

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

F9(88)/DoIT/Trg/12/I/68486/2017

Jaipur, Dated: 8.5.17

Office Order

A 5 days training programme on "Office Procedure and Management" for ACP/Programmers/Assistant Programmers of DoIT&C is being organized by HCM RIPA, Jaipur from 15-19th May, 2017. Training time will be from 9:30 AM to 6:00 PM. The following officials are directed to attend the training at HCM RIPA, Jaipur and report for the concerning course director:

Training Place: HCM Regional Training Center, Jaipur

S. No.	Name	Designation	Department	District
1.	Shri Rajeev Bhargava	Analyst-Cum-Programmer (D.D)	Planning Department	Jaipur
2.	Ms. Suman Diwan	Analyst-Cum-Programmer (D.D.)	Women Empowerment Department	Jaipur
3.	Shri Vinod Kumar Maheshwari	Programmer	Chief Secretary Office	Jaipur
4.	Shri Mahendra Singh Shaktawat	Programmer	Registration & Stamps Department	Ajmer
5.	Shri Manoj Kumar Maheshwari	Programmer	Department Of Personnel	Jaipur
6.	Ms Sudha Singh	Programmer	HCM RIPA (OTS)	Jaipur
7.	Ms. Shruti Kirti Gupta	Programmer	Medical College & Hospitals-Jln	Ajmer
8.	Shri Anurag Madhukar	Programmer	Planning Department	Jaipur
9.	Shri Shiv Nandan Singh	Programmer	Rajasthan High Court	Jaipur
10.	Shri Jagdish Prasad S/O Sh. Ramesh Chand	Programmer	Food Civil Supplies & Consumer Affairs Department	Jaipur
11.	Shri Shripal Khowal	Programmer	Finance Department	Jaipur
12.	Shri Rakesh Kumar S/O Sh. Hira Lal	Programmer	Chief Minister Office	Jaipur
13.	Shri Mohd. Asif Khan	Programmer	Chief Minister Office	Jaipur
14.	Shri Rajendra Singh Rathore	Programmer	Finance Department	Jaipur
15.	Shri Naresh Kumar Sharma	Programmer	Finance Department	Jaipur
16.	Shri Anil Meghwanshi	Programmer	Office Of The Analyst-Cum-Programmer (Deputy Director) Doit&C-Bhq	Ajmer
17.	Shri Sarvottam Kumar Pareek	Programmer	Rajasthan Council Of Elementary Education (Rcee)	Jaipur
18.	Shri Anil Kumar Singhal	Asst. Programmer	Doitc: (Headquarter)	Jaipur
19.	Shri Kapil Maheshwari	Asst. Programmer	Panchayati Raj Department	Jaipur
20.	Shri Hemant Kanvaria	Asst. Programmer	Jawahar Kala Kendra	Jaipur

Above officers are directed to attend the training at HCM RIPA and report to course director Ms Hem Pushpa Sharma.

T.A. and D.A. will be paid as per rules. The above Officers are directed to attend the training positively. No exemptions will be allowed.

This bears the approval of Principal Secretary & Commissioner, IT&C.

(A.M. Deshpande)
 Technical Director & Joint Secretary

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Copy for information and necessary action to:-

1. Sr. PA to Sr. Deputy Secretary to Chief Secretary Office, Jaipur
2. Sr. PA to Additional Chief Secretary (Training) Director General, HCM RIPA, Jaipur
3. Sr. PA to Principal Secretary, Finance Department, Jaipur
4. Sr. PA to Principal Secretary, DoIT&C / Planning Department, Jaipur
5. Sr. PA to Secretary, Women Empowerment Department, Jaipur
6. Sr. PA to Secretary, Panchayati Raj Department, Jaipur
7. PA to Secretary, Department of Personnel, Jaipur
8. PA to Secretary (II) to CM, Chief Minister Office, Jaipur
9. PA to Inspector General, Registration and Stamps Department, Ajmer
10. PA to Secretary, Rajasthan High Court, Jaipur
11. PA to Commissioner, Rajasthan Council of Elementary Education (RCEE), Jaipur
12. PA to Director General, Jawahar Kala Kendra, Jaipur
13. PA to Additional Commissioner, Food Civil Supplies & Consumer Affairs Department, Jaipur
14. PA to Collector, District Collectorate, Ajmer
15. PA to Principal, Medical College & Hospitals – JLN, Ajmer
16. Ms Hem Pushpa Sharma, Course Director, HCM RIPA, Jaipur
17. Sh. Vijay Dalal, ACP (Dy. Director), HCM RIPA, JLN Marg, Jaipur.
18. Head of Office/OIC (Accounts)/OIC (Website), DoIT&C, Jaipur
19. All Concerned



ACP (Dy. Director)