




1. Head of CCA units may kindly nominate suitable officers.
2. The contact telephone numbers of the officers nominated must be given while forwarding his/her nomination to this office to enable us to contact the officer directly to convey information on last minute cancellation and change of schedule of course.
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 Reception.
5. All related correspondence may be sent to the Course Coordinator at the following address:

**Shri Balmiki Jena, Accounts Officer**  
**O/o DG, NICF,**  
**Mehrauli- Gurgaon Road, Ghitorni**  
**New Delhi-110047**

6. The workshop is non-residential. However all necessary help shall be extended by NICF in getting suitable accommodation. Shri Balmiki Jena, Course Coordinator may be contacted for this purpose.

This issues with the approval of Director General, NICF.

  
**(Balmiki Jena)**  
**Account Officer**

**Copy for information to:**

- Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG(FEB), DOT(HQ), Sanchar Bhawan, New Delhi for nominating suitable officers working in DOT(HQ) for training.
- DDG (A/Cs)/DDG(TPF), DDG(LF), Sr.DDG(WPF), Jt.Admn.(F) - USO, Sanchar Bhawan, New Delhi.