

Govt. of N.C.T. of Delhi
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Floor, B – Wing, Delhi Secretariat, Delhi

No F1 (13)/2002-IT/4636
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Dated : 11/12/02

CIRCULAR

Sub : IT training of Government Official : Nominations thereof.

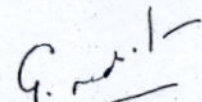
1. The Department of Information Technology has setup a computer lab on 9th Level, B Wing, Delhi Secretariat, New Delhi to provide training to employees Government of Delhi on different courses. Since its inception, since April 2003, more than 2500 employees have been trained. Two batches are run simultaneously, one in the forenoon and other in the afternoon.
2. Presently Department of IT is conducting following courses:

S.NO	Course Name	Duration	Eligibility
1	Fundamental of Computers and Internet	10 half working days	--
2	Advance course on Spread Sheet Software (Open Office – Calc)	10 half working days	Should have computer knowledge
3	Advance course on Database management (MS Access/Open Office – Base)	10 half working days	Should have good knowledge of Excel or programming
4	Course on Web Technologies	15 half working days	Knowledge of Internet and programming is required

3. It has been noticed that many departments are not nominating their employees for training on fundamentals of computers and Internet. All Government officials belonging to Group A to C are required to be trained on fundamentals of computers and Internet. Those who have not undergone any such training so far may be nominated in the enclosed Proforma at the address given below :

Dy. Secretary (IT),
Department of Information Technology
9th Level B Wing, Delhi Secretariat
New Delhi – 110 002

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 through the concerned HOD.
5. There is no fee for the courses but once the candidature is accepted one will not be able to withdraw without formal permission of HOD concerned.
6. Departments of the Delhi Government are therefore requested to nominate their officials for the above training programs being organized by the Department of Information Technology.


(DR. G. NARENDRA KUMAR)
SECRETARY (IT)

Copy for information to: -

1. All Pr. Secretaries / Secretaries / Head of Departments, GNCTD, with the request to send the list of participants to IT department.
2. Secretaries to Ministers
3. OSD to Chief Secretary for information
4. SIO (NIC)