

दूरभाष / Telephone : 044-28331156
फेक्स / Fax : 044-28331099



भारत सरकार / GOVERNMENT OF INDIA
वित्त मंत्रालय / MINISTRY OF FINANCE
राजस्व विभाग / DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद शुल्क के आयुक्त का कार्यालय, चेन्नै-I
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CHENNAI-I
26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034

C.No.II/36/02/2015-Estt.Ch.I

Dated: 23.04.2015

Sub : AIM – Training programme on **“MS-excel Advanced Applications”**
sponsored by Govt. of India – **Nominations called for** – Reg.

* * *

A copy of CCO's letter C.No. IV/16/93/2013-CCO-Tech-IV dated 20.04.2015, alongwith letter No. Lr.No. P/1106/2015 dated 07.04.2015 of Anna Institute of Management on the above subject is uploaded in the website www.centralexcisetchennai.gov.in.

Nominations in respect of willing persons may be sent in the prescribed format **by return fax**.

Yours faithfully,


(ROSA USHA ANTONY)
ASSISTANT COMMISSIONER (P&V)

Encl: As above.

To
The Deputy/Assistant Commissioners of Central Excise, Hqrs./ A/B/C/D/E Division, Chennai I
The CAO, Chennai.

16
3/14

29/4/15



OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE

26/1, Mahathma Gandhi Road, Chennai -600 034.

Phone No. 28331010 Fax No. 28331015 / 28331050

Email: excisechiefcommissioner@gmail.com

C.No.IV/16/93/2013-CCO-Tech-IV

Dated: 20.04.2015

To

The Commissioner of Central Excise,
Chennai I/II/III/IV/Pondicherry / LTU-Chennai
Audit I and II Commissionerate/Appeals I/II-Chennai

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Sir,

Prac/2015

Sub : AIM - Training programme on "MS-Excel Advanced Applications" sponsored by Govt. of India-
Nomination called for- Reg.

ESU

Please find enclosed herewith a copy of letter No. Lr. No.P/1106/2015 dated 07.04.2015 requesting for two nominations each for Batch I (06.05.2015 to 08.05.2015) and Batch II (27.05.2015 to 29.05.2015) for the Training programme on MS-Excel Advanced Applications" to be held at Anna Institute of Management, Chennai.

Nominations in respect of willing persons may be sent at the earliest.

Yours faithfully,

Encl : a/a

(Signature)

(P. KALAICHELVAN) 20/4
ADDITIONAL COMMISSIONER (CCO)



ANNA INSTITUTE OF MANAGEMENT

(Sponsored by the Government of Tamil Nadu)

"MAHIZHAMPOO", 163/1, P.S. Kumarasamy Raja Salai (Greenways Road), Chennai - 600 028.
Phone : 24937170, 24938247, 24610300, 24613726 Fax : 044-24937062 Grams : "EXCELAIM"
e-mail : aimchn@dataone.in Website : www.annainstitute.org

3/15
15/4/15

Thiru. MOHAN VERGHESE CHUNKATH, IAS
ADDITIONAL CHIEF SECRETARY/DIRECTOR
ANNA INSTITUTE OF MANAGEMENT AND
DIRECTOR GENERAL OF TRAINING

AS/Ac

Chief Commissioner

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To

The Chief Commissioner
Central Excise Department,
26/1, Mahatma Gandhi Road,
Chennai 600 034

Lr No. P/1106/2015 Dt. 7.4.2015

Sir/Madam,

Sub: AIM – Training programme on "MS-Excel Advanced Applications"
sponsored by Govt. of India – Nominations called for – reg.

Anna Institute of Management has scheduled to conduct the training programme on "MS-Excel Advanced Applications" sponsored by Govt. of India in batchwise as scheduled below:

Batch-I : 6.5.2015 - 8.5.2015
Batch-II : 27.5.2015 - 29.5.2015

PREAMBLE:

Every organization needs a program which will help them to enter organized data as well as to analyse, present the data meaningfully. MS-Excel is one of the most versatile and popular spreadsheet programs. It serves as an electronic pad for Accountants. It can easily perform simple as well as complex mathematical calculations with graphical representation wherever necessary. Introducing the MS-Excel will result in faster calculation, especially for accounting purposes in offices.

AIM:

To make use of MS-Excel Spreadsheet features, charts and generating simple and complex reports.

OBJECTIVE:

At the end of training programme, trainees will be able to operate MS-Excel confidently for their office applications.

CONTENTS:

- Spreadsheet features & Formatting techniques
- Data Sort, Filter, Advance Filter and Validation
- Basic and advance functions in MS-Excel
- Financial Functions
- Pivot table and Pivot chart
- Introduction to Macros in Excel

METHODOLOGY:

This programme will have lecture sessions, demonstrations and hands-on practice for the trainees with eminent resource persons.

LEVEL OF PARTICIPANT:

This programme will be highly useful for Junior Assistants, Assistants, Stenotypists, Superintendents and other person working in such cadres. The participant needs prior knowledge of computer.

COURSE FEE:

As this programme is sponsored by Govt. of India, there is NO COURSE FEE. Anna Institute of Management will provide the course kit, reading material and other logistics including lodging for the participants (excluding the breakfast and dinner).

This is a non-residential programme. However outstation participants will be provided the hostel accommodation on twin sharing basis subject to availability. The breakfast and dinner expenses have to be borne by the participants. Only the participants are allowed to stay in the hostel and family accommodation will not be provided. TA/DA for the participants will have to be borne by their organizations.


VENUE:

This programme will be conducted at Computer Centre, Anna Institute of Management (AIM), "Mahizhampoo", 163/1, P.S. Kumarasamy Raja Salai (Greenways Road), Raja Annamalai Puram, Chennai - 28.

NOMINATIONS:

Kindly nominate TWO officials from your organization. Nomination form is enclosed, if copies required may be photocopied. We request you to send your nominations on or before 25.4.2015 for Batch-I and 15.5.2015 for batch-II by post and the participants are requested to confirm their nominations over phone. E-mail is preferable. Our e-mail id: aimchn@dataone.in

Yours faithfully,


for Director, AIM and DGT



ANNA INSTITUTE OF MANAGEMENT

Training programme on

"MS-Excel Advanced Applications"

Batch-I : 6.5.2015 - 8.5.2015
Batch-II : 27.5.2015 - 29.5.2015

Nomination Details:

Name of the Nominee :
Designation :
Place :
Phone No/e-mail :
Sponsoring Authority :

(Kindly Xerox if copies required)