



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/2015

Dated 27.05.2015

To,

DDG(LF Assessment), DDG(A/Cs),
DDG(E&F), DDG(Budget) & Sr.DDG(WPF)
DoT(HQ), Sanchar Bhawan,
New Delhi-110001

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 : 22.06.2015 to 26.06.2015

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 :

ADG, Sr.AO, AO, AAO in DoT(HQ), Sanchar Bhawan, New Delhi.

Last Date for Receipt of Nominations..... 19.06.2015

Course Director..... Ms. Aparajita

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

Course Coordinator..... Shri Niranjana Kumar,

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

Course Co-Coordinator..... Shri R. Krishna Kumar

Contact Phone Number..... 0120-2700519(O), 09412220133(M)

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

Aparajita
27/5/15

1. DDG(LF Assessment), DDG(A/Cs), DDG(E&F), DDG(Budget) & Sr.DDG(WPF) may kindly nominate the officers from their section.
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.

Aparajita
27/11/15

(Aparajita)
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.