



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

No. 8-83/NICF/TAR/ Four-week Trg Gr. B /2024-25

Dated-26.04.2024

**Sub: Induction Training Program for the Accounts Officers working in DoP & DoT in line of promotion to Sr AO - regarding.**

The training program mentioned in the subject cited above, is scheduled to be conducted as per the particulars given below:-

<b>Course Name</b>	<b>: Induction Program for AOs preparatory to Sr AO Promotion (1<sup>st</sup> Batch)</b>
<b>Duration</b>	<b>: Four Weeks</b>
<b>Period</b>	<b>: 13.05.2024 to 07.06.2024</b>
<b>Venue</b>	<b>: NICF, Ghitorni</b>
<b>Mode of Training</b>	<b>: Offline mode</b>
<b>Last Date for receipt of nomination</b>	<b>: 03.05.2024</b>

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. 5-5/24-PA Admn I/Ind Trg/AAO dated 20.02.2024.

Following topics under different modules will be covered during the course of this Induction Program:

- Administrative & Management Module
- Telecom Module
- Postal Module
- Behavioral Skill & Specialized Module

**Learning Objective:**

Understanding the concepts of Administrative & Management Module, Postal & Telecom Module and Behavioral Skill & Specialized Module.

**Target Population:** Accounts Officers (Group B Officers) working in various units of DoP & DoT.

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

1. The concerned Heads of the offices are requested to nominate/relieve AOs as per the enclosed list only (Annexure 'A')
2. The contact numbers and email IDs of the officers so nominated must be mentioned in the nomination letter to enable this office to contact the officers directly for 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.
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. 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 Competent Authority.



**(Pooja Gupta)**  
Director (TAR)  
NICF, Ghitorni

To,

1. The CGCA, NICF Campus, Ghitorni, New Delhi
2. Sr. DDG (PAF), DoP HQ, New Delhi
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'

NO.	STAFF NO	NAME OF THE OFFICERS (MS./MR.)	PRESENT PLACE OF POSTING
1	10636	CHITARANJAN PANDA	PAO ODISHA
2	10801	DEEPIKA JAIN	PAO RAJASTHAN
3	10802	NILANJAN SAMANTA	CCA BIHAR
4	10803	RAJESH KUMAR AGARWAL	CCA RAJASTHAN
5	10804	CHANDRASHEKHAR KUSHWAH	PAO MADHYA PRADESH
6	10805	RAMRATAN MITTAL	CCA RAJASTHAN
7	10806	SUKANTA BASU	PAO UTTAR PRADESH
8	10807	SANTOSH GOSWAMI	DOT HQRS.
9	10808	SHALINI GUPTA	PAO RAJASTHAN
10	10809	SUBHAJIT SENGUPTA-I	DOT HQRS.
11	10810	SUKANTA ASH	NICF
12	10811	SUSHANTA KUMAR GIRI	CCA WEST BENGAL
13	10812	KAUSHIK CHOWDHURY	PR. CCA KOLKATA
14	10813	SURESH KUMAR GARHWAL	PAO DELHI
15	10814	PARTHA MUKHOPADHYAY	PR. CCA KOLKATA
16	10815	PRIYANKA GUPTA	DOT HQRS.
17	10816	RAJEEV KUMAR SHARMA	PAO HIMACHAL PRADESH
18	10817	MUKESH KUMAR GUPTA	PAO HARYANA
19	10819	VISHNU PRAKASH VAISHNAV	PAO HIMACHAL PRADESH
20	10820	BRIJMOHAN T	PAO KERALA
21	10821	RASEENA K. H. GULSHAN	PAO KERALA
22	10822	SARANYA NAVEEN	PAO TAMIL NADU
23	10823	RANJAN KUMAR BANERJEE	PAO WEST BENGAL
24	10824	RAKESH JAIN	PR. CCA DELHI
25	10825	ANUSHA V. D.	PAO KERALA
26	10827	JALE SINGH YADAV	PAO RAJASTHAN
27	10828	MANOJ SINGH RATHORE	CCA J & K
28	10829	SARANYA CHANDRAN C. R.	CCA KERALA
29	10830	JYOTI GOEL	PAO HARYANA
30	10831	CH RAVINARAYANAKUMAR	DOT HQRS.
31	10832	SAHABUDDIN LASKAR	DOP HQRS.
32	10834	SWATILINA JAL	PAO ODISHA
33	10835	SRIRAM OJHA	CCA WEST BENGAL
34	10836	MOUSUMI GHOSH	PAO WEST BENGAL
35	10837	ARUN PAUL	DOT HQRS.
36	10838	MALAVIKA B. S.	CCA KERALA
37	10839	KANHAIYA LAL	PAO CHHATTISGARH
38	10840	DEBASISH DATTA	PAO NORTH EAST
39	10841	HITHENDRA CHARY A	DOT HQRS.
40	10842	KALYANI DEBNATH	PAO WEST BENGAL
41	10843	SAPTAGIRI CHEVVAKULA	PAO ODISHA
42	10844	SRINIVASA MURTHY NORI	DOT HQRS.
43	10845	DURGA NAGA VINOD KADARI	PR. CCA TELANGANA
44	10846	ASHISH KUMAR SRIVASTAVA	PAO UTTAR PRADESH
45	10847	AMIT KUMAR JAIN	PAO HARYANA
46	10848	SARITA GAUTAM	CCA CHHATTISGARH
47	10849	POOJA RATHORE	CCA MADHYA PRADESH
48	10850	SUKANTA MITRA	PAO JHARKHAND
49	10851	KAVITHA R	PAO TAMIL NADU
50	10852	SAMIT MITRA	PAO JHARKHAND