

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

F9(88)/DoIT/Trg/12 /ML-884

Jaipur, Dated: 20-7-17

Office Order

A 5 days training programme on "Office Procedure and Management" for Informatic Assistant of DoIT&C is being organized by HCM RIPA, Jaipur **from 24th July 2017 to 28th July, 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 to the concerning course director:

Training Place: HCM Regional Training Center, Jaipur

S.N.	Name	Designation	Department	Posting Place
1	Shri Naveen Dwivedi	Informatic Assistant	Chief Minister Office	Jaipur
2	Shri Vijay Pal Singh	Informatic Assistant	Chief Minister Office	Jaipur
3	Shri Vikash Sharma S/O Sh. Rajendra Kumar Sharma	Informatic Assistant	Chief Minister Office	Jaipur
4	Shri Ratan Kumar Saini	Informatic Assistant	Finance Department	Jaipur
5	Shri Hemant Kumar Sain S/O Sh. Ganpat Lal Sain	Informatic Assistant	Administrative Reforms	Jaipur
6	Ms Apratima Ratnawali Tripathi	Informatic Assistant	Finance Department	Jaipur
7	Shri Abdul Wahid Khan	Informatic Assistant	Director Lok Seva	Jaipur
8	Shri Narendra Singh Shekhawat	Informatic Assistant	Finance Department	Jaipur
9	Shri Manish Sharma S/O Sh. Jagdish Prasad Sharma	Informatic Assistant	Department Of Personnel	Jaipur
10	Shri Arvind Saini S/O Sh. Shree Narayan Saini	Informatic Assistant	S.I. & P.F. Department	Jaipur
11	Ms Rinku Khandelwal	Informatic Assistant	Department Of Personnel	Jaipur
12	Ms Shweta Kumawat	Informatic Assistant	Agriculture Department	Jaipur
13	Ms Indu Shekhar Mishra	Informatic Assistant	Finance Department	Jaipur
14	Ms Abha Agrawal	Informatic Assistant	Mines & Geology Department	Jaipur
15	Shri Ajay Kumar Jat	Informatic Assistant	Administrative Reforms	Jaipur
16	Shri Mukesh Machiwal S/O Sh. D.P. Machiwal	Informatic Assistant	Agriculture Department	Jaipur
17	Ms Rama Kanwer	Informatic Assistant	Mines & Geology Department	Jaipur
18	Ms Anuradha Pareek	Informatic Assistant	Mines & Geology Department	Jaipur
19	Ms Ankita Jain	Informatic Assistant	Minority Affairs	Jaipur
20	Shri Pavan Kumar Gupta S/O Sh. Kailash Chand Gupta	Informatic Assistant	S.I. & P.F. Department	Jaipur
21	Ms Sushma Gupta	Informatic Assistant	Director Lok Seva	Jaipur
22	Ms Megha Agrawal	Informatic Assistant	Animal Husbandry Department	Jaipur
23	Ms Aruna Sharma	Informatic Assistant	S.I. & P.F. Department	Jaipur

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S.N.	Name	Designation	Department	Posting Place
24	Ms Sunita Gahlot	Informatic Assistant	Employment Department	Jaipur
25	Ms Shilpi Sharma	Informatic Assistant	Delhi-Mumbai Industrial Corridor Department	Jaipur
26	Ms Alpana Kumari Rathore	Informatic Assistant	Employment Department	Jaipur
27	Ms Megha Jain	Informatic Assistant	Department Of Prosecution	Jaipur
28	Shri Anil Kumar Tiwari	Informatic Assistant	Animal Husbandry Department	Jaipur
29	Ms Pooja Verma D/O Sh. Kana Ram Verma	Informatic Assistant	Agriculture Department	Jaipur
30	Shri Narendra Danwar	Informatic Assistant	Directorate Of Horticulture	Jaipur
31	Shri Gaurav Paliwal	Informatic Assistant	Office Of The Analyst-Cum-Programmer (Deputy Director) Doit&C-Bhq	Jaipur
32	Shri Subhash Yadav	Informatic Assistant	Office Of The Analyst-Cum-Programmer (Deputy Director) Doit&C-Dhq	Jaipur
33	Shri Chandan Gaur	Informatic Assistant	Office Of The Analyst-Cum-Programmer (Deputy Director) Doit&C-Bhq	Jaipur
34	Shri Gurumukh Jaydev Singh Jat	Informatic Assistant	Office Of The Analyst-Cum-Programmer (Deputy Director) Doit&C-Bhq	Jaipur
35	Shri Pawan Kumar Sharma S/O Sh. Om Prakash Sharma	Informatic Assistant	Office Of The Analyst-Cum-Programmer (Deputy Director) Doit&C-Bhq	Jaipur
36	Shri Mohit Singhal	Informatic Assistant	Project-CSC, 2.0 Scheme, Rajcomp Info Service Ltd	Jaipur
37	Shri Shriram Yadav	Informatic Assistant	Office Of The Analyst-Cum-Programmer (Deputy Director) Doit&C-Bhq	Jaipur
38	Shri Mainuddin Mansuri	Informatic Assistant	Office Of The Analyst-Cum-Programmer (Deputy Director) Doit&C-Bhq	Jaipur
39	Ms Anu Kotia	Informatic Assistant	Settlement Department	Jaipur
40	Ms Suman Yadav	Informatic Assistant	Office Of The Analyst-Cum-Programmer (Deputy Director) Doit&C-Dhq	Jaipur

Above officials are directed to attend the training at HCM RIPA and report to course director **Shri Vijay K. Dalal**.

The above Officials 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 Additional Chief Secretary (Training) Director General, HCM RIPA, Jaipur
2. Sr.PA to Additional Chief Secretary, Finance Department, Jaipur
3. Sr. PA to Principal Secretary, DoIT&C Department, Jaipur
4. Sr. PA to Secretary, Minority Affairs, Jaipur
5. Sr.PA to Secretary, Department of Personnel, Jaipur
6. Sr.PA to Secretary, Animal Husbandry Department, Jaipur
7. Sr. PA to Secretary, Chief Minister Office, Jaipur
8. Sr.PA to Secretary, Employment Department, Jaipur
9. Sr.PA to Commissioner, Agriculture Department, Jaipur
10. Sr.PA to Commissioner, Delhi-Mumbai Industrial Corridor Department, Jaipur
11. Sr.PA to District Collector, Collectorate, Jaipur
12. Sr.PA to Commissioner, Settlement Department, Jaipur
13. PA to Joint Secretary, Administrative Reforms Department, Jaipur
14. PA to Director (Technical), RISL, Jaipur
15. PA to Director, Lok Seva, Administrative Reforms, Jaipur
16. PA to Director, SI&PF Department, Jaipur
17. PA to Director, Prosecution Department, Jaipur
18. PA to Director, Horticulture Department, Jaipur
19. PA to SME, Mines & Geology Department, Jaipur
20. ACP (Dy. Dir.), Office of the Analyst Cum-Programmer (Deputy Director) DoIT&C, Jaipur
21. Sh. Vijay Dalal, ACP (Course Director), HCM RIPA, JLN Marg, Jaipur.
22. Head of Office/OIC (Accounts)/OIC (Website), DoIT&C, Jaipur
23. All Concerned

ACP (Dy. Director)