

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NCT OF DELHI
GLNS COMPLEX, DELHI GATE, NEW DELHI
(ADMINISTRATION BRANCH)

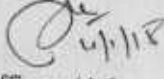
F.10 (232)/2015/DSW/Cir/Estt./Part-II/28534-603 Dated:
05 JAN 2018

CIRCULAR

Please find enclosed the copies of the following letters received in this Department for information and further necessary action:-

F.No.7(45)/DWCD/Admn./Uniform/2017-2018/39557-59 dated 07.12.2017 received from Deputy Secretary (IT) , Department of Information Technology 9th Level , B-Wing, Delhi Secretariat, New Delhi-110002, GNCT regarding IT Training of Government official Nomination thereof.

Encls: As above.


Section Officer (Admn.-II)

F.10 (232)/2015/DSW/Cir/Estt./Pt-II/28534-603

Dated:
05 JAN 2018

Copy to:-

- 1.All DDs/DSWOs, DSW, GNCTD, Delhi Gate, New Delhi.
- 2.All Supdts/DDOs/HOOs of Homes/Institutions, DSW, GNCTD.
- ✓ 3.Sr. System Analyst, DSW for uploading the circular on the departmental website.
- 4.Guard file.


Section Officer (Admn.-II)

152/L

Government of NCT of Delhi
Department of Information Technology
9th Level, B-Wing, Delhi Secretariat,
I.P. Estate, New Delhi-110002

F.A.B - A-15 / 1 / 2017 / Admn (E- 75194) / 5466

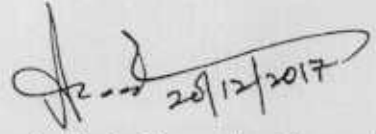
Dated: 20/12/17

Circular

It has been observed that officers / consultants from IT Department are being nominated by various departments without consulting or seeking approval from I.T. Department as a result thereof routine work as well as the time lines assigned to the officers/ consultants on pre-assigned tasks gets adversely affected.

It is therefore advised that the Departments, where IT cadre officers are already posted, should nominate them as members in various committees. In case, no IT Cadre / NIC State Unit Officers are available with the department, a formal request should be sent to the IT Department for nomination of an officer. IT Department will nominate the officer depending on his/her availability and work assigned to them.

in no circumstances, the opinion of IT Department's officer/consultant should be considered as approval of IT Department.



(Dr. Ashish Chandra Verma)

Secretary (IT)

To,

1. All Pr. Secretaries/Secretaries/HoDs of Departments under Government of NCT of Delhi.
2. All Autonomous bodies under Government of NCT of Delhi

Copy to

1. Staff Officer to Chief Secretary, Delhi for his information Please.

154/C

Government of NCT of Delhi
Department of Information Technology
9th Level, B-Wing, Delhi Secretariat, New Delhi 110002

F.No: E-13016/24/2015-Admin./5443-5446 DATED: 20/12/17

CIRCULAR

Sub: IT Training of Government Official Nominations thereof:

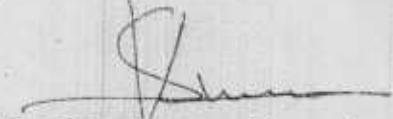
Department of Information Technology, GNCTD has been organizing two days training programme on 'Basics of computer learning and e-office' for the officials of GNCTD. Training programme comprises the following: -

Course Name
'Basics of computer learning and e-office'
First Day First Half - E-Office Training & Practical
First Day Second Half - Basic Computer Training & Practical
Second Day First Half - How to Use Social Media?
Second Day Second Half - Test

2 All the Departments of Government of NCT of Delhi are requested to nominate the officials for the said training programme in the enclosed proforma.

3. Venue of training program will be : Computer Lab, IT Department, 6th Level, C-Wing, Vikas Bhawan -II, Civil Lines, Near Metcalf House, New Delhi-110054.

4. Batches will be constituted on first come first serve basis. Intimation regarding batch timing and starting date will be communicated to all the participants in due course through the concerned HODs.


(Sanjay Kumar Surya)
Deputy Secretary (IT)

Copy for kind information to: -


24/12/17
Resd (A-IT)
Bhaskar Singh
to circulate



