance awareness and Disciplinary Proceedings</b>	<b>09.11.09 to 11.11.09</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units &amp; JAO, AAO, AO, Sr.AO, ACAO, Dy.Directors &amp; Directors of Postal Units</b>
<b>Refresher Training course on Revenue Management</b>	<b>16.11.09 to 18.11.09</b>	<b>JCAO, CAO, ACCA, DY.CCA, Jt.CCA of CCA units.</b>
<b>Course on RTI for P&amp;TAFS officers designated as PIOs and Appellate Authorities</b>	<b>23.11.09 to 25.11.09</b>	<b>IP&amp;TAFS officers working as PIOs and Appellate Authorities</b>

<b>DECEMBER-2009</b>		
<b>Technology Familiarization</b>	<b>02.12.09 to 04.12.09</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units &amp; JAO, AAO, AO, Sr.AO, ACAO, Dy.Directors &amp; Directors of Postal Units</b>
<b>Refresher course for DDOs</b>	<b>09.12.09 to 11.12.09</b>	<b>P&amp;TAFS Gr B/A officers working as DDO's</b>
<b>Analysis of Financial Statement &amp; Capital Budgeting</b>	<b>14.12.09 to 18.12.09</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units &amp; JAO, AAO, AO, Sr.AO, ACAO, Dy.Directors &amp; Directors of Postal Units</b>

<b>JANUARY-2010</b>		
<b>Terminal Benefits</b>	<b>06.01.10 to 08.01.10</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units &amp; JAO, AAO, AO, Sr.AO, ACAO, Dy.Directors &amp; Directors of Postal Units</b>
<b>Workshop on USO</b>	<b>20.01.10 to 22.01.10</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units &amp; JAO, AAO, AO, Sr.AO, ACAO, Dy.Directors &amp; Directors of Postal Units</b>

<b>FEBRUARY-2010</b>		
<b>Interpersonal Skills</b>	<b>01.02.10 to 03.02.10</b>	<b>JCAO, CAO, ACCA, DY.CCA, Jt.CCA of CCA units</b>
<b>Foundation course for P&amp;TAFS Gr.B officers promoted to JTS and STS</b>	<b>08.02.10 to 19.02.10</b>	<b>ACCA, Dy. CCA of CCA Units, ADG or DOT HQ &amp; ACAO, DY. Directors and ADG of Dept. of Post</b>

<b>MARCH-2010</b>		
<b>Workshop on Accounts related issues</b>	<b>01.03.10 to 03.03.10</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units</b>
<b>Course on Office Procedure and Service Rules</b>	<b>15.03.10 to 19.03.10</b>	<b>JCAO, CAO, ACCA, DY.CCA Jt.CCA of CCA units &amp; JAO, AAO, AO, Sr.AO, ACAO, Dy.Directors &amp; Directors of Postal Units</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.
- So far only MDP at Mukteshwar is scheduled outside ALT Complex. However depending upon the participation/directions of the HQ/any special need and availability of accommodation etc. some more courses may be organized 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 in Band 4 have been proposed to DOT HQs for further consideration. “A” circular/ “B” circular for these two courses would be issued only after the clearance is received from DOT HQs. The courses are in collaboration with NIFM and IIM Indore respectively.
- A few more courses to be organized in collaboration with IIM Lucknow, International Institute of Audit & Accounts Noida, Yarrows Shimla, NADFM Pune, INGAF Delhi and ICWAI are in planning process.