



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

No.1-29/DG/NICF/System Administration/2018

Dated 24.01.2018

To,

Sr. DDGs, all DDGs From Accounts & Finance side of DOT (HQ)
Sr. DDG (PAF), DOP, (HQ), New Delhi
All Pr. CsCA/CsCA,
All Heads of Postal Accounts Officers.

Subject:- Workshop on System Administration / IT resource Planning and Management & System Administration.

National Institute of Communication Finance, Ghaziabad proposes to organize in Service Training Computer Hardware & Software Application as per details given below -

Duration 3 days
Period 27.02.2018 to 01.03.2018
Time 10:00 to 17:30 Hrs.
Venue Room No. 2303, ALT Complex, Ghaziabad

Course Description:-

- System Security.
- Control Panel.
- PC Travel Shoot.
- Networking & Wireless.

Learning Objectives:-

- Network and Internet.
- User Account and Family Safely.
- Window Farewell.
- Performance Information & Tools.
- Internet Options.
- Administrative Tools.
- Devices & Printers.
- Network & Sharing Center.
- Backup & Restore.
- Device Manager.
- Protect Tools.
- Security Manager.
- Programs & Features.

Target Population:- Up to Jt. CCA, in CCA / Pr. CCA & Gr. A.B.C of Postal Accounts offices.

Last Date for Receipt of Nominations.....01.02.2018

Course Coordinator.....: Shri Ram Sanware

Contact Phone Number.....: 0120-2703628(O), 09427007271(M)

Course Co-Coordinator.....: Shri R.K.Awasthi

Contact Phone Number.....: 0120-2700519(O), 09456475086(M)

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

1. Sr.DDGs/DDGs DoT(HQ) Sr. DDG(PAF), DOP(Hqs) Heads of Pr.CCAs/CCAs/ All Heads of Postal Accounts offices may kindly nominate the officials / officers from their unit.
2. The contact telephone numbers of the Officials/Officers 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/Officers nominated against this circular may be allowed to book their journey.
4. The Officials/Officers may be requested to bring their copy of relieving order/nomination letter for identification.
5. Officials/Officers might co-ordinate for their stay arrangements with Course Coordinator.
6. Controlling authorities of the nominated official / officers are request to sanction TA and DA for the training period as per their entitlement.
7. The nominations may be confirmed from Astd. Course Coordinator on phone no. 0120-2700519 & 9045904269 before relieving.

This issues with the approval of DG, NICF.

Aprajita Sharrma

(Aprajita Sharrma)
Dy. Director General

Copy for information to:

- PS to Member (Fin.), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- Sr. DDG (PAF), Postal(HQ), New Delhi All GM(F) Postal Accounts Offices.
- All Sr. DDG/ DDG(E&F) / DDGs, DoT(HQ), Sanchar Bhawan, New Delhi for information.
- 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.