


No. 48-3/2015 - Admn.III
Government of India,
Ministry of Communications & IT
Department of Telecommunications
Room No. 411, Sanchar Bhavan.

New Delhi, Dated the 4th July, 2016.

Subject:- In-house training for the officials of Department of Telecommunications.

It has been decided to conduct an In-house Training Programme on the topic "**Awareness of policy on official language**" on **8.07.2016 (Friday)** from 11.00 AM to 12.30 P.M. at the **Conference Hall (13th Floor), Sanchar Bhavan, New Delhi**. It is requested that dealing hands/Assistants/Section Officers of DoT may forward their nominations through their controlling officers for the training. Alternatively, Supervisory officers/Section officers may also nominate the officials working under them for the programme by **5.7.2016**.

2. Shri Amit Prakash, Deputy Director (OL), DoT will impart the training.


(P.P. Saha) 4.7.16

Under Secretary to the Government of India
Tel. 2303 6757

To

1. PPS to Wireless Advisor, DoT, Sanchar Bhavan, New Delhi.
2. PPS to Sr. DDG (BW), DoT, Sanchar Bhavan, New Delhi.
3. PPS to Sr. DDG (TEC), DoT, Sanchar Bhavan, New Delhi.
4. PPS to JS (Admn.), DoT, Sanchar Bhavan, New Delhi.
5. PPS to CVO, DoT, Sanchar Bhavan, New Delhi.
6. PPS to DDG (Estt.), DoT, Sanchar Bhavan, New Delhi.
7. PPS to DDG (E&F), DoT, Sanchar Bhavan, New Delhi.
8. PPS to DDG (Security), DoT, Sanchar Bhavan, New Delhi.
9. PPS to DDG (Training), DoT, Sanchar Bhavan, New Delhi.
10. Director (WMO), DoT, Sanchar Bhavan, New Delhi.
11. All the Sections of Department of Telecom.
12. Section Officer, G-II Section, DoT for booking of conference room.
13. Director (IT-IV), NIC, DoT, Sanchar Bhavan for uploading in e-office.
14. OL Section for Hindi Version.
15. Notice Board.

Copy to:

1. Shri Amit Prakash, Deputy Director (OL), DoT with a request to impart the **above** said training on 8th July 2016 (Friday) at 11 A.M.
2. Shri Ranjan Kumar, D.S. (Coord.) & Training Co-ordinator, DoT for information.