



**Government of India
Ministry of communications & IT
Department of Telecommunications
National Institute of Communication Finance
ALT Complex, Ghaziabad**

No.8-2/GM/2009-NICF

Date: 29.12.2009

Sub: Induction Training of AAO Trainees – regarding.

Ref: DOT letter No. 27-7/2009 SEA-II dated 21st December 2009

With reference to the above, instructions are enclosed for information guidance and necessary action by the CCA/Jt.CCA .

2. For any further clarifications kindly contact the undersigned over phone or at e-mail shailendrakm@gmail.com.

**(S.K.Mishra)
General Manager
NICF, Ghaziabad
(M) 9868131343**

All Pr.CsCA/CsCA/Jt. CsCA

DDG FEB

NICF

Annexure to No.8-2/GM/2009-NICF dated 29.12.2009

Guidelines for conducting induction training of AAO Trainees –

Consequent to the issue of provisional offer of appointment to the grade of AAO in the IP&TAFS cadre dated 21-12-09 the induction training of the newly joined AAOs has to be organized. It has therefore been decided that all AAO trainees shall undergo 'Institutional Training (for a total period of 3 months) and 'on the Job Training (OJT)' during the period of their two year probation.

2. Categorisation of the AAO trainees-

AAO Trainees may be grouped in following categories.

- (a) AAO qualified candidate currently working in DOT units (CCA/ DOT HQ/NICF).
- (b) AAO qualified candidates working in DAP offices.
- (c) AAO candidates who have never worked in any sort of Accounts Offices in Postal or Telecom.

3. Assignment of the above categories of officials for on the Job Training (OJT)

Immediately, after the AAO Trainees (all categories) report in CCA office/DOT unit, they will be attached to various sections in CCA/ other telecom units/DAP office in the circle for on the Job Training in following manner.

(i) Attachment of AAO Trainees for OJT

Category (a)

AAO Trainees shall continue to work in their current positions for next two months.

Category (b)

CCA would send them to the respective DAP offices to hold independent charge of AAO in DAP office for next two months.

Category (c)

After joining AAO trainees of this category may be attached to various sections of CCA office and DAP office (for five working days in each section) by rotation.

(ii) Training of the training coordinators in CCA/DAP offices

NICF would organize a workshop for the training coordinators in January 2009, to impart training in following training methods. (On the job Training (OJT), skill development exercise (SDE), coaching individual assignment practical demonstration), exchange notes and to sort out issues in organization of training of AAO trainees. Dates and venue shall be intimated shortly.

Institutional Training

Institutional Training

Institutional training of all the AAO trainees shall be taken up in phased manner in small batches in following areas. NICF would be circulating detailed Modules and schedule of the institutional training shortly. Institutional Training shall broadly cover the following.

- (i) Supervision & Office management
- (ii) Noting, drafting and record management
- (iii) Soft skills- Communication, Leadership,
Team Building & Group Work, Motivation
Conflict Management & Negotiations
Stress Management, Values & Ethics
- (iv) Core competencies related to following:
 - (a) Telecom Accounts:
 - Pension/New Pension/ Pension Audit
 - LF, WPF,USO
 - (b) Postal Accounts:
 - PA,CC,MO,FS,PLI,,BD
 - (c) Finance :
 - Redefined FA charter & IFA scheme
 - Govt. of India (consultation with Financial Advisor) Rules,GFRs, DFPRs, Budget,Procurement of Goods, Services,consultants/tenders, Contract
 - (d) DDO functions:
 - Banking & Cash management
 - Tax Compliance,Pre-check
 - Duties of DDO in addition to above
 - (e) Audit/I Audit:
 - (f) IT Skills:
 - Ms word, Ms Excel
 - Departmental computer packages
- (v) Commercial Accounts:
- (vi) Legal Familiarization:
- (vii) Technology Familiarization: