

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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Department of Information Technology & Communication

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)