



भारत सरकार | Government of India

संचार मंत्रालय | Ministry of Communications

दूरसंचार विभाग | Department of Telecommunications

राष्ट्रीय संचार अकादमी-वित्त | National Communication Academy-Finance

रा.सं.वि.सं. परिसर, घिटोनी, नई दिल्ली-110047 | NICF Campus, Ghitorni, New Delhi-110047

No: 1-151/NICF/TAR/WebinaronSocialMediaMgmt/2024-25

Dated. 05.11.2024

To,

- |  |                                  |
|--|----------------------------------|
| 1. The CGCA, UIDAI Building, New Delhi   | 2. Advisor(F), DoT HQ, New Delhi |
| 3. Secretary, TRAI, New Delhi            | 4. DG, NTIPRIT, Ghaziabad        |
| 5. Sr. DDG (PAF), DoP HQ, Delhi          | 6. All Pr. CsCA/CsCA/GMs(F)/DAPs |
| 7. Sr. DDG, TEC                          | 8. CMD, BSNL, New Delhi          |
| 9. CMD, MTNL, New Delhi.                 | 10. DG, TSDSI, New Delhi         |
| 11. ED, C-DoT, Delhi                     | 12. Director, BBNL, New Delhi    |
| 13. Director, WMTDC, Ghitorni, New Delhi | 14. Deputy General Manager, TCIL |
| 15. Deputy General Manager, ITI          |                                  |

**Subject:** - Conducting Webinar on “Social Media Management & Content Writing through AI” at NCA-F -reg

National Communication Academy-Finance (NCA-F), an ‘Utkrishi’ level Central Government Training Institute under Ministry of Communications, is going to conduct Webinar on “Social Media Management & Content Writing through AI” for all Officers/Officials of DoT/ DoP. The schedule of Webinar is as under: -

S. No.	Topic	Date & Timing	Last date for nomination
1.	Social Media Management & Content Writing through AI	08.11.2024 (11:00 AM to 01:00 PM)	07.11.2024


All the units of DoT and DoP viz CGCA, CsCA, GMs (Finance), DsAP office, SEA/DoT HQ and PAF/DoP HQ, PSUs and various organizations associated with DoT/DoP are requested to nominate suitable officers for the webinar within the stipulated time as mentioned above.

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, NCA (F), NICF Campus, Opp. Metro Pillar No. 152, Mehrauli Gurugram (MG) Road, Ghitorni, New Delhi – 110047 or at email address [nicf.moc@gov.in](mailto:nicf.moc@gov.in).

In case of any query/clarification, Sh. Gadadhar Rath, Dy. Course Coordinator (Mobile No. 9437160036) may be contacted.

This issues with the approval of the competent authority.



**(Ashwani Kumar)**  
AO, NCA-F

Copy to:

1. PA to DG, NCA-F, NICF Campus, Ghitorni, New Delhi-110047.
2. Director Trg. Finance, DoT HQ, for kind information.
3. Director (TER), NCA-F for nomination and uploading of circular on office website.
4. Faculty of webinar.
5. Office copy.