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GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)

(ESTABLISHMENT BRANCH-IV)

Endst. No.:GMCH/EIV/EA3/2017/

3186566

Dated, Chandigarh the,

11 AUG 2017

A copy of letter No. 28/69-IH(7)-2017/20214 dated 31.07.17 received from the Department of Personnel, Chandigarh Administration, is forwarded to the followings for information and necessary action please:-

1. The Office Superintendent (Estt. I, II, III, HA-I, HA-II, PB-I, PB-II, Academic, Estate, MRD, Accounts), GMCH, Chandigarh.
2. The System Analyst, IT Centre, GMCH. He is also requested to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.

10/8/17
Superintendent (Estt-IV)
GMCH, Chandigarh.

1796/3/8/17

IMMEDIATE

No.28/69-IH(7)-2017/ 20214
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 31-7-17

To

All the Administrative Secretaries/
Head of Departments/Offices/Institutions/
Board/Corporations
Chandigarh Administration

Subject: Mandatory basic ICT skills for the officers/officials of Chandigarh Administration- regarding.

Sir/Madam

I am directed to refer to this Administration's letters No. 28/69-IH(7)-2016/1728 dated 27.01.2016 & No. 28/69-IH(7)-2016/9495 dated 21.04.2016 vide which it has been decided that ICT courses of National Institute of Electronics and Information Technology (NIELIT) are mandatory for all fresh recruitments and promotions of all posts in Chandigarh Administration and the candidate should complete atleast one course out of the following courses from National Institute of Electronics and Information Technology (NIELIT):

- a) Awareness in Computers Concepts (ACC)- 20 hours
- b) Basic Computers Concepts (BCC)- 36 hours
- c) Course on Computer Concepts (CCC)- 80 hours
- d) CCC+ -125 Hours
- e) Expert Computer Course (ECC)- 200 hours

It has been observed by this department that the instructions referred to above are not being complied with scrupulously by the various departments. You are, therefore, requested to ensure that the instructions dated 27.01.2016 and 21.04.2016 are complied with in letter and spirit.

The contents of this communication may be brought to the notice of all officers/official working under your control.

Yours faithfully

[Signature]
Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

Endst. No. 28/69-IH(7)-2017/ 20215

Dated: 31-7-17

A copy is forwarded to all the Administrative Branches of the Chandigarh Administration Secretariat for similar action.

[Signature]
Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

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ADA

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24/8

OSE III
Relates to
OSE IV

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