



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

No.1-10/DG/2011-NICF

Date: 25.052011

To,

Heads of CCA Circle (As per Annexure 'A')  
Director (F) TEC

**Sub: Workshop & Interactive Session on "COMPACT" Software.**

The Workshop on the above subject is scheduled to be conducted as per the particulars given below:

**Duration: 2 day(s)**

**Period : 30<sup>th</sup> to 31<sup>st</sup> May 2011**

**INTRODUCTION:**

- The Workshop would cover various problems and solutions related to implementation of 'COMPACT' Software in CCA offices
- Issues related to Consolidation of monthly accounts ,Creation of Text file, uploading in e-Lekha, and the major problems faced during the uploading of APRIL 2011 Files will be addressed. Introduction to GPF module will also be presented.

**LEARNING OBJECTIVES:**

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

- Create Text File
- Upload the data in e-Lekha
- Operate GPF Module in COMPACT

**Target Population :**

Only one Officer dealing with 'COMPACT' in their unit as per list of units enclosed at Annexure-'A' should be nominated for training. The officers are supposed to bring their COMPACT database after consolidation of April 2011 accounts in soft form. The same will be corrected and uploaded in E lekha in the workshop.

**Last Date for Receipt of Nominations : 26.05.2011**

**Course Director .. . . . . . : Shri Kashi Nath Jha**

**Contact Phone Numbers.. . . . . : 0120-2709999(O) 9412220181(M)**

**Course Coordinator .. . . . . . : Shri Devendra Kumar**

**Contact Phone Numbers.. . . . . : 0120-2708349(O), 09412716999(M)**

**FAX NO. . . . . : 0120-2708888(F)**

**Contact email id .. . . . . . : nicf.gov@gmail.com**

1. **Head of CCA Circles may kindly nominate suitable officers.**
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 cancellation and change of schedule of course.**
3. **The officers nominated against this circular may be allowed to book their journey.**
4. **Officers may be requested to bring their copy 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 if they are keen on staying in hostel. Family is not allowed in hostels. Upon their arrival to ALTTC, officers of the Rank of STS and above are requested to contact the Reception of J.C. Bose Hostel and others are requested to contact the Reception of Bhabha Hostel. The officers may be intimated accordingly.**
7. **The nominations may be confirmed from course coordinator on phone no. 0120-2728350, 0120-2701218 and 09412716999 before relieving.**

**Note: - Mess & other charges would be billed by the ALTTC, BSNL from the trainee participants. ALTTC does dynamic allocation of room only after the trainee physically reports at the centre. In this situation there would always be a possibility that the NICF trainee may not get a room in ALTTC hostels as per his/ her entitlement. In case of the non availability of suitable rooms as per the entitlements of the trainees in ALTTC, the trainees may avail the option to stay in the nearby hostels in the vicinity of Ghaziabad as per their entitlements. The trainees may therefore be advised accordingly and the TA advance may be granted taking into account the possibility of Hotel stay. This would ensure that the trainee is not put to inconvenience due to last minute non availability of the hostels.**

**(Kashi Nath Jha)**  
**Director**

**Copy for information to:**

- **Sr. PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.**
- **Advisor (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.**
- **DDG(FEB), DOT(HQ), Sanchar Bhawan, New Delhi for nominating suitable officers working in DOT for training.**
- **DDG (A/Cs)/Director(A/c), DOT(HQ), Sanchar Bhawan, New Delhi.**
- **Sri Deepak A. Kaul, Dir(F),TEC with a request to attend the Workshop as a Member of the Core Group of Compact Implementation.**
- **Sri R.N.Shyam, Jt.CCA,Tamil Nadu with a request to attend the Workshop as a Member of the Core Group of Compact Implementation.**

**Name of the Circle:**

1. M.P Circle
2. Bihar
3. UP(East)
4. Delhi
5. West Bengal
6. Kolkata
7. Gujarat
8. Assam
9. Haryana
10. Punjab
11. Kerala
12. Rajasthan
13. Karnataka
14. Jharkhand
15. Orissa
16. Andhra Pradesh