



Government of India
Ministry of Communications
Department of Telecommunications
National Communications Academy (Finance)
NICF Campus, New Delhi-110047

No. 8-85/NICF/TAR/Ind.Trg.AAOs (27th Batch)/2024-25

Dated: 03.10.2024

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	:	14.10.2024 to 06.12.2024
Venue	:	NCA (F), NICF Campus, Ghitorni, New Delhi
Mode of Training	:	Offline

The list of officers at Annexure ‘A’ 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, letter no. 5-13/24-PA Admn I/Ind Trg/AAO/9157-67 dated 29.04.2024, letter no. 5-13/24-PA Admn I/Ind Trg/AAO dated 05.07.2024, letter no. 5-13/24-PA Admn I/Ind Trg/AAO/5984-87 dated 30.07.2024 and letter no. 5-13/24-PA Admn I/Ind Trg/AAO/5995 dated 30.07.2024.

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. It also included special topics on PM Gatishakti; a transformative approach, Government 2.0 vision; Mission Karmayogi, Financial Planning & Awareness by SEBI. All the above modules will be covered in eight weeks for Induction Training of Assistant Accounts Officers (IP & TAFS Group ‘B’).

Target Population:

Assistant Accounts Officers (LDCE-2022 batch) posted in Department of Telecommunications and Department of Posts as per Annexure 'A'.

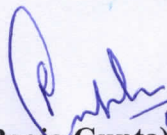
Last date for receipt of confirmation: 07.10.2024

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 relieve the nominated AAOs enlisted in Annexure 'A'.
2. The telephone numbers/Mobile numbers and official email IDs of the nominated officers to be mentioned in the nomination letter mandatorily so that the officer could be contacted directly for all training related matters.
3. Enlisted/nominated officers may kindly book their journey tickets in advance.
4. Accommodation and food for the trainees shall be provided at the Hostel inside the campus.
5. A detailed advisory related to maintenance of decorum and requirement of essentials shall be issued separately.
6. The trainees are not allowed to bring their families during the training program. No request for providing Hostel accommodation to the family members, during this training period shall be entertained.
7. All participants should have government email IDs.
8. 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, NCA (F)
03/10/24

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.
7. A.O. (Establishment), NCA (F), NICF Campus, New Delhi.

“A” Circular

Annexure 'A' /अनुलग्नक 'ए'

Induction Training of AAOs - LDCE 2022 (27th Batch)

S. No.	Name of Officer	Place of Posting
1	PRADEEP DUBEY	O/o CGCA NEW DELHI
2	JITENDER SINGH SHEKHAWAT	O/o PR. CCA DELHI
3	SOUMEN ADHIKARY	O/o DG, NICF GHITORNI NEW DELHI
4	HIMANSHU KALUCHA	O/o PR. CCA DELHI
5	J RAGHAVENDRA	PAO ANDHRA PRADESH
6	SURESHA N	O/o CCA MAHARASHTRA & GOA
7	ANAND KANCHARLA	O/o PR. CCA MUMBAI
8	NARSIMHA AMPALLA	PAO MAHARASHTRA
9	VENKATA HANUMANATHA RAO GHANAGAM	O/o DG, NICF GHITORNI NEW DELHI
10	NEENU GUPTA	O/o CGCA NEW DELHI
11	PANKAJ KUMAR PANDEY	CCA MADHYA PRADESH
12	ADITI	PAO DELHI
13	GOPAL KASHINATH BADHE	PAO MAHARASHTRA
14	ASHISH KUMAR TIWARI	PAO MADHYA PRADESH
15	NARESH JUTTUKONDA	PAO MAHARASHTRA
16	USHA RANI KASERA	CCA CHATTISGARH
17	V SIVA NAGA MARUTHI K	DOT HQ
18	CHARAN KUMAR VEMULA	CCA DELHI
19	NAKUL DEV SHARMA	PAO GUJARAT
20	RAJAVARMAN N	CCA ANDAMAN & NICOBAR
21	SUBINA SHIJITH	PAO MAHARASHTRA
22	PANKAJ KUMAR	CCA BIHAR
23	NARASIMHULU PALLA	PR. CCA MUMBAI
24	NILOTPAL SANODIYA	CCA MADHYA PRADESH
25	SRINIVAS MUNDRATHI	PAO MAHARASHTRA
26	RAVI SHANKAR	PAO BIHAR
27	GUNDEETI MAHENDAR	CCA MAHARASHTRA & GOA
28	CHETAN KUMAR SAIN	PAO GUJARAT
29	AKASH TRIPATHI	DOP HQ
30	NITHYA M PILLAI	PAO DELHI
31	VISHAL RAMESHBHAI GORVADIYA	PAO GUJARAT
32	NIKUNJKUMAR CHANDRAKANTBHAI PATEL	PAO GUJARAT
33	AMIT KUMAR	CCA UTTAR PRADESH (WEST)
34	MAMTA VERMA	CGCA NEW DELHI
35	SHRIKANT TIWARI	PAO CHATTISGARH
36	GOVIND MEWARA	PAO PUNJAB
37	VIBHANSHU PAL	PAO UTTAR PRADESH
38	RAGHAVENDRA RAO DAMADULA	PAO MAHARASHTRA
39	DEEPALI BALKRISHNA SAWANT GAWADE	CCA MAHARASHTRA & GOA
40	S VISHNUPRIYA	PAO MAHARASHTRA
41	SMITHA MOHAN V	DOT HQ
42	PRIYANKA KANOJIA	CCA UTTAR PRADESH (WEST)
43	REETIKA JAGOTA	CCA HIMACHAL PRADESH
44	VIRENDRA PANDEY	CCA MADHYA PRADESH
45	CHANDAN SINGH	PAO HIMACHAL PRADESH