



Government of India
Ministry of Communications
Department of Telecommunications
National Institute of Communication Finance
Ghitorni, New Delhi-110047

No. 8-85/NICF/TAR/Ind.Trg.AAOs/LDCE2022/25th Batch/2023-24

Dated: 04.03.2024

Sub.: Induction Training course for newly recruited AAOs.

Sir/Madam

The training course mentioned in the subject is scheduled to be conducted as per the particulars given below:

Duration : 08 weeks
Period : 18.03.2024 to 10.05.2024
Venue : NICF, Ghitorni, New Delhi
Mode of Training : Offline at NICF Campus

The list of officers at Annexure ‘A’ (attached with this circular) is in accordance with the list provided by Director (PA-Admn), DoP HQ vide letter no. 5-13/24-PA Admn I/Ind Trg/AAO dated 07.02.2024.

Course Description:

The 2nd Administrative Reforms Commission has strongly recommended that it is necessary to build the capacity of all officers through Induction Training, before they are assigned any responsibilities. The ARC has also recommended that in addition to training on specific subjects, emphasis should be given to courses that will orient the officers and staff to be citizen friendly and service oriented. The recommendations have been accepted by the Government of India and the same thoughts are also reiterated in the new National Training Policy, 2012.

Learning Objectives:

Duties and responsibilities of the Assistant Accounts Officers in the Department of Telecommunications and Department of Posts will be covered in the different modules i.e. (1) Telecom Module (2) Postal Module (3) Financial Management in Government (4) DDO Module (5) Administration Module (6) Government Accounting and Auditing (7) IT Skills (8) Terminal Benefits (9) Office Management (10) Commercial Accounting and (11) Soft Skills and Hands on training on SAMPANN, e-Office, LIMBS and MS Advance Excel (12) Behavioral competencies. All the above modules will be covered in eight weeks for Induction Training of Assistant Accounts Officers (IP&TAFSGroup‘B’).

Target Population:

Assistant Accounts Officers of LDCE-2022 batch recruited in Department of Telecommunications and Department of Posts as per Annexure ‘A’.

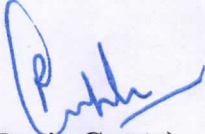
Last date for receipt of confirmation: 11.03.2024

Overall In-charge of training : Dr. D.K. Singhal, DDG (Mob: 9413974274)
Course Director : Ms. Pooja Gupta, Director (Mob: 8810455467)
Course Coordinator : Sh. Ashwani Kumar, AO (Mob: 9350977985)
Dy. Course Coordinator : Sh. Gadadhar Rath, AAO (Mob: 9437160036)
Contact email-Id : nicf.moc@gov.in

1. The concerned Heads of the offices are requested to nominate AAOs as per enclosed list only (Annexure 'A').
2. The contact telephone numbers/Mobile numbers and official email IDs of the officers nominated must be mentioned in the nomination letter to enable this office to contact the officers directly on all training related matters.
3. Nominated officers may kindly book their journey tickets in advance.
4. Accommodation and food shall be provided at NICF Hostel. A separate detailed advisory shall be issued in this regard.
5. The trainees are not allowed to bring their families during the training program and request for accommodation for said period in NICF Hostel for their families may not be entertained.
6. All participants should have government email IDs.
7. Induction Training is mandatory for all the nominated officers. Exemption would be accepted only in special circumstances with the approval of competent authority i.e. Sr. DDG (PAF), DoP HQ, New Delhi.

This issues with the approval of the Competent Authority.

Encl.: Annexure 'A'.


(Pooja Gupta)
Director, NICF

To,

1. The CGCA,
2. The Sr. DDG (PAF), DoP HQ,
3. The concerned Pr. CsCA/CsCA,
4. The concerned GM (F)/DAP

Copy to:

1. Sr. PPS to Member (F), Digital Communications Commission, Sanchar Bhawan, New Delhi.
2. PPS to Advisor (F), DoT (HQ), Sanchar Bhawan, New Delhi.
3. PS to DDG (E&TF), DoT (HQ), Sanchar Bhawan, New Delhi.
4. PS to Jt. CGCA (C&A), New Delhi.
5. PS to Director (SEA/Trg. & Fin.), DoT (HQ), Sanchar Bhawan, New Delhi.
6. PS to Director (PA-Admn), DoP (HQ), Dak Bhawan, New Delhi.

Annexure -A

Induction Training of AAOs - LDCE 2022 (25th Batch)

| S. No. | Name of Officer | Place of Posting |
|---------------|------------------------------|--------------------------|
| 1 | SANTHOSHKUMAR M | CCA MAHARASHTRA & GOA |
| 2 | DIVIJA C | CCA MAHARASHTRA & GOA |
| 3 | NATESHA H M | CCA MAHARASHTRA & GOA |
| 4 | ANITA GHOSH | PAO KOLKATA |
| 5 | BASAVARAJ MANOHAR MASHYAL | CCA MAHARASHTRA & GOA |
| 6 | YOGRAJ SHARMA | PAO RAJASTHAN |
| 7 | SARITA SAINI | CCA RAJASTHAN |
| 8 | KISHAN ASHOKKUMAR VYAS | PAO GUJARAT |
| 9 | SANKAR DAS | PR. CCA KOLKATA |
| 10 | SAUMIL BHARATKUMAR PRAJAPATI | CGCA NEW DELHI |
| 11 | UDAYA TEJA MACHITI | CCA ANDHRA PRADESH |
| 12 | HEENA SONI | PAO RAJASTHAN |
| 13 | UMA SHANKAR AWASTHI | CCA UTTAR PRADESH (EAST) |
| 14 | NISHA S LEKSHMI | PAO KARNATAKA |
| 15 | PANKAJ KUMAR JAIN | CCA RAJASTHAN |
| 16 | VEENA P V | PAO KARNATAKA |
| 17 | SAURAV KUMAR MAL | PR. CCA KOLKATA |
| 18 | RAHUL PAUL | PAO ASSAM |
| 19 | PAYAL MIHIL SHAH | CCA GUJARAT |
| 20 | S MEENAKSHISUNDARI | PAO KARNATAKA |
| 21 | ANVI ASHOKKUMAR SHAH | CCA GUJARAT |
| 22 | GEETA SAINI | PAO RAJASTHAN |
| 23 | SATYA NARAYAN CHITTORIA | PAO RAJASTHAN |
| 24 | NEELIMA KATTA | CCA TELANGANA |
| 25 | DIVYA T | PAO TELANGANA |
| 26 | VIKKY GUPTA | PR. CCA DELHI |
| 27 | VENKATA SUBBAIAH U | PAO ANDHRA PRADESH |
| 28 | YOGENDRA SINGH YADAV | CCA MADHYA PRADESH |
| 29 | D NAGENDRA KUMAR | PR. CCA TELANGANA |
| 30 | PRADEEP DUBEY | CGCA NEW DELHI |
| 31 | MAHESH SONI | NICF GHITORNI NEW DELHI |
| 32 | AMRUTHA SINDHU V | PR. CCA TELANGANA |
| 33 | AJAY SINGH | DOP HQ |
| 34 | SUSHANT KAURA | CCA HARYANA |
| 35 | BEENA C | DOT HQ |
| 36 | DIMPUJYOTI GOGOI | PAO ASSAM |
| 37 | VIKAS CHAITANYA BANDARU | PAO ANDHRA PRADESH |
| 38 | JITENDER SINGH SHEKHAWAT | PR. CCA DELHI |
| 39 | BHAGYASHREE ASHOK PATANKAR | PR. CCA MUMBAI |
| 40 | SOUMEN ADHIKARY | NICF GHITORNI NEW DELHI |
| 41 | SACHIN GUPTA | PAO DELHI |
| 42 | N NAGA MAHESH | CCA ANDHRA PRADESH |
| 43 | KAVYA MUDUNURI | PAO ANDHRA PRADESH |
| 44 | ANNU | CGCA NEW DELHI |
| 45 | VIRENDRA PRATAP SINGH | PAO UTTAR PRADESH |
| 46 | SRINIVAS KASULA | CCA ANDHRA PRADESH |

| | | |
|----|-----------------------------|-----------------|
| 47 | NISARG BHARATBHAI PRAJAPATI | PAO GUJARAT |
| 48 | DEBRAJ GHOSH | DOT HQ |
| 49 | SAVITA KUMARI | DOP HQ |
| 50 | KAMAL KISHOR | CCA UTTARAKHAND |