



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

1-150/NICF/TAR/ One week Trg Gr. B /2024-25

Dated-27.06.2024

Subject: Capacity Building Programme on IT Skills and Office Management for Group B Officers of DoP & DoT (Cluster Training No. 3)-reg

Sir/Madam,

National Institute of Communication Finance is going to conduct One week Training Program for Group B Officers of DoP & DoT, as per the schedule mentioned below:

Course Name : CBP on IT Skills and Office Management for Gr. B Officers (IP&TAFS)
Duration : One Week
Period : 05.08.2024 to 09.08.2024
Venue : NICF, Ghitorni

Mode of Training : Offline mode

Last Date for receipt of: 22.07.2024

nomination

2. The topics to be covered during this training program are mentioned below:

- Cybersecurity related provision of IT Act , Data & Application Security
- End Point & Digital Workplace Security
- Basic /Advance Course of Ms Office & trouble shooter
- DoP & IT Modernisation /IT 1.) & road ahead IT 2.0
- Noting & Drafting / Public Grievances/CPGRAMS
- RTI Act 2005(PIO & Appellate Authority) & Handling Parliamentary Matters
- Communication skills & Team Building
- Motivation & Leadership skill

Learning Objective:

Understanding the concepts of IT Skills and Office Management .

Target Population:

Group B Officers (Sr. AO/AO/AAO) of all the units of DoP (PA Wing/PAOs) & DoT.

It is requested to nominate one suitable officer for the above Training within the stipulated date. While nominating officers, the controlling offices are requested to provide details of nominated officers viz name, designation, mobile number, email address etc.

All the nominations are to be addressed to Director (TAR), O/o DG, NICF, Opp. Metro Pillar No. 152, Mehrauli Gurgaon (MG) Road, Ghitorni, New Delhi – 110047 or to be e-mailed at nicf.moc@gov.in

All nominated officers will be provided food and accommodation facility by NICF, in the Hostel at NICF Campus.

The nominated officers **should not** bring their families during the period of training. Any request for providing additional Hostel facilities for the families of the trainees **will not** be entertained.

In case of any query/clarification, offices may contact Sh. Gadadhar Rath, AAO, NICF. Mobile No.9437160036.

This issues with the approval of Competent Authority.



(Pooja Gupta)
Director (TAR)
NICF, Ghitorni

To

1. The CGCA, New Delhi
2. Sr. DDG (PAF), DoP HQ, New Delhi
3. All CsCA/All GM (F)/ /DAPs/ PAOs

Copy to :

1. PPS to Advisor (F), DoT(HQ), Sanchar Bhawan, New Delhi.
2. PS to DDG(E&TF), DoT(HQ), Sanchar Bhawan, New Delhi.
3. PS to Jt. CGCA(C&A), New Delhi
4. PS to Director (SEA/Trg.&Fin)DoT(HQ), Sanchar Bhawan, New Delhi.
5. PS to Director (PA-Adm), DoP(HQ), Dak Bhawan, New Delhi.
6. AO (Establishment), NICF, Ghitorni, New Delhi.