

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
REVENUE DEPARTMENT: DELHI
(GENERAL ADMINISTRATION BRANCH)
5, SHAM NATH MARG, DELHI-54.

I. T. BRANCH
Revenue Department
Diary ... 1182 ...
Date ... 8/1/18 ...

No. F. 2(3)/GA/DC/Misc.file/2017/PF/ 35

Dated: 08/01/2018

To

The Sub-Divisional Magistrate (HQ),
O/o the Deputy Commissioner (Revenue),
All Districts, Govt. of NCT of Delhi.

Sub:- Regarding IT Training of Government Official Nominations.

Sir/Madam,

Please find enclosed herewith a letter No. F.No. E-13016/24/2015-Admin./5443-5446 dated 20/12/2017 received from Deputy Secretary (IT) on the subject cited above.

In this regard, you are requested to nominate the officials for IT Training.

The Venue of the training program will be: Computer Lab, IT Department, 6th Level, C-Wing, Vikas Bhawan-II, Civil Lines, Near Matcalf House, New Delhi-54

Batches will be constituted on first come first serve basis.

Encl: As above.

Yours faithfully,

msharma
(MAHESH CHANDRA SHARMA)
SECTION OFFICER (GA)

F. 2(3)/GA/DC/Misc File/2017/PF/ 35

Dated: 08/1/2018

Copy for information and necessary action to :-

1. All Branch In-charges of Revenue (HQ).

msharma
(MAHESH CHANDRA SHARMA)
SECTION OFFICER (GA)

LETTER

J.D. (IT)

onload

9/1/18
CA-II

28 DEC

8430

F.No: E-13016/24/2015-Admin./ 5443-5446

DATED: 28/12/17

C I R C U L A R



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: -

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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
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28/12/17

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28/12/17

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.

28/12/17

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.

29/12/17

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.

Pl. Circulate to all districts and branches at HQ & nominate SO's & staff for training.
1.1.18.
as Pratishtha

SDM (HQ-VI)
Diary No. 2230
Date 29/12/17

(Sanjay Kumar Surya)
Deputy Secretary (IT)

Gen. Admin. Branch

Diary No. 02
Date 01/01/2018

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.



2011-12-02