

DTE

No. 28/69-IH(12)/Pers. & Trg.-2020/3273  
Chandigarh Administration  
Department of Personnel & Training

Chandigarh, dated the 4/3/2020

To

All the Heads of Departments/ Boards/ Corporations,  
Chandigarh Administration.

Subject: **Mandatory basic ICT Skills training for the officers/officials of  
Chandigarh Administration – regarding.**

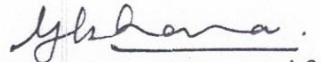
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Sir/Madam,

I am directed to refer to this department's letter bearing No. 28/69-IH(12)/Pers.& Trg.-2019/17927 dated 25.11.2019 whereby ICT Skills courses have been made mandatory for all fresh recruitments (Entry Level) and for promotions/ grant of benefit under Assured Career Progression Scheme (ACPS) to all Group-A, B, C & D employees of Chandigarh Administration etc. The matter has been reconsidered by this department and it has been decided to provide ICT skills training to the employees who are due for promotion and Assured Career Progression benefit in a year on 'Priority basis'.

2. You are accordingly, requested to provide list of employees who are due for promotions and ACP benefits in a year to Dr. Sunita Mehta, Nodal Officer (ICT), Technical Education, Chandigarh College of Engineering & Technology (Diploma Wing), Sector-26, Chandigarh for providing ICT skill Training to them on priority basis and also direct these concerned officers/officials to register themselves on the webportal [chdtechnicaleducation.gov.in](http://chdtechnicaleducation.gov.in) at the earliest so that ICT skills training can be provided to them well in time.

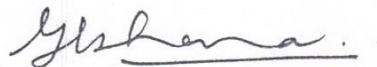
Yours faithfully



Superintendent Personnel & Training  
for Special Secretary Personnel & Training  
Chandigarh Administration

Endst. No. 28/69-IH(12)/Pers.&Trg.-2020/ 3274 Dated: 4/3/2020

A copy is forwarded to Dr. Sunita Mehta, Nodal Officer (ICT), Technical Education, Chandigarh College of Engineering & Technology (Diploma Wing), Sector-26, Chandigarh w.r.t. Memo No. DTE/ICT/2020/4988 dated 18.02.2020, for information.



Superintendent Personnel & Training  
for Special Secretary Personnel & Training  
Chandigarh Administration