



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

No: 1-1/DG/ 'A' Circular /2013-NICF

Dated: 21.03.2014

To, Pr .CCA, New Delhi
DDG (FEB), DoT Headquarter, New Delhi
DDG (PAF), DoP Headquarter, New Delhi
GM (Finance) Postal Accounts, Delhi-54
Director, NICF, Ghaziabad

Sub: Workshop on "Establishment and Administration".

The workshop on "Establishment and Administration" is scheduled to be conducted as per the particulars given below:

Course No. : 23031314
Duration : 2 days
Period : 25/03/2014 to 26/03/2014
Venue : O/o DG, NICF, Ghitorni, New Delhi-110047

Introduction:

The workshop intends to familiarize the participants with all the issues relating to Establishment and Administration.

Learning objective:-

After attending the course, the participants would be able to explain –

1. Government Administrations, Rules, Policies and Procedures.
2. Functions under Establishment
3. Various Aspects of Administration
4. Smooth Running of Administration

Target Population:

Group 'B' Officers of Department of Telecom/ Department of Posts and all officers/officials of NICF, Ghitorni, New Delhi/Ghaziabad.

Last date of receipt of nominations : 24/03/2014
Course Director : Shri. Kashi Nath Jha
Contact phone numbers : 011-26502457 (O)
Contact email id : nicf.gov@gmail.com
Course coordinator : Sh. S.C. Kapoor
09868135512 (M)
Co-course coordinator : Sh. Chander Prakash
09013130818 (M)

1. Pr .CCA, New Delhi, DDG (FEB), DDG (PAF), GM (Finance) Postal Accounts, Delhi, Director NICF Ghaziabad 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 change of scheduled seminar if any.
3. Officers may be requested to bring their copy of relieving order.
4. All related correspondence may be sent to the course coordinator at the following address.

Shri S.C. Kapoor, AO
O/o DG, NICF,
Mehrauli- Gurgaon Road, Ghitorni
New Delhi-110047

5. The seminar is non-residential. Shri S.C. Kapoor, Course Coordinator may be contacted in case of any assistance in getting accommodation if required.


(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.
- Director (Trg. Fin.), Telecom Commission, Sanchar Bhawan, New Delhi.