

REMINDER-II

No. 28/69-IH(12)-2018/20395  
CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL & TRAINING

Chandigarh, dated the 03/10/2018

To

All the Administrative Secretaries/  
Heads of Departments/ Offices/ Boards/ Corporations,  
Chandigarh Administration

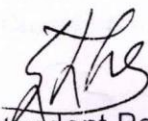
Subject: **Mandatory basic ICT skills for the officers/ officials of  
Chandigarh Administration – regarding.**

\*\*\*\*\*

Sir/ Madam,

I am directed to refer to this Administration's letter No. 28/69-IH(12)-2018/16687 dated 08.08.2018 and subsequent reminder dated 18.09.2018 on the subject noted above and to state that it has been brought to the notice of this Administration by Nodal Officer, ICT Skills Training that some departments are not sending the details of the employees for the ICT Skills Training courses.


It is therefore again requested that you may direct the concerned officials of your department to send the details of the officers/ officials [Group A, B, C & D], who have not attained the age of 55 years, to the Director, Technical Education, Chandigarh Administration, immediately under intimation to this Administration.

  
Superintendent Personnel & Training  
for Special Secretary Pers. & Trg.  
Chandigarh Administration

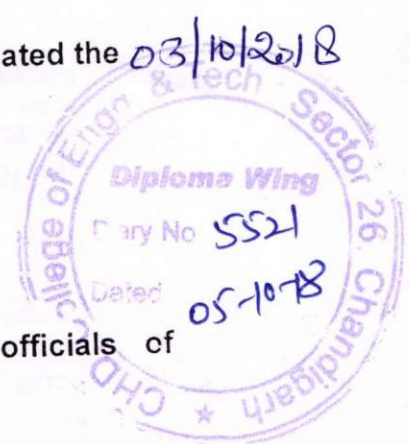
Endst. No. 28/69-IH(12)-2018/

Dated:

A copy is forwarded to the Director, Technical Education, Chandigarh Administration for information.

  
Superintendent Personnel & Training  
for Special Secretary Pers. & Trg.  
Chandigarh Administration

PPL  
✓  
S/As  
01/10/18  
ICT  
skill



P/CC  
(Diploma Wing)