



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

No.1-2/DG/2010-NICF

Date: 16.05.2011

To,

All Heads of CCA Circle
All Heads of Postal Account Offices

Sub: In-service course on “Office Management & ISO Certification”

In service course on the subject is scheduled to be conducted as per the particulars given below:

Duration: 5 day(s)

Period : 27th June 2011 to 1st July 2011

INTRODUCTION:

- The course covers various forms of communications in government, procedure for drafting, filing system and record management.
- The course will also cover issues related to ISO certification in government offices.

LEARNING OBJECTIVES:

On successful completion of the course the participants shall be able to:

- Write notes in official matters in a clear, correct, simple and precise manner.
- Manage files in government offices.
- Draft various forms of communications.
- List out procedural requirements for ISO certification in government offices.

Target Population :

Group ‘A’ (STS/JTS) and Group ‘B’.

Last Date for Receipt of Nominations : 23.06.2011

Course Director Kalpana Singh

Contact Phone Numbers.. :0120-2702366(O) 9868133353(M)

Contact email id : nicf.gov@gmail.com

Course Coordinator Shri Subhash Ahlawat

Contact email id : nicf.gov@gmail.com

Contact Phone Numbers.. : 0120-2728350(O), 2701219(F),9868203430(M)

1. Head of CCA Circles/Postal units may kindly nominate suitable officers.
2. 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 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 relieving order/nomination letter for identification at the Hostel Reception at ALTTC, Ghaziabad.
5. For inquiries related to vehicle arrangements/transport etc., Shri Niranjana Kumar, AAO of this office may be contacted on 09968665776 (M), 0120-2728349(O) 0120-2900502 (R).
6. The good quality rooms in ALTTC hostel are limited. Hence participants may be intimated in advance if they are keen on staying in hostel. Family is not allowed in hostels. Upon their arrival to ALTTC, officers of the Rank of STS and above are requested to contact the Reception of J.C. Bose Hostel and others are requested to contact the Reception of Bhabha Hostel. The officers may be intimated accordingly.
7. All related correspondence may be sent to the course coordinator at the address given above.
8. Nominations should be sent through Heads of CCA Circles /Postal units to this office.
9. The nominations may be confirmed from course coordinator on phone no. 0120-2728350, 0120-2701218 and 09868206430 before relieving.

Note: - Mess & other charges would be billed by the ALTTC, BSNL from the trainee participants. ALTTC does dynamic allocation of room only after the trainee physically reports at the centre. In this situation there would always be a possibility that the NICF trainee may not get a room in ALTTC hostels as per his/ her entitlement. In case of the non availability of suitable rooms as per the entitlements of the trainees in ALTTC, the trainees may avail the option to stay in the nearby hostels in the vicinity of Ghaziabad as per their entitlements. The trainees may therefore be advised accordingly and the TA advance may be granted taking into account the possibility of Hotel stay. This would ensure that the trainee is not put to inconvenience due to last minute non availability of the hostels.

(Kalpana Singh)
Director

Copy for information to:

- Sr. PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- FA Post for nominating suitable officers working in Department of Posts / PAO for training in the workshop.
- DDG(FEB), DOT(HQ), Sanchar Bhawan, New Delhi for nominating suitable officers working in DOT for training.
- DDG(PAF), Department of Posts, Dak Bhawan, New Delhi.
- All CPMsG for kind information please.
- DDG (A/Cs)/DDG(TPF), DDG(LF), Sr.DDG(WPF) Jt.Admn.(F) - USO, Sanchar Bhawan, New Delhi.