



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

No: 1-12/DG/CDDO/2014-NICF

Dated: 26-9-2014

To

All Heads of CCA circles

Sub: **Workshop on "CDDO package"**.

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

**Course No** : 3011415  
**Duration** : 2 days  
**Period** : 16-10-2014 to 17-10-2014  
**Venue** : Institute of Govt. Accounts & Finance (INGAF), Old JNU Campus, New Delhi.

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, CDDO Process etc.

**Learning Objectives:**

The objective of the course is to make the participants familiarise 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 and Branches
5. Deduction Head Codes
6. Dues Details, Deduction Details

**C.) Salary Module**

a). Data Entry

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

b). Process

1. Temporary PBR
2. Master PBR Updating

c). Reports

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

**Target Population:**

Group 'B' officers and Group 'C' officials of CCA offices.

Last date of receipt of nominations : 13-10-2014  
Course Director : Ms Aparajita  
Contact phone numbers : 011-26502457 (O)  
Contact email id : [nicf.gov@gmail.com](mailto:nicf.gov@gmail.com)  
Course coordinator : Sh. S.C. Kapoor  
09868135512 /09891315511(M)  
Co-course coordinator : Sh. Chander Prakash  
09013130818 (M)  
Office phone numbers : 011-26502459 (O) 011-26501881 (Fax)

1. Head of Pr. CCA/CCA Circles concerned 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 change of scheduled training if any.
3. The officers nominated against the circular may be allowed to book their journey.
4. Officers may be requested to bring their copy of relieving order.
5. 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.**

6. Accommodation:- Accommodation would be provided by NICF to all participants as per their entitlement and only on written request, However the participants are free to make their own arrangement.
7. Transport:-All the participants are requested to avail prepaid Taxi/Auto service at domestic Airport/International Airport/N. D. Railway Station for both sides of travel during the course..



**(S.C. Kapoor)  
Accounts Officer**

**Copy to:**

1. PPS to Member (Finance) Telecom Commission, New Delhi.
2. PSO to Adviser (Finance), Deptt. of Telecom, Sanchar Bhawan, New Delhi.
3. DDG(FEB), DoT(HQ) for nominating suitable officers working in DoT.
4. Sr.DDG(WPF)/Jt.Admn.(F) USO.
5. DDG(Accounts)/DDG(TPF)/DDG(LF-I)/DDG(LF-II).
6. ADG (Trg. & Fin) with a request to circulate the circular in DoT.