



भारत सरकार | Government of India
संचार मंत्रालय | Ministry of Communications
दूरसंचार विभाग | Department of Telecommunications
राष्ट्रीय संचार अकादमी-वित्त (एन०सी०ए०-एफ) | National Communications Academy-Finance (NCA-F)
महरौली-गुरूग्राम मार्ग, घिटोरनी | Mehrauli-Gurgaon Road, Ghitorni
नई दिल्ली-110047 | New Delhi – 110047

File No. 11-113/MK&GrC/AdvancedExcel/2025-26/NCA-F

Dated:25.02.2026

To,

CGCA, DoT
Advisor (F), DoT HQ
All Pr. CCAs/CCAs/Jt. CCAs

Sub: 2-Day Hands on Training on “Advanced Excel”- reg.

National Communications Academy - Finance is organizing a two-day Hands-on Training on Advance Excel for Group A Officers (upto STS Level), Group B & C Officers/Officials of DoT. The subject and schedule of Workshop is as under:

Sl. No.	Topic	Date	Venue
1	Hands-on Training on “Advanced Excel”	19.03.2026 – 20.03.2026	Academic Block, NCA-F

Introduction:

A two-day hands-on training program on Advanced Excel emphasizing on practical, real-time handling of datasets, with special focus on LF and SUC related datasets. The program is designed to strengthen participants’ skills in rapid data cleaning, automated compilation using Macros and Power Query, structured yearly and quarterly up-dation, advanced lookup techniques, dashboard creation, trend analysis, and application of analytical and statistical tools to support accurate regulatory reporting and data-driven decision-making.

Learning Objectives:

- Efficiently clean, structure, validate, and prepare datasets for analysis, including detection of inconsistencies, duplicates, missing values, and outliers etc.
- Automate compilation and periodic up-dation of multiple datasets using Macros, Power Query, and advanced lookup functions (VLOOKUP, XLOOKUP, HLOOKUP, INDEX–MATCH).
- Perform multi-dimensional data analysis using Pivot Tables, Pivot Charts, dashboards, applied Excel formulas, and latest data analysis and trend analysis tools.
- Apply What-If Analysis, Goal Seek, and basic statistical techniques (including regression concepts) to interpret trends and derive meaningful financial and policy insights.

नित्यं प्रयत्नेन समाहितेन, विद्या धर्मं च वित्तं च साध्यं।
क्षिप्रं न सिध्यन्ति न चाप्यशक्यं, तस्मात् प्रयत्नं प्रतिपद्य बुद्ध्या ॥

"With consistent and focused effort, one can attain knowledge, virtue, and wealth. They may not be achieved quickly, nor are they impossible. Therefore, one should diligently and wisely strive for them."

Target Population: Group 'A' Officers up to STS level; Group 'B' & 'C' Officers and Officials of DoT

Maximum Number of participants: 20

Minimum Eligibility Criteria for Participation in the Workshop: Basic working knowledge of Microsoft Excel.

Last date of receipt of nominations: 10.03.2026

Course Director : Sh. Shashank Shekhar Agarwal (Mob: 7042241879)
Course Coordinator : Sh. Kundan Kumar Singh (Mob: 9471899993)

Competencies addressed : D-22, D-46

General Instructions:

- All the Head of Offices are requested to kindly fill nominations for the said training program through Competency Portal of DoT. In addition to this, a nomination letter may be forwarded to email id nicf.moc@gov.in with nominated participant's name, designation, office name, contact no and email id.
- Workshop will be conducted in Physical Mode at NCA-F, New Delhi.
- Food and lodging for the participants will be arranged at NCA-F Campus during the Training.
- In case of any query/clarification, offices may contact Course Coordinator Sh. Kundan Kumar Singh, AAO (Mobile No. 9471899993).

This issues with the approval of the Competent Authority.

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पाठ्यक्रम निर्देशक
एनसीए-एफ, घिटोर्नी

Copy to:

1. PPS to Member (F), DCC, New Delhi
2. PS to DG, NCA-F
3. JS(T), DoT HQ
4. DDG (CBT), DoT HQ
5. DDG (E&TF), DoT HQ
6. Director (LFA-III), DoT HQ

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