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

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

Date..... Dated: 08

То

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,

(MAHESH CHANDRA SHARMA) SECTION OFFICER (GA)

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

Copy for information and necessary action to :-

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

Dated: 08 1 2018

LETTER

(MAHESH CHANDRA SHARMA) SECTION OFFICER (GA) Government of NCT of Delhi Department of Information Technology 9th Level, B-Wing, Delhi Secretariat, New Delhi 110002

Deputy Commissioner (HO

8430

2 8 DEC 2017

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

Sub: IT Training of Government Official Nominations thereof: 47728

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

De MOTI 2 All the Departments of Government of NCT of Delhi are requested to proforminate 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.

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

circulate to all districts SDM (HQ-VI) of branches at HC Diary No. 2230 (Sanjay Kumar Surya) inde Sa's & S Date 29/12/12 Deputy Secretary (IT) frais j' Copy for kind information to: ration Gen. Admin. Branch

Diary No.

Date

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01/2018

- 1 Name of the Department:
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- 2 Address:
- 3 Name, Designation & Address of Contact Officer:
- 4 Telephone & Fax No:
- 5 Email Address:
- 6 Name of the employees nominated for Training:

Sno.	Name & Designation	Contact No.	Date of birth	Gender
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4 Batches will be constructed to first come first rence bank or communia arbing batch riming and storting data will be commuticated to a party in size course through the concenced HDDs. 1. All Pr. Secretaries/ Secretaries/ Head of Departments, GNCTD with the request to send the list of participants to Department of Information Technology.

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- 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.