



**Government of India**  
**Ministry of Communications**  
**Department of Telecommunications**  
**National Institute of Communication Finance**  
**Mehrauli Gurgaon Road, Ghitori, New Delhi-110047**

File No. 2-1/DG/Estt/2020/NICF(G)

Dated :- 27.10.2021

To,

All CCAs/GM(F) Postal/DsAP/SEA/DoT HQrs/PAF/DoP HQ

**Subject :-**Conducting of webinar reg.

The National Institute of Communication Finance will be conducting the following webinars w.e.f. 18.11.2021 to 21.01.2022 for Accounts Officer level and above. The subjects and schedule of webinars are as under :-

Sl.No.	Topic	Date& Timing	Last date of receipt of nomination
1.	Cyber Crime & Cyber Security: Necessary Precautions	18.11.2021(Thursday) 11 am to 01.00pm	11.11.2021
2.	Data Science and its application in Telecommunications	25.11.2021(Thursday) 11 am to 01.00pm	18.11.2021
3.	Income Tax Calculation through Employees Information System of PFMS	02.12.2021((Thursday) 11 am to 01.00pm	25.11.2021
4.	How to file Quarterly Return Form 24&26	09.12.2021(Thursday) 11 am to 01.00pm	02.12.2021
5.	Administration of GST in DOP	16.12.2021(Thursday) 11 am to 01.00pm	09.12.2021
6.	Costing of Postal Products	23.12.2021(Thursday) 11 am to 01.00pm	16.12.2021
7.	Service Book and its Verifications	30.12.2021(Thursday) 11 am to 01.00pm	23.12.2021
8	GeM Overview &Direct Purchase on GeM	06.01.2022 (Thursday) 11 am to 01.00pm	30.12.2021
9.	Procedure for procurement through e-bidding on GeM.	13.01.2022(Thursday) 11 am to 01.00pm	06.01.2022
10.	Procedure for Procurement through Reverse auction on GeM.	21.01.2022 (Friday) 11 am to 01.00pm	13.01.2022


All the CsCA, GMs(Finance), DsAP office, SEA/DoT HQrs and PAF/DoP HQ are requested to nominate suitable officers for webinars within the stipulated date for nomination as mentioned above against the webinar subject.

While nominating officers for webinar, the controlling offices are requested to provide details of nominated officers viz name, designation, mobile number, email address (both @ gov.in and gmail.in)

All the nominations are to be addressed to Dy. Director, O/o DG, NICF, Opp. Metro Pillar No. 152, Mehrauli Gurugram (MG) Road, Ghitorni, New Delhi – 110047 or at email address [aaoproject.nicf-dot@gov.in](mailto:aaoproject.nicf-dot@gov.in).

In case of any query/clarification, offices may contact :-

- |     |  |                         |
|-----|--|-------------------------|
| (1) | Shri Devendra Kumar Nim, DDG, NICF     | - Mobile No. 9868137273 |
| (2) | Shri J.C. Bunker, Dy. Director -       | Mobile No 9868139680    |
| (3) | Shri Ram Sanware, Sr. Accounts Officer | Mobile No. 9427007271   |

  
(J.C. Bunker)  
Dy. Director  
27/10/2021

Copy to:

1. PA to DG, NICF, Ghitorni, New Delhi-110047.
2. PA to DDG-PTR, DDG-TAR, NICF, Ghitorni, New Delhi-110047.
3. Director Trg. Finance, DoT HQ, for kind information & for arranging uploading of circular on DoT Website
4. Director ,TER, NICF, for uploading of circular on NICF Website
5. All Faculties of webinar
6. Office copy.