

“A” Circular

भारत सरकार | **Government of India**
 संचार मंत्रालय | **Ministry of Communications**
 दूरसंचार विभाग | **Department of Telecommunications**
 राष्ट्रीय संचार अकादमी-वित्त | **National Communication Academy-Finance**
 नई दिल्ली-110047 | **New Delhi-110047**

No. 8-85/NICF/TAR/Ind.Trg.AAOs (29th Batch)/2025-26
 24.07.2025

Dated:

Sub.: Conduction of AAO Induction Training (29th Batch) from 11.08.2025 to 03.10.2025.

The National Communications Academy – Finance is going to conduct Induction Training (29th Batch) for Assistant Accounts Officers recruited through LDCE–2022. The details of the training program are as under:

Course Name	: Induction Training for AAOs (29th Batch)
Duration	: Eight Weeks
Period	: 11.08.2025 to 03.10.2025
Venue	: Academic Block (Lecture Hall No-G-29), NCA(F), Ghitorni, New Delhi
Mode of Training	: Offline mode
Last Date for receipt of nomination	: 06.08.2025

2. 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.

3. Learning Objectives:

Topics concerning the roles and responsibilities of Assistant Accounts Officers in Department of Telecom and Department of Posts shall be included under various training modules such as 1) Telecom Module (2) Postal Module (3) Financial

Management in Government (4) DDO Module (5) Administration Module (6) IKS Module (7) Government Accounting and Auditing (8) IT Skills (9) Office Management (10) Soft Skills and Hands on training on SAMPANN, e-Office, LIMBS etc (11) Behavioral competencies. It will also include special topics such as Government 2.0 vision; Mission Karamyogi, Cyber security, forensic auditing etc.

4. Target Population:

Assistant Accounts Officers (Annexure 'A'), recruited through LDCE-2022 and presently posted in Department of Telecommunications and Department of Posts.

Overall training	In-charge of:	Dr. D.K. Singhal, DDG (Mob:9413974274)
Course Director	:	Ms. Pooja Gupta, Director (Mob:8810455467)
Course Coordinator	:	Ms. S Uma Devi, AAO (Mob: 9346321867)
Dy. Course Coordinator	:	Sh. Gadadhar Rath, AAO(Mob:9437160036)
Contact email-Id	:	nicf.moc@gov.in

5. The concerned Heads of the offices are requested to relieve the AAOs enlisted in Annexure 'A'.
6. The contact telephone numbers/Mobile numbers and official email IDs of the nominated officers to be mentioned in the nomination letter for better coordination in all training related matters.
7. Enlisted/nominated officers may book travel tickets after received confirmation from NCA-F.
8. Accommodation and meals will be provided to the trainees at the hostel of the training campus.
9. A detailed advisory regarding decorum and essentials shall be issued separately.
10. The trainees are advised not to bring their families during the training program. Request for providing Hostel accommodation to the family members, during training period, will not be considered under any circumstances.
11. All participants should carry government email IDs.
12. This training is mandatory for all enlisted officers. Exemptions shall be considered only under exceptional circumstances, subject to the approval of the competent authority, i.e. Sr. DDG (PAF), DoP HQ, New Delhi.

This issues with the approval of the Competent Authority.

Encl.: Annexure 'A'

Digitally signed by
POOJA GUPTA
Date: 25-07-2025
17:33:52 **Director (**

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. AO (Establishment), NCA-F, NICF Campus, New Delhi.

Annexure 'A'/अनुलग्नक 'ए'			
Induction Training of AAOs- LDCE 2022 (29 th Batch)			
SL. NO.	STAFF NO.	NAME OF THE OFFICER	PLACE OF POSTING
1.	12026	RAJESH YADAV	PAO MADHYA PRADESH
2.	11851	SURESHA N	CCA MAHARASHTRA & GOA
3.	11866	ASHISH KUMAR TIWARI	PAO MADHYA PRADESH
4.	11868	USHA RANI KASERA	CCA ODISHA
5.	11871	NAKUL DEV SHARMA	PAO GUJARAT
6.	12027	ASHOK LAKHERA	CCA RAJASTHAN
7.	11881	AKASH TRIPATHI	DOP HQ
8.	11883	NITHYA M PILLAI	PAO DELHI
9.	11892	DEEPALI BALKRISHNA SAWANT GAWADE	CCA MAHARASHTRA & GOA
10.	11898	VIRENDRA PANDEY	CCA MADHYA PRADESH
11.	11899	BALASUNDHARI R	DOT HQ
12.	11902	KAVYA S	CGCA NEW DELHI
13.	11904	M NARMADA	PAO TELANGNA
14.	11906	RAJINDER PRASAD	DOP HQ
15.	11907	RAJESH MUTHYALA	PAO MADHYA PRADESH
16.	11909	SHYAM SUNDER MANDHA	DOP HQ
17.	11912	GADEELA SWETHA	DOT HQ
18.	11916	POONAM RUPESH REMULKAR	PR. CCA MUMBAI
19.	11918	BALAKOTAIAH SUDARSI	DOT HQ
20.	11919	SHIV SHANKAR	PAO BIHAR
21.	11921	LAXMI NARAYAN JALUTHARIA	DOP HQ
22.	11922	REVATHI KONDLA	PAO ANDHRA PRADESH
23.	11923	SANTHOSH S	PAO KARNATAKA
24.	11928	GOBI K	DOT HQ
25.	11929	LALIT KUMAR	CCA DELHI
26.	11930	CHARU KUMARI	DOT HQ
27.	11931	GIRISH KUMAR	PAO PUNJAB
28.	11932	SUJIT KUMAR SAHOO	PAO ODISHA
29.	11933	BHRIGU CHATTERJEE	CCA DELHI
30.	11934	UPENDRA CHEEMAKURTHI	PAO CHATTISGARH
31.	11935	TAPASWINI CHAND	CCA JHARKHAND
32.	11936	SUSHEELA CHOWDARY	PAO HARYANA
33.	11937	VANDANA PARASHAR	DOP HQ
34.	11938	RAGHAVENDRA NAIK K	DOT HQ
35.	11940	SRINIVASA N	DOT HQ
36.	11941	BHUPINDER KUMAR	PAO PUNJAB
37.	11942	RAJESWARI DHARAVATHU	PAO ANDHRA PRADESH
38.	11943	PRIYANKA DEVI SS	DOT HQ
39.	11944	DEEPTI DIXIT	DOP HQ
40.	11945	ROHIT MADAN	CCA HARYANA
41.	11946	ABHASH KUMAR	PAO BIHAR
42.	11947	M PRADEEPKUMAR	PAO JHARKHAND
43.	11948	DEBABRATA PRADHAN	PR. CCA KOLKATA
44.	11949	DIKSHA PATOA	PAO ASSAM
45.	11950	NARESH CHAWAN PALTHIYA	PAO TELANGANA
46.	11951	LAVANYA PATIL GUGULOTH	PR. CCA TELANGANA
47.	11952	NAVEEN BISHT	DOP HQ
48.	11953	ANURAG SHARMA	PAO UTTARAKHAND

49.	11954	PREETI SEHRAWAT	DOT HQ
50.	11955	SUNAKSHI TIWARI	DOP HQ
51.	11956	RAMPILLA HARI PRASAD	DOT HQ
52.	12028	ERRINKI RAJESH	PAO ANDHRA PRADESH
53.	11957	AJMERUNNISA HAMID HASAN KHAN	PR. CCA MUMBAI
54.	11958	PRIYANKA BISHT	PAO UTTARAKHAND
55.	11959	AYUSH KUMAR SHARMA	CCA UTTARAKHAND
56.	11960	MOHIT AGARWAL	DOT HQ
57.	11961	B GOPINATH	DOP HQ
58.	11962	PRAJOSH K	PAO JHARKHAND
59.	11963	ANKUSH	PAO HARYANA
60.	11964	BHUPENDRA YADAV	DOT HQ
61.	11965	VISHNU VL	DOP HQ
62.	11966	KISHUR KUMAR HAZARIKA	JT CCA NE-II
63.	11967	VIPIN VAISHNAV	DOT HQ
64.	11969	RAHUL	CCA HARYANA
65.	11970	V SENTHIL KUMAR	PAO TAMILNADU
66.	11971	MANMEET	PAO HARYANA
67.	11972	UMESH SHARMA	CCA HIMACHAL PRADESH
68.	11973	MANOJ KUMAR V	PAO TAMILNADU
69.	11974	PRIYANKA BHOWMICK	DOT HQ
70.	11975	NARESH VEMULA	DOT HQ
71.	11976	GAURI SAURABH KADAM	PAO MAHARASHTRA
72.	11977	DEEPAK KUMAR	PAO BIHAR
73.	11978	MANIKANDAN I	PR.CCA TAMIL NADU
74.	11979	ANIMESH SEN	DOT HQ
75.	11980	SRIJAN SRIVASTAVA	PAO UTTAR PRADESH
76.	11981	KAILASH CHANDRA JANGIR	CCA UTTARAKHAND
77.	11982	NARESH SATARLA	PAO BIHAR
78.	11983	RAJ KUMAR GUPTA	PAO HARYANA
79.	11984	GAURAV SINGH	PAO UTTAR PRADESH
80.	11985	PRAVIN SURYABHAN ZANZAD	CCA JHARKHAND
81.	11986	REJITH SG	CCA KARNATAKA
82.	11987	ANSHUL ATTHBHAIYA	PAO MADHYA PRADESH
83.	11988	RAJKAMAL SONI	CCA MADHYA PRADESH
84.	11989	MOHAMMAD HABEEB BEIG	CCA ANDHRA PRADESH
85.	11991	D MANIKANDAN	PAO TAMIL NADU
86.	12029	ANJU ANTONY	PAO KERALA
87.	11993	BHOVI PAHUJA	DOP HQ
88.	11994	ABHIJYAN BANERJEE	CGCA NEW DELHI
89.	11995	RAVI KUMAR	CCA UTTARAKHAND
90.	11996	SUNIL KUMAR SINGH	PAO UTTAR PRADESH
91.	11997	SHACHI	PAO UTTARAKHAND
92.	11998	ANKITA KUMARI	PAO UTTAR PRADESH
93.	11999	MANISHA CHAUHAN	CCA HIMACHAL PRADESH
94.	12000	P NARENDRA KUMAR	PAO TAMIL NADU
95.	12001	MOHANAPRIYA R	PAO TAMIL NADU
96.	12002	JOTHIMANICKAM R	JT. CCA NE-II
97.	12003	PARMOD KUMAR	CCA HIMACHAL PRADESH
98.	12004	PRAKASH RAMDAS BHAT	PAO JHARKHAND
99.	12005	SARANYA P	PAO KERALA
100.	12006	SWETHA M	PAO KARNATAKA
101.	12007	AJAY YUVRAJ SHINDE	PAO UTTAR PRADESH

102.	12008	NIRVESH TAYADE	PAO UTTARAKHAND
103.	12009	BARUN KUMAR BISWAS	PAO WEST BENGAL
104.	12010	YOGITA SAGAR	CCA HIMACHAL PRADESH
105.	12012	NITESH KUMAR DHEER	PAO MADHYA PRADESH
106.	12014	RAHUL DAS	PAO ASSAM
107.	12015	SURYA MADHAVAN	PAO KERALA
108.	12016	VRIJENDRA KUMAR PASI	PAO JAMMU
109.	12017	VIPEN KUMAR	CCA HIMACHAL PRADESH
110.	12025	RANGA BABU ADI	CCA ANDAMAN & NICOBAR

Induction Training of AAOs- LDCE 2018 (29th Batch)			
1.	12022	LATCHA BABU MARNI	PAO ANDHRA PRADESH
2.	12018	YOGRAJ SHARMA	PAO RAJASTHAN
3.	12020	VENUGOPALAN O. R.	PAO KERALA
4.	12021	JOSEPH JOHN	CCA KERALA
5.	12019	BHARGAV MAGANBHAI PATEL	PAO GUJARAT
6.	12023	INDRA KUMAR VERMA	CCA UTTAR PRADESH (WEST)
7.	12024	RAJESH KUMAR	PAO TAMIL NADU
8.		SURESH KUMAR MEENA	DOP HQ