



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

No: 1-1/DG/ 'A' Circular /2012-NICF

20
Dated: 18.11.2013

To,

All Heads of CCA Circle
Andhra Pradesh, Maharashtra, Tamilnadu, Karnataka, Kerala, A&N.

National Institute of Communication Finance, Ghitorni, New Delhi proposes to organize a workshop on Modified PVA Software as per details given below:-

Course No : 15121314
Duration : 3 days
Period : 05/12/2013 to 07/12/2013
Time : 10.00 to 17.30 Hrs.
**Venue : RTTC, Salem-Kanyakumari Hwy, Karamana,
Thiruvananthapuram, Kerala.**

Introduction:

Modified Pension Vouching and Audit (PVA) Software has been implemented in 21 CCA offices as on date. DoT HQ is committed to implement the software to all the circles. It is a big initiative by the CCA offices in the field of e-Governance. It has been felt that sufficient numbers of officers in each CCA offices should be trained in the PVA software.

To begin with familiarization cum hands on training of officers from six CCA offices has been planned at Trivandrum. The purpose of this training is capacity building in the field of e-governance initiative taken by Department of Telecom. It will go a long way in smooth implementation, operationalization and familiarization of Pension Vouching and Audit software in the CCA offices.

Learning Objectives:

On successful completion of the Workshop the participants shall be able to:

- (i) Operate the Modified PVA Software
- (ii) Generate various data and reports from the software
- (iii) Understand and explain various modules of the PVA software
- (iv) Handle Pension Vouching and Audit through the software

Target Population:

Jt.CsCA/Dy.CCA/ CAOs/AAOs/SAs/JAs dealing with PVA software in the respective CCA offices.

Last date of receipt of nominations : 29/11/2013
Course Director : Shri. Kashi Nath Jha
Contact phone numbers : 011-26502457 (O) 09013130181 (M)
Contact email id : nicf.gov@gmail.com
Course coordinator : Shri. Niranjana Kumar
09968665776 (M)
Local course coordinator : **Md. Adbul Majeeth, Dy. CCA,**
Contact - 0471-2303797
Mob - 09633363563

Heads of CCA Circles Andhra Pradesh, Maharashtra, Tamilnadu, Karnataka, Kerala, and A&N may kindly nominate minimum five suitable officers from their circle.

1. The contact telephone numbers of the officers nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute change of scheduled course etc. if any.
2. The officers nominated against the circular may be allowed to book their journey.
3. Officers may be requested to bring their copy of relieving order.
4. Nominations should be sent through Heads of CCA Circles to **local course coordinator** at the following address with a copy to DG, NICF, Ghitorni (fax No. 011-26501881) or mail ID- nicf.gov@gmail.com

Md. Adbul Majeeth, Dy. CCA,
O/o Controller of Communication Accounts,
Kerala Telecom Circle,
Door Sanchar Bhawan, PMG Junction,
Vikas Bhawan, Trivandrum-695033
Contact No. – 09633363563

The Course is residential. All necessary help shall be extended by CCA Office Trivandrum in getting suitable accommodation and conveyance etc. Md. Adbul Majeeth, Dy. CCA, Local Course Coordinator may be contacted for this purpose. Nominated trainees are requested to report at reception of **Salem-Kanyakumari Hwy, Karamana, Thiruvananthapuram, Kerala** for accommodation.


(Kashi Nath Jha)
Director

Copy to:

- PPS to Member (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG (A/Cs) DoT (HQ) Sanchar Bhawan, New Delhi for information.
- DDG (FEB), DoT (HQ) Sanchar Bhawan, New Delhi for information.
- Director (Accounts-I) for necessary action w.r.t booking of expenditure.
- CCA, Kerala Circle.
- Sh. G.K. Padhy, CCA, Chhattisgarh & Chairman, PVA implementation Committee.
- Md. Adbul Majeeth, Dy. CCA, O/o Controller of Communication Accounts, Kerala Telecom Circle, Door Sanchar Bhawan, PMG Junction, Vikas Bhawan, Trivandrum-695033.

Note:- Following Jt.CCAs not attended the PVA Software training has to mandatorily attend this training as per approval of DoT Head Quarter.

- (i) Smt. Shilpi Sinha, Jt. CCA, Uttarakhand
- (ii) Sh. Satish Kumar, Jt. CCA, M.P.
- (iii) Sh. Smruti Ranjan Swain, Jt. CCA, Odisha