



**Government of India**  
**Ministry of Communications & IT**  
**National Institute of Communication Finance**  
**Ghitorni, New Delhi-110047**

**No: 1-1/DG/ 'A' Circular /2012-NICF**

**Dated: 14.08.2012**

To,

All Heads of CCA Circle  
All Heads of Postal Account Offices

**Sub: In- Service Non-residential course on "Office Management & ISO Certification".**

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

**Course No** : 02091213  
**Duration** : 3 days  
**Period** : 17/09/2012 to 19/09/2012

**Introduction:**

- The course covers various forms of communications in government, procedure for drafting, filing 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 office.
- Draft various forms of communications.
- List out procedural requirements for ISO certification in government offices.

**Target Population:**

Jt. CCA, Dy.CCA of CCA Offices. Director & Dy. Director in GM (F)/DA(P) Offices and ADG & Director in Telecom & Postal Directorate, Sr.PPS/PSO working in Ministry of Communication & IT.

Last date of receipt of nominations : 10/09/2012  
Course Director : Shri. Kashi Nath Jha  
Contact phone numbers : 011-26502458 (O) 09013130181 (M)  
Contact email id : [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com)  
Course coordinator : Shri. Niranjana Kumar  
09968665776 (M)  
Co course coordinator : Shri. B Jena  
09412715111 (M)  
Contact phone numbers : 011-26502459 (O) 011-26501881 (Fax)

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 scheduled course.
3. The officers nominated against the circular may be allowed to book their journey.
4. Officers may be requested to bring their copy of relieving order.
5. **For enquires related to vehicle arrangements/transport etc... Shri. Balmiki Jena, AAO of this office may be contacted on 09412715111(M), 011-26502459 (O)**
6. Nominations should be sent through Heads of CCA Circles/Postal units to this office.
7. All related correspondence may be sent to the course coordinator at the following address.

**Shri. Niranjana Kumar, CAO  
O/o DG, NICF,  
Mehrauli- Gurgaon Road, Ghitorani  
New Delhi-110047**

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

**(Kashi Nath Jha)  
Director**

Copy to:

- PPS to Member (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- Sr. DDG (WPF) Sanchar Bhawan, New Delhi.
- DDG (FEB), DoT (HQ) Sanchar Bhawan, New Delhi for nominating suitable officers working in DoT (HQ) for training.
- DDG (PAF), PA wing, Dak Bhawan, New Delhi for nominating suitable officers working in DoP (HQ) for training.
- DDG (A/Cs)/DDG (TPF), DDG(LF), Jt. Admn.(F) – USO, Sanchar Bhawan, New Delhi.
- ADG (Trg. & Fin) with a request to circulate the circular in DoT HQ for nomination.