



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

No: 1-02/DG/CDDO Package/2015-NICF

Dated: 09.06.2015

To,

Pr.CCA, Delhi  
DDG (A/cs), DoT, DDG (PAF), DoP, GM (Fin.), Postal Circle, Delhi  
NICF, Delhi & Ghaziabad

**Sub: Workshop on "CDDO Package"**

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

**Course No. : 02061516**

**Duration : 2 days**

**Period : 29/06/2015 to 30/06/2015**

**Venue : Institute of Govt. Accounts & Finance (INGAF), old JNU Campus,  
New Delhi.**

**Course Description:**

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

**Learning Objectives:**

**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**

1. Employee's General Information
2. Bank Details.
3. Employee's Salary Information

**c) Reports**

1. Pay Bill Printing ,pay Slip Printing etc.
2. Monthly Schedules
3. Acquaintance Roll etc.

**b) Process**

1. Temporary PBR.
2. Master PBR Updating

**Target Population:**

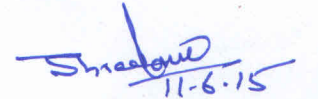
Group-B & Group C Officers/Officials.

Last date of receipt of nominations : 24 /06/2015  
Course Director : Sh. Shree Ram  
Contact phone numbers : 011-26502457 (O)  
Contact email id : [nicfghitorni@gmail.com](mailto: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. Transport: All the participants are hereby requested to make their own arrangement to reach the venue of workshop at INGAF, New Delhi. Controlling Authority are requested to sanction admissible TA Advance to the officers/officials nominated for this workshop, if necessary

  
(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.