

'A' Circular



भारत सरकार / Government of India
संचार मंत्रालय / Ministry of Communications
दूरसंचार विभाग / Department of Telecommunications
राष्ट्रीय संचार अकादमी - वित्त / National Communications Academy-Finance
महरौली गुड़गांव रोड, घिटोर्नी / Mehrauli Gurgaon Road, Ghitorni
नई दिल्ली/ New Delhi-110047

No.8-95/NCA-F/TAR/Ind.Trig.AAOs(31thBatch)/2026-27 Dated:02.06.2026

Sub: Induction Training (31st Batch) for Assistant Accounts Officers recruited through LDCE-2022 & LDCE-2024 (06.07.2026 to 28.08.2026).

The National Communications Academy- Finance has planned to conduct Induction Training (31st Batch) for Assistant Accounts Officers recruited through LDCE-2022 & LDCE-2024. The details of the training program are as under:

Course Name	Induction Training for AAOs (31st Batch)
Duration	Eight Weeks
Period	06.07.2026 to 28.08.2026
Venue	Academic Block, (Lecture Hall No- G-29), NCA-F, Ghitorni, New Delhi-110047
Mode of Training	Offline Mode
Last Date for receipt of nomination	25.06.2026

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 Karmayogi, Cyber Security, Forensic auditing etc.

4. Target Population:

Assistant Accounts Officers (Annexure 'A'), recruited through LDCE-2022 & LDCE-2024 and presently posted in Department of Telecommunications and Department of Posts:

Overall In- charge of training	Dr. Mandeep Singh, DDG (Mob:9417500016)
Course Director	Ms. Pooja Gupta, Director (Mob:8810455467)
Course Coordinator	Sh. P K Modak, ACAO (Mob:9830105276)
Dy. Course Coordinator	Sh. Gadadhar Rath, AAO (Mob:9437160036)
Contact email-ID	nicf.moc@gov.in

5. The Controlling officers are requested to relieve the AAOs enlisted in Annexure 'A', timely and send their contact details i.e. mobile number, email address etc., at nicf.moc@gov.in, by 25.06.2026 positively for better coordination in all training related matters.

6. All trainees will be provided with food and accommodation by the NCA-F at the hostel located within the NICF campus.

7. The trainees are advised not to bring their families during the training period. Any request for providing additional Hostel facilities for the families of the trainees will not be entertained.

8. A detailed advisory regarding decorum and essentials shall be issued separately.

9. 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.

10. Nominated Officers may book their journey tickets after receipt of confirmation from NCA-F. For any other query/clarification, please reach out to Sh. Pradip Kumar Modak, ACAO, NCA-F (Mob. No. 98301 05276).

This issues with the approval of the Competent Authority.

Digitally signed by
POOJA GUPTA
Date: 10-06-2026
17:59:31

Encl: Annexure 'A'

पाठ्यक्रम निदेशक / Course Director

To

The CGCA. O/o CGCA, New Delhi.
 The Sr. DDG (PAF), DoP HQ
 The concerned Pr. CsCA/ CsCA,
 The concerned GM (PAF)/ 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-Coordination Training), DoP (HQ), Dak Bhawan, New Delhi.
7. PS to Director (TER)/(TPR), NCA-F, Ghitorni, New Delhi.

Annexure 'A'				
DoP (40)				
31 st Batch Sl No.	Staff No.	Name of AAO	Batch	Present place of Posting

1	11936	SUSHEELA CHOWDARY	2022	PAO HARYANA
2	11955	SUNAKSHI TIWARI	2022	DOP HQ
3	12039	GUNJAN NAG	2024	PAO WEST BENGAL
4	12040	ARUN KUMAR-II	2024	DOP HQ
5	12044	PAVANI KGAITHA	2024	PAO ANDHRA PRADESH
6	12050	B MANMADHA RAO	2024	PAO TELANGANA
7	12072	MANJUNATHA G S	2024	PAO KARNATAKA
8	12074	VINODKUMAR SANGAMREDDI	2024	PAO ANDHRA PRADESH
9	12077	KG MAHESWARACHARI	2024	PAO TELANGANA
10	12079	SUSHIL	2024	PAO HARYANA
11	12081	ROOPALI TITGAIEN	2024	PAO DELHI
12	12082	AMIT SIKDAR	2024	PAO WEST BENGAL
13	12089	SARANYA S NAIR	2024	PAO KARNATAKA
14	12094	HIRDESH KUMAR JAIN	2024	PAO MADHYA PRADESH
15	12097	SAVIKRITI	2024	PAO DELHI
16	12107	BALKRISHNA YADAV	2024	PAO MADHYA PRADESH
17	12115	ARUNPRAKASH G	2024	PAO UTTARAKHAND
18	12118	BRIJ BHUSHAN TIWARI	2024	PAO CHHATTISGARH
19	12130	VIJAY GOBARBHAI FACHRA	2024	PAO GUJARAT
20	12141	POOJA GUPTA	2024	PAO UTTAR PRADESH
21	12145	BHARTI SHUKLA	2024	PAO UTTAR PRADESH

22	12160	GANESHAM KRISHNAM	2024	PAO BIHAR
23	12164	SURESH P	2024	PAO TAMIL NADU
24	12169	SURESH KUMAR SANKALA	2024	PAO MAHARASHTRA
25	12175	SRINIVAS NAINAM	2024	PAO MAHARASHTRA
26	12179	KRISHNAMOORTHY R	2024	PAO TAMIL NADU
27	12191	PRIYANKA RANI	2024	PAO BIHAR
28	12198	SONU CHOUDHARY	2024	PAO GUJARAT
29	12199	ADIL HUSSAIN KHAN	2024	PAO J & K
30	12218	LIPAN KUMAR SAHU	2024	PAO ODISHA
31	12220	SHAMEEK SARKAR	2024	PAO ASSAM
32	12221	YAZHINI K	2024	PAO PUNJAB
33	12222	PANKAJ UNIYAL	2024	PAO UTTARAKHAND
34	12224	RABI SANKAR SAHU	2024	PAO ODISHA
35	12230	DINESH KUMAR	2024	PAO CHHATTISGARH
36	12247	MAHESH MUMMANA	2024	PAO PUNJAB
37	12269	ASHISH THAKUR	2024	PAO HIMACHAL PRADESH
38	12277	VINAY KUMAR SHARMA	2024	PAO HIMACHAL PRADESH
39	12284	SHIWLI DAS	2024	PAO ASSAM
40	12350	LADU RAM VISHNOI	2024	PAO RAJASTHAN
DoT (16)				
1	11868	USHA RANI KASERA	2022	CCA ODISHA
2	11933	BHRIGU CHATTERJEE	2022	PR. CCA DELHI
3	12036	VIPIN	2024	NCA-F
4	12042	NAVEEN TOGARU	2024	PR. CCA TELANGANA
5	12046	AAKASHNEEL MUKHOPADHYAY	2024	CCA WEST BENGAL

6	12054	ROHIT JAISWAL	2024	DOT HQ
7	12055	BHARAT KATARIA	2024	CCA PUNJAB
8	12058	PREETI I	2024	DOT HQ
9	12059	SUMESH M	2024	CCA KARNATAKA
10	12065	SREEVISAKH JAYAN	2024	CCA KARNATAKA
11	12067	DEEPTHI TIRUVEEDHI	2024	PR. CCA TELANGANA
12	12071	RAHUL AGARWAL	2024	CGCA NEW DELHI
13	12075	NITESH KUMAR	2024	CCA HARYANA
14	12084	AMEE MIHIR JOSHI	2024	CCA GUJARAT
15	12085	AMIT KUMAR	2024	CCA UTTARAKHAND
16	12086	SATABHISHA SUTRADHAR	2024	CCA MAHARASHTRA & GOA