Dear Participant,

Greetings from NTIPRIT, Ghaziabad!

2. The Institute congratulates you on your nomination for attending the “Public Safety Communications Systems including role of Telecom in disaster management” course being conducted from 6.03.2017 to 24.03.2017. The course will be conducted at Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad (a training institute under Department of Posts, Government of India) located adjacent to NTIPRIT. The team of National Telecommunications Institute for Policy Research, Innovations & Training (NTIPRIT) extends a warm welcome to you on your visit to India. We shall be happy to take care of you during your visit to India.

3. Let me take this opportunity to introduce NTIPRIT to you. It is a premier training institute for imparting training to in-service officers as well as induction training for probationary officers of Department of Telecommunications, Government of India. NTIPRIT has also been providing training to officers from other government departments and public sector enterprises.

4. NTIPRIT and RAKNPA are located about 50 Kms from Indira Gandhi International Airport, New Delhi.

Your stay arrangement has been made in the hostel of RAKNPA, Ghaziabad. RAKNPA, Ghaziabad has well equipped facilities including air-conditioned class room, air-conditioned hostel accommodation with attached bathrooms, TV, Laundry facility, Mess facility, gymnasium, outdoor sports facilities, indoor sports facilities, cyber room etc. The hostel and academic blocks are Wi-Fi enabled. RAKNPA will be taking care of your boarding and lodging on behalf of NTIPRIT. It is spring season in March in India and temperature at Ghaziabad is expected to vary between 12\textdegree{} to 30\textdegree{} Celsius. We advise you to carry your clothing accordingly for your stay in India.

5. Further, I would request you to send your travel plans immediately so that we may arrange your pick up from the Indira Gandhi International Airport (Terminal 3) to the RAKNPA at Ghaziabad, on your arrival. On arrival at the New Delhi airport, you may collect your baggage from the appropriate belt and \textbf{walk out of exit gate number 5}. \textbf{There are 8 exit gates in the airport and our representative will be waiting outside exit gate no. 5 (five).} You may look for your escort with a placard "NTIPRIT, Ghaziabad" outside the exit gate (gate No. 5) of Indira Gandhi International Airport, New Delhi.
6. In case of any difficulty, you may contact Mr. D. S. Kachhwaha, Director (Admn) at number +91-9868168111 and or Mr. H. S. Jakhar Director (Training) at number +91-9868135587.

7. Now a few quick points on your preparation for the training programme. Since there will be participants from many other countries, the programme will provide a platform for sharing the best practices of all participating countries. You are requested to please come prepared with a power point presentation in two parts as mentioned below:

Part I of your presentation will be on your country that may include general information about your country like population, languages spoken, culture, religion, industry, level of income, etc. with some photographs of people and places to give a feel of your nation. Part II of your presentation may include information relating to your organisation like ownership, services provided, financial status, quality of service, best practices adopted to improve quality of services in your sector, regulatory mechanism, USO obligations, level of competition, challenges and steps taken to meet those challenges, disaster management policies including role of telecom etc. You will be required to make a presentation on your country on the scheduled day of the programme. The presentation can be made for a period of 15-30 minutes.

8. There will be a sports as well as cultural festival on two evenings where you will be required to participate and make a performance reflecting your culture. It can be a song or dance or a small skit. Please bring necessary CDs/USB device containing music for your performance. You may also bring National / traditional dress for this evening as well as a formal dress for the official group photo.

9. In conclusion, I would request you to:-
   (a) Plan your travel as per schedule of training which will commence from 6.03.2017 at 0930 hrs and conclude on 24.03.2017 at 1700 hrs.
   (b) Come prepared with a power point presentation as mentioned in para 6 above.
   (c) Bring at least one Formal Dress & one National Dress/ traditional dress.
   (d) Mail your travel plans immediately at jakharhs@yahoo.co.in or jakharhs@gmail.com or dir.trg-nti@gov.in so that we can make arrangements for your pick up from the Airport.

For any further clarification, please feel free to contact us or email above or at telephone numbers given at para 5 above.

Thanking you for your kind cooperation and with warm regards

Yours Sincerely,

(D. P. De)

3.3.2017