



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

No. 1-11/DG/NICF/Mtc. of Website/2015

Dated .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.: Course on "Website Maintenance & Networking".**

An in service training course on the above mentioned subject is scheduled to be conducted as per the particulars given below:

**Duration :** 2 day(s)

**Period :** 27.06.2016 to 28.06.2016

**Venue:** NICF, Ghaziabad

**Course Description:**

The course intends to acquaint the officers with the web maintenance and networking.

**Learning Objectives:**

After completion of the course, the participants will be able to understand: -

- Web technology, HTML, Website Tools.
- Adobe Dreamweaver, Interactive website, Server side scripting.
- Database & its connectivity aid web server & web hosting computer net working

**Target Population :**

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

**Last Date for Receipt of Nominations....**23.06.2016

**Course Director.....** Ms. Aprajita Sharrma

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

**Course Coordinator.....** Shri Niranjan 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**

1. All Heads of Pr.CCAs/CCAs Circle and DAP/GM(Finance) 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 officials nominated against this circular may be allowed to book their journey.
4. Officials 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 officials may be intimated accordingly.

**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(E&F), DoT(HQ), Sanchar Bhawan, New Delhi.
- DDG(Accounts), 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.