



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

No: 1-1/DG/ 'A' Circular /2016-NICF

Dated: 18.05.2016

To,

All Heads of CCA Circles

Sub: Workshop on "Compact including CDDO Package"

NICF will conduct a workshop on "Compact including CDDO Package" as per the particulars given below:

Course No. : 03051617
Duration : 5 days
Period : 06/06/2016 to 10/06/2016(Mon--Friday)
Venue : NICF, Ghitorni Campus, New Delhi.

Course Description:

The course will provide an overall knowledge about the major modules of DDOs i.e. Salary, Salary Arrears, DA arrears, Income Tax, Honorarium, Bonus, Contingency and other Bills etc.

Learning Objectives:

The objective of the course is to make the participants familiarize with:-

A) Pre-requisite and installation.

1. Pre-requisite for installation of SQL 2008R2.
2. Installation of SQL. Installation of COMPDDO.
3. Updation with latest patch.

B) Master Module.

1. User Master, DDO Master Incorporation, Short code master Incorporation.
2. Budget Allocation Incorporation.
3. PAO Code, DDO Code, State Code, City Code,
4. Bank Branches.
5. Deduction Head Codes.
6. Due details, Deduction details.

C) Salary Module.

a) Data Entry	b) Process
1. Employee's General Information	1. Temporary PBR.
2. Bank Details.	2. Master PBR Updating
3. Employee's Salary Information	

c) Reports	d) DA Arrear
1. Pay Bill Printing ,pay Slip Printing etc.	e) Salary Arrear
2. Monthly Schedules	f) Contingencies
3. Acquaintance Roll etc..	g) Income Tax calculation on Salary

Sheela
18/05/16

Target Population:

Group-B & Group C Officers/Officials working in cash section.

Last date of receipt of nominations	:	30 /05/2016
Course Director	:	Sh. Shree Ram
Contact phone numbers	:	011-26502457 (O)
Contact email id	:	nicfghitorni@gmail.com
Course coordinator	:	Sh. P. S. Pandian 9013135422 (M)
Co-Course Coordinator	:	Sh. C.K. Salwan 9868136649 (M)

1. Pr. CsCA/CsCA/DDG are requested to nominate suitable officers for the workshop.
2. 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.
3. The officers/officials are directed to bring their copy of relieving order.
4. All related correspondence may be sent to the course coordinator at the following address.
Sh. P. S. Pandian,
Accounts Officer,
O/o DG, NICF, Mehrauli- Gurgaon Road, Ghitorni,
New Delhi-110047.
5. **Accommodation:** - The participants are requested to make their own arrangement for stay in hotel. NICF has arranged Hotel Africa Avenue and Hotel Oscar in Delhi on payment basis by the participants. The controlling authorities are requested to sanction admissible TA advance to the officers nominated for this workshop.
6. Transport:-All the participants are requested to make their own arrangement to reach the hotel from Airport/Railway station and vice versa.
7. This workshop is intended to train the official/ officers to enable them to deal with the relevant subject in their official capacity. In of this, sessions for practice by the participants will be proposed in the session plan for the workshop.

It is therefore, all the participants may be directed to bring raw data for practical during the workshop


(Shree Ram)
Director

Copy to:

1. PPS to Secretary (Telecom), DoT, Sanchar Bhawan, New Delhi.
2. PPS to Member (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
3. PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi
4. Director (Trg/Fin), DoT HQ, Sanchar Bhawan, New Delhi.