



**Government of India**  
**Ministry of Communications & IT**  
**Department of Telecommunications**  
**National Institute of Communication Finance**  
**ALT Complex, Ghaziabad**

No.1-1/DG-NICF/PVA/2016

Dated 07.03.2016

To,

All Heads of Pr. CCAs/CCAs Circle

National Institute of Communication Finance, Ghaziabad proposes to organize Refresher course on PVA Software as per details given below -

<b>Duration</b>	<b>2 days</b>
<b>Period</b>	<b>17.03.2016 to 18.03.2016</b>
<b>Time</b>	<b>1000 to 1730 Hrs.</b>
<b>Venue</b>	<b>Room No. 2303, ALT Complex, Ghaziabad</b>

**Introduction:-**

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

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 refresher course the participants shall be able to: -

- (i) Operate the 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.CCAs/Dy.CCA/AOs/AAOs/SAs/JAs dealing with PVA software in the respective CCA offices.

**Last Date for Receipt of Nominations.....14.03.2016**

**Course Director.....: Ms. Aprajita**

**Contact Phone Numbers.....: 0120-2702385(O)**

**Course Coordinator.....: Shri Niranjana Kumar,**

**Contact Phone Number.....: 0120-2728350(O), 09968665776(M)**

**Course Co-Coordinator.....: Shri S.S. Samanta**

**Contact Phone Number.....: 0120-2700519(O),**

**Contact email id.....: nicfghaziabad@gmail.com FAX No. 0120-2701219**

1. Heads of Pr.CCAs/CCAs Circle may kindly nominate the officials from their unit.
2. The contact telephone numbers of the officials nominated must be mentioned in the nomination form to enable this office to contact the officials directly to convey information in case of last minute cancellation /change of schedule of course etc.
3. The officials nominated against this circular may be allowed to book their journey.
4. Officials may be requested to bring their copy of relieving order/nomination letter for identification at the Hostel Reception at ALTTC, Ghaziabad.
5. The good quality rooms in ALTTC hostel are limited. Hence participants may intimate in advance. Family is not allowed in hostels. Upon their arrival to ALTTC they should contact the Reception of Bhabha/Raman/J.C.Bose Hostel. The officials may be intimated accordingly. In case of any difficulty, Warden of Bhabha, Raman and J.C.Bose Hostel may be contacted on 09412739350(M).

This issues with the approval of DG, NICF.

*Aprajita*  
(Aprajita)  
Director

**Copy for information to:**

- PS to Member (Fin.), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG(Accounts), DoT(HQ), Sanchar Bhawan, New Delhi for information.
- DDG(FEB), DoT(HQ), Sanchar Bhawan, New Delhi for information.
- Director (SEA), DoT(HQ), Sanchar Bhawan, New Delhi.
- Director (Trg. Fin.), DoT(HQ), Sanchar Bhawan, New Delhi.
- ADG (Trg. Fin.), DoT(HQ), Sanchar Bhawan, New Delhi.
- Concerned file.