



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

No. 1-5/DG-NICF/IT-Excel/2016

Dated 26.04.2016

To,

All Heads of Pr.CCA/CCA Circles,
DDG (E&F) DoT (HQs) New Delhi,
DDG (PAF) DoP (HQs), New Delhi
All Heads of Postal Accounts Offices

Sub.: Customized Training on Advance Excel.

The above mentioned training course is scheduled to be conducted as per the particulars given below:

Duration : 5 days

Period : 06.06.2016 to 10.06.2016

Venue : Room No. 2303, Academic Block, ALT Complex, Ghaziabad.

Learning Objectives:

Introduction of MS- Excel, Working with page layout tab & review tab, working with formulas & database functions & logical functions, sorting, advanced filter, data validation & consolidate, importing data from other database, from access, web test and other source.

Target Population :

JA, SA, AAO, Sr. AO/AO, Dy. CCA & Jt.CCA of Pr.CCAs/CCA's Units.
and SA, AAO, Sr. AO/AO, ACAO, Dy. Director of Postal Accounts.

Last Date for Receipt of Nominations..... 01.06.2016

Course Director.....: Ms. Aprajita Sharrma

Contact Phone Numbers.....: 0120-2702385(O)

Course Coordinator.....: Shri Niranjana Kumar,

Contact Phone Number.....: 0120-2728350(O), 09968665776(M)

Course Co-Coordinator.....: Shri S.S. Samanta

Contact Phone Number.....: 0120-2700519(O), 09437562285(M)

Contact email id.....: nicfghaziabad@gmail.com **FAX No. 0120-2701219**

Aprajita

1. All Heads of Pr.CCAs/CCAs Circle and DAP/GM(F) may kindly nominate the suitable officers from their unit.
2. The contact telephone numbers of the officials nominated must be mentioned in the nomination form to enable this office to contact the officials directly to convey information in case of last minute cancellation /change of schedule of course etc.
3. The officers nominated against this circular may be allowed to book their journey.
4. Officers may be requested to bring their copy of relieving order/nomination letter for identification at the Hostel Reception at ALTTC, Ghaziabad.
5. The good quality rooms in ALTTC hostel are limited. Hence participants may intimate in advance. Family is not allowed in hostels. Upon their arrival to ALTTC they should contact the Reception of Bhabha/Raman Hostel.

The trainees / participants may be sanctioned and paid full TA and DA for the training period.

In case participants, finds hostel facility inadequate, participants may be allowed to stay outside by making their own arrangement.

6. The nominations may be confirmed from course coordinator on phone no. 0120-2703628 and 09968665776 before relieving.

This issues with the approval of DG NICF.



**(Aprajita Sharrma)
Director**

Copy for information to:

- PS to Member (Fin.), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG(FEB), DOT(HQ), Sanchar Bhawan, New Delhi.
- Director (SEA), DOT(HQ), Sanchar Bhawan, New Delhi.
- Director (Trg. Fin.), DOT(HQ), Sanchar Bhawan, New Delhi.
- ADG (Trg. Fin.), DOT(HQ), Sanchar Bhawan, New Delhi.
- Concerned file.