

No. 28/69-IH(12)/Pers. & Trg.-2020/ 6336
Chandigarh Administration
Department of Personnel & Training

Chandigarh, dated the 24/6/2020

To

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

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

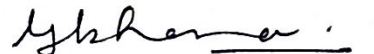
Sir/Madam,

I am directed to refer to this Administration's letter No. 28/69-IH(12)/
Pers.&Trg.-2020/3273 dated 04.03.2020 and Endst. No. 08/19-IH(12)-Trg.Advice-
2020/5426 dated 27.05.2020 on the subject noted above and to state that the ICT
Skills training courses for Group-A, B, C & D officers/ officials have been resumed by
the Directorate of Technical Education, U.T. Chandigarh.

2. You are requested to direct the officers/officials working under your
control to get themselves register at website www.chdtechnicaleducation.gov.in for
ICT skills training.

3. A copy of Standard Operating Procedure (SOP) to be followed during
the training is enclosed. The same may be brought to the notice of the officers/officials
who will be deputed for ICT Skills training.

Yours faithfully,



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

Endst. No. 28/69-IH(12)/Pers.&Trg.-2020/ 6337 Dated: 24/6/2020

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/2020/5000 dated 18.06.2020, for
information.



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