Government of NCT of Delhi
Department of Information Technology
9th Floor, B-Wing, Delhi Secretariat, New Delhi

Dte. of Trg. & Tech. Education
Diary No. 1785
15 APR 2013
Muni Maya Ram Marg
Pitam Pura, Near T.V. Tower
DE

F.NO. F.1 (13)/2007/IT/ 1996-2145 DATED: 10-4-13

CIRCULAR

Sub: IT Training of Government Official: Nominations thereof :

In continuation to this Department's Circular no. F.1(13)/2007-IT/7673-77 dated 26-9-11 on the subject cited above, all the Departments of Govt of NCT of Delhi are requested to nominate the officials for the following training programmes being organized by the Department of Information Technology.

2. Details of courses conducted by Department of Information Technology, Govt Of NCT of Delhi are as follows:-

SNo.	Course Name	Duration	Eligibility
1.	Fundamentals of Computers & Internet	5 half working days	--
2	Advance Course on Spreadsheet software (MS-Excel)	5 half working days	Should have computer knowledge.
3	Advance Course on Database Management(MS-Access)	5 half working days	Should have good knowledge of Excel or programming.
4.	Course on Web Technologies	5 half working days	Knowledge of Internet & Programming is required.

3. All Government officials belonging to Group "A" to "C" are required to be trained on fundamentals of Computer and Internet. Those who have not undergone any such training so far may be nominated in the enclosed Performa.

4. Moreover, Department should ensure that the nominated officer has not attended, any such training programme of Department of Information Technology, GNCTD, previously.

195/C

5. Batches will be constituted on first come first serve basis. The training schedule will be communicated to the HOD's concerned, for further circulation among participants.

6. There is no fee for the course but once the candidature is accepted, The participants are not permitted to withdraw without formal permission of HOD concerned.

9/4/13

(Anil Bhola)
Deputy Secretary (IT)

Copy for kind information to:-

1. All Pr. Secretaries/ Secretaries/ Head of Departments, GNCTD with the request to send the list of participants to Department of Information Technology.
2. Secretaries to Hon'ble Ministers, Govt. of Delhi.
3. SIO (NIC), 3rd floor, Delhi Secretariat, I.P. Estate, New Delhi.
4. OSD to Chief Secretary, GNCTD for information please.
5. PS to Secretary (IT), GNCTD.

1. Name of the Department:
2. Address:
3. Name, Designation & Address of Contact Officer:
4. Telephone & Fax No:
5. Email Address:
6. Details of the employees nominated for Training (Please fill up the table below):

Sno.	Name & Designation	Contact No.	Course Name	Gender	Remarks (Courses already attended)