



भारत सरकार /Government of India

संचार मंत्रालय /Ministry of Communications

दूरसंचार विभाग /Department of Telecommunications

राष्ट्रीय संचार अकादमी – वित्त/National Communications Academy-Finance

महरीली गुडगांव रोड, घिटोर्नी/Mehrauli Gurgaon Road, Ghitorni

नई दिल्ली-110047/ New Delhi-110047

No: 8-95/NCA-F/TAR/WorkshopsGrB/2026-27

Dated.13.08.2026

Subject: - Five-day Hands-on Training-cum-UAT (User Acceptance Testing) Workshop on SAMPANN from 17.08.2026 to 21.08.2026 - reg.

Ref: CGCA Letter No. 13-43/2020-21/BA&IT/4957 dated 10.08.2026.

The National Communications Academy-Finance, a ‘Sarvotkrisht’ 5 Star-rated Central Training Institute under the Department of Telecommunications, has planned to conduct a Five-day Hands-on Training-cum-UAT (User Acceptance Testing) Workshop on SAMPANN (in two batches) for all Officers/Officials posted in CCA Offices. The details of the Workshop are as under: -

Course Name	: Hands-on Training-cum-UAT (User Acceptance Testing) Workshop on SAMPANN
Duration	: Five Days
Period	: 17.08.2026 to 21.08.2026
Venue	: NCA-F, Ghitorni
Mode of Training	: Offline mode
Last date for receipt of nomination	: 14.08.2026 (by 2:00 PM)

2. Course Description

The workshop is designed to provide participants with practical exposure to the latest functionalities and enhancements introduced in the SAMPANN application. It will include hands-on training sessions, User Acceptance Testing (UAT), validation of business processes, testing of various modules, identification and reporting of issues, and interaction with the development and functional teams. The program aims to ensure that the upgraded system meets operational requirements before its rollout and to familiarize users with the new features for seamless implementation.

3. Learning objectives

At the end of the program, the participants will be able to: (1) understand the enhanced functionalities and workflow of the SAMPANN application; (2) gain hands-on experience in using various modules and features of the application; (3) perform User Acceptance Testing (UAT) for designated functionalities and validate business processes; (4) identify, document, and report functional or technical issues observed during the testing process; (5) understand the operational requirements and system behaviour to facilitate smooth implementation of the upgraded application; and (6) provide constructive feedback and recommendations for further improvement of the SAMPANN system prior to its production rollout.

4. Target Population: 1. One (01) officer/official (JA/SA/AAO/AO) from each Pr. CCA/CCA Office

2. One (01) officer/official (JA/SA/AAO/AO) from other divisions of O/o CGCA (Revenue, Internal Audit, Administration, etc.)

3. Two (02) officer/official (JA/SA/AAO/AO) from P&IT Division, O/o CGCA

Overall in-charge of training	:	Dr. Mandeep Singh, DDG (Mob: 9417500016)
Course Director	:	Sh. Sunil George, Director (Mob: 9048732016)
Course Coordinator	:	Ms. Suja N, AO (Mob: 9449721593)
Dy. Course Coordinator	:	Sh. Gadadhar Rath, AAO (Mob: 9437160036)
Contact email-Id	:	nicf.moc@gov.in

5. The Controlling Officers are requested to nominate at least one suitable officer for the above program latest by 14.08.2026 (by 2:00 PM).

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

8. 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 considered under any circumstances.

9. All participants should carry government email IDs.

This issues with the approval of the Competent Authority.

सुनील जॉर्ज (Sunil George)

निदेशक (Director)

राष्ट्रीय संचार अकादमी - वित्त/NCA-F

घिटोरनी, नई दिल्ली/Ghitorni, New Delhi

Copy to:

1. PA/PS to the CGCA, Delhi
2. The Pr.CsCA/CsCA
3. Director Trg. Finance, DoT HQ, Sanchar Bhawan for kind information.
4. Director (TER), NCA – F for nomination and uploading of circular on office website.