

GOVERNMENT OF RAJASTHAN
Department of Information Technology & Communication

F9(88)/DoIT/Trg/12/1/8570/2013

Jaipur, Dated: 27/06/2013

Office – Order

A 3 days training programme on "Office Procedure and General Finance Rules" is being organized at Information Technology & Communication Department, Conference Hall, Ground Floor, IT Building, Yojana Bhawan Campus, Tilak Marg, C-Scheme, Jaipur on 1st July 2013 to 3rd July 2013 as per the following schedule:

Date	Time	Subject	Faculty
01-07-2013	10:00 AM to 11:30 PM	Office Procedure and File Management	Shri Sanjay J. Karnik, ACP (Dy. Director)
02-07-2013	10:00 AM to 11:30 PM		Shri Sanjay J. Karnik, ACP (Dy. Director)
03-07-2013	10:00 AM to 11:30 PM	General Finance Rules	Shri Sandeep Dheer, Director (Finance), RISL with Dr. Daya Sindhu Sharma, AO, DoIT&C

The following officers/officials are directed to attend the training.

DoIT & C (HQ), Jaipur

S.no	Name	Designation
1.	Shri Vikram Singh	ACP (DY. Director)
2.	Shri Yuvraj Singh Gurjar	ACP (DY. Director)
3.	Shri Kuldeep Yadav	ACP (DY. Director)
4.	Ms. Shweta Saxena	ACP (DY. Director)
5.	Shri Parag Kachhawa	ACP (DY. Director)
6.	Shri Pradeep Pal	Programmer
7.	Shri Ravindra Kumar Chhipi	Programmer
8.	Shri Saurabh Gupta	Programmer
9.	Shri Chandra Prakash Gupta	LDC
10.	Shri Rajan Prajapat	LDC
11.	Shri Surendra Kumar	LDC
12.	Shri Ashok Kumar	LDC
13.	Shri Bhagwan Singh	LDC
14.	Shri Arun Kumar Kumawat	LDC

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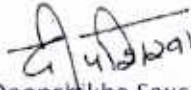
Rajcomp Info Service Ltd., Jaipur

S.no	Name	Designation
1.	Shri Ajay Kumar Tak	Programmer
2.	Shri Satish Samariya	Programmer
3.	Shri Tarunesh Kumar	Informatics Assistant
4.	Ms. Preeti Verma	Informatics Assistant


(Pramod Agarwal)
Additional Director &
Ex-officio Dy. Secretary

Copy for information & necessary action To:-

1. PS to Principal Secretary, Department of Information Technology & Communication, Jaipur
2. Sr. PA to Secretary & Commissioner, Department of Information Technology & Communication, Jaipur.
3. Director (Finance), Rajcomp Info Services Ltd. Jaipur.
4. OIC (P & A), Rajcomp Info Services Ltd , Jaipur
5. Head of Office/ OIC (Accounts)/OIC (Website), DoIT&C, Jaipur.
6. All Concerned


(Deepshikha Saxena)
ACP (Dy. Director)