



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

No: 1-1/DG/ 'A' Circular /2015-NICF

Dated: 10.08.2015

To,
All Heads of CCA Circles

Sub: Workshop on "GPF & Pension Module"

NICF will conduct a workshop on "GPF & Pension Module" as per the particulars given below:

Course No. : 12091516
Duration : 3 days
Period : 22/09/2015 to 24/09/2015
Venue : NICF, Ghitorni Campus, New Delhi.

Course Description:

The course will provide an overall knowledge about the major functions of GPF & pension Module..

Learning Objectives:

The objectives 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, Incorporation, Short code master Incorporation.

C) Data Entry

1. Employee's General Information.
2. GPF Ledger Posting.
3. Interest calculation.
4. Preparation of Broad sheet of GPF.
5. Preparation of GPF Slip.
6. Preparation of pension payment voucher.
7. Preparation of GPF payment bill.

Target Population:

Group-B & Group C Officers/Officials working in GPF and Cash section.


Last date of receipt of nominations : 16 /09/2015
Course Director : Sh. Shree Ram
Contact phone numbers : 011-26502457 (O)
Contact email id : nicfghitorni@gmail.com
Course coordinator : Sh. S.C. Kapoor
9868135512 (M)
Co-Course Coordinator : Sh. C.K. Salwan
9868136649

1. Pr. CCA/DDG is 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 may be requested to bring their copy of relieving order.
4. All related correspondence may be sent to the course coordinator at the following address.

**Shri, S.C.Kapoor, 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 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.


(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.
5. Director (INGAF), Ministry of Finance, Old JNU Campus, New Delhi- for booking of venue and necessary arrangement. Honorarium to Guest faculty will be paid by NICF, Ghitorni, New Delhi.