



Government of India
Ministry of Communications & IT
National Institute of Communication Finance
Ghitorni, New Delhi-110047

No: 1-1/DG/ 'A' Circular /2015-NICF

Dated: 08.01.2016

To,

4. All Pr. CCA/ CCA.
5. DDG(PAF) DOP HQ. DAK Bhawan, New Delhi.
6. All G.M.(F)/DAPs.

Sub: Workshop on "Maintenance of File/Records including e-office & FTS"

The workshop on "Maintenance of File/Records including e-office & FTS " is scheduled to be held as per the particulars given below:

Course No. : 21011516

Duration : 1 day

Period : 22.01.2016 (Fri day)

Venue : NICF, Ghitorni, New Delhi.

Introduction:

The workshop intends to familiarize the participants with the Basic concept of "Maintenance of File in electronic mode including e-office & FTS".

Learning Objectives:

To make the participants familiarize with Maintenance of File/Records including e-office & FTS in Government Organization . On completion of the training participants will be able to learn.

- Maintenance of Record.
- File Management.
- Various Modules of e-Office.
- FTS etc.

Target Population:

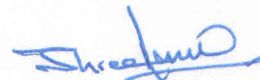
Jt.CCA/Dy.CCA/ACCA/Sr.AO/AO/AAO/SAs in DoT/DoP.

Last date of receipt of nominations : 15/01/2016
Course Director : Shri. Shree Ram
Contact phone numbers : 011-26502567 (O)
Contact email id : nicfghitorni@gmail.com
Course coordinator : Sh.S.C.Kapoor
09868135512
Course co-coordinator : Sh. R.K.Sabata,AAO
09868131138 (M)

- Heads of CCA Circles are requested to nominate suitable officer .
- The contact telephone numbers of the officers nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute change of scheduled course if any.
- The officers nominated against the circular may be allowed to book their journey tickets.
- Officers may be requested to bring their copy of relieving order.
- All related correspondence may be sent to the course coordinator at the following address.

Shri S.C.Kapoor, AO
O/o DG, NICF,
Mehrauli- Gurgaon Road, Ghitorni
New Delhi-110047

- Accommodation: The Participants are requested to make their own arrangement for stay in hotel. NICF has arranged Hotel Africa Avenue and Hotel Oscar in Delhi on payment by the participants. The Controlling authorities are requested to sanction admissible TA advance to the officers nominated for this workshop.
- Transport:- All the participants are hereby requested to make their own arrangement to reach the hotel from Airport/ Railway station and vice versa.



(Shree Ram)
Director
Tel-011-26502567

Copy to:

- PPS to Secretary (Telecom), Deptt of Telecom New Delhi.
- PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- Director (Trg. Fin.), DoT HQ, New Delhi.