

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/ 37062-63 Dated, Chandigarh the, 13 SEP 2017

A copy of letter No. 28/69-IH(12)-2017/21845 dated 01.09.2017 received from the Special Secretary Personnel & Training, Chandigarh Administration, is forwarded to the followings with the request to supply the requisite information **WITHIN 02 DAYS POSTIVELY**, so that the compiled information may be supplied to the quarter concerned accordingly:

1. The Office Superintendent (I, II, III, HA-I, HA-II, PB-I, PB-II, Estate & Academic, accounts, MRD, 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.

Heer
12/9/17
Superintendent (Estt-IV)
GMCH, Chandigarh.

cc: Principal G/MCH

2044 / 5/9/17
No. 28/69-IH(12)/2017/21845

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL & TRAINING

Chandigarh, dated the 01/09/17

To

All the Administrative Secretaries/
Heads of Departments/ Offices/Boards/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 letter No. 3905-IH(7)-2014/19608 dated 21.10.2014, No. 28/69-IH(7)-2015/25321 dated 11.12.2015, No. 28/69-IH(7)-2016/1728 dated 27.01.2016, No. 28/69-IH(7)-2016/9495 dated 21.04.2016 & No. 28/69-IH(7)-2017/20214 dated 31.07.2017 on the subject noted above.

2. The matter has been reconsidered and it has been decided that names of employees for mandatory ICT courses shall be recommended/nominated to the National Institute of Electronics & Information Technology, Mohali by the respective departments, as per the following courses fee:-

Group of Employee	Course	Courses Fee [Training Fee + GST + Regd Fee = Total]
D	ACC - Awareness in Computer Concepts	2000+360+200 = 2560/-
C	CCC - Course on Computer Concepts	3500+630+500 = 4630/-
B & A	CCC+ - Course on Computer Concepts Plus	5000+900+450 = 6350/-

2. You are requested to recommend/nominate the employees to NIELIT, Mohali in a batch of 20 participants, at your own level, as per priorities keeping in view their promotions etc. due in near future, for ICT skills. As already exempted, all the employees who have crossed the age of 55 years and driver, mali, beldar and sweeper, lift operator, guards, mason, etc. are not to be recommended for abovesaid ICT courses. The NIELIT authorities shall raise the bill to the HoD of the concerned departments for the payment and the departments concerned shall make the payment to NIELIT immediately on the above lines.

Syadar 31/8/17
Special Secretary Personnel & Training
Chandigarh Administration

Endst. No. 28/69-IH(12)/2017/21846

Dated: 01/09/17

A copy is forwarded to National Institute of Electronics & Information Technology (NIELIT), C-134, PUNCOM Building, Industrial Area. Phase VIII, Sector-72, S.A.S Nagar, Mohali – 160071 w.r.t. his letter No. NIELIT/CH/TRG-301/2016/10738, dated 31.07.2017, for information and necessary action.

Syadar 31/8/17
Special Secretary Personnel & Training
Chandigarh Administration