

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

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

(ESTABLISHMENT BRANCH-IV)

25 SEP 2017

Endst. No.:GMCH/EIV/EA3/2017/ 35419-20

Dated, Chandigarh the,

A copy of letter No. 1954/F-II(6)/2017/7844 dated 10.08.17 received from the Secretary Health, Chandigarh Administration, is forwarded to the followings for information and necessary action, please:

1. The Office Superintendents (Estt. I, II, III, HA-I & HA-II), 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.


Superintendent (Estt-IV)
GMCH, Chandigarh

1926/18/8/1

From

The Secretary Health,
Chandigarh Administration.

To

1. The Director Principal,
Govt. Medical College and Hospital,
Sector-32, Chandigarh.
2. The Director Health & Family Welfare,
U.T. Chandigarh


No.1954/F-II(6)/2017/ 2844
Dated, Chandigarh the 10-8-17

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

Enclosed please find herewith a copy of. letter. No.28/69/-IH(7)-
2017/20214 , dated 31-7-2017 received from Superintendent Personnel, Deptt. of
Personnel, Chandigarh Administration on the subject cited above for taking further
necessary action in the matter.

DA: As above

For


Superintendent Health,
Secretary Health,
Chandigarh Administration.


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21/8/17
EAB

IMMEDIATE

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

6 Copies
7 Copies

Chandigarh, dated the 31-7-17

To

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

Health Branch
Diary No. 1954
Dated 01/8/17

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+ -126 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.

Health
Branch

[Signature]
Puc Above

[Signature]
Superintendent Personnel
for Secretary Personnel
Chandigarh Administration

Puc Bearing Diary No. Health - 195 -
DTB - 01/8/17 (Page 1 only). Puc
is requested to endorse the
DP/Encl 8 DMPL, DTB - 01/8/17
Among Health Branch, DTB Sect - 5

Health
Branch
18/11/17
11/18

[Signature]
04/8/17