F.No. F5(433)/DoIT/Tech/10/4579

dated: 30/11/2011

Head of the Department
(as per the list attached)

Sub: Nominations of Nodal officers (IT).

Sir/Madam

As per the discussion held during the meeting of Nodal Offers(IT) held on 16-11-2011, the nominations for the following programmes are invited, which are to be organized as per the details given below :

1. **RSLITE Course :** Basic Computer Course
   Tentative Schedule : First/Second Week January, 2012
   Duration   : 20 half days
   Target Participants : Nodal Officers(IT) only.
   Venue   : Would be intimated later.
   Last date   : 28th December, 2011

2. **Content Management Session : Web portal management with CMS- Oracle**
   Tentative Schedule : 16th December, 2011
   Duration   : Half day Session
   Target Participants : Nodal Officers(IT) with Technical Competence.
   Venue   : Conference Hall, DoIT&C.
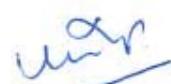   Last date   : 9th December, 2011

   The Registration forms for above sessions can be downloaded from DoIT&C website Employees Corner-> Nodal officer(IT)-> Nomination form. You are requested to send the filled forms of the target participants only, vide email/post before the last date, so that necessary arrangements can be made.

Additional Director (IT)

Copy to:
1. All Head of the Departments as per list attached.
2. PS to Principal Secretary (IT&C)
3. Sr. PA to Secretary (IT&C)
4. PA to Director (Technical), RajComp Info Services, Jaipur
5. ACP(Web), DoIT&C

ACP (Website)

Nomination Form for Nodal Officers(IT)

1.	Name		
2.	Designation		
3.	Department		
4.	Contact No		
5.	Email		
6.	Course Appled for	**RSLITE Course**	**CMS- Oracle**

Signature