

## DIRECTORATE GENERAL OF HOME GUARDS

Government of National Capital Territory of Delhi

Office Order No. 241

13th Basic Computer Course for 28 Home Guards volunteers from all Districts will commence w.e.f. 01.00 2011 to 28.09.2011(24 working days) as per training programme from 0830 - 1300hrs at Computer Lab-1 & Computer Lab-II, CTI complex, Raja Garden, New Delhi-27 from Monday to Saturday. All the volunteers will get the training allowance as admissible under the rules. However, they are also permitted to do regular duties out of course timings.

Sh.Sumit Sharma, Asstt Programmer, shall be the training incharge for teaching/practical training. He will be responsible to prepare Training Programme and Time Table for the Course in detail.

Sh. Joseph Lapcha, J!(H) shall be the course coordinator who will be responsible for attendance, disciplines, billing of Vols/ PTIs/Guest Faculties /Refreshments etc. apart from conducting lectures/exercises. He will be assisted by 03 HG PTIs. He will make suitable arrangements as per the requirement of the guest faculties/PTIs. He shall also be responsible for certificates preparation and distribution in an efficient manner. He shall ensure that the electronic attendance is taken on Time Attendance Machine and record kept.

Only two day absence from the course is permitted for the trainees beyond which the volunteers shall be considered as "left the course".

Care-Taker to ensure that sufficient drinking water is available to the trainees & toilets are kept clean through out the day near indoor classes. He will make arrangement for drinking water for the class with provisioning of Mayur Jugs and tumblers.

CTI Store Incharge shall provide all training equipment during the course period as not requirement in the instructors and formities the self-current that all required classrooms/computer labs are kept crean and ready for the class. He shall provide Time Attendance Machine for electronic attendance of the trainces and maintain such records. Any shortcoming to be informed to the Thundersigned immediately.

This course is conducted with the prior approval of DGHG.

(RAHUL, SUDAN) JUNIOR STAFF OFFICER(CTI)

Dated: 64 24/08/2011

F. No. 51(1)/HG/CTL/TRG/4/Courses/37/2011/ 6104 - 6128 Copy to:-

14. PA to DGHG.

12. PA to CHG/Comdt.(CTI).

JSO(CTI)/JSO(HG).

Assistant Programmer to ensure that at least 14 Computers are serviceable and available for training. 05. Training In-charge.

(6. All m-charges Home Guards district offices with direction to give wide publicity in their district and nominate suitable candidates whose list must be forwarded at least 3 days in ad lance to CTL

44. All concerned/I/c Billing/Guard Room/.

68. In-charge CTI Store./Caretaker

Canteen manager for arrangement of refreshment as per the training programme.

16 Office order file.

JUNIOR STAFF OFFICER(CTI)