

Government of Rajasthan
Department of Information Technology & Communication

No.: F9(79)/DoIT/Trg/10 /1987

Jaipur, Dated: 09.06.11

All the controlling officers

Subject: Training on "Office Procedure and Management" from 13-06-11 to 18-06-11.
Reference: Mail received from Secretary, ITC on dt. 09-06-11.

Sir,

As per direction from Secretary IT&C regarding Training on '**Office Procedure and Management**' is compulsory for all officials., after completion of training there will be departmental exam for which they will have pass to be eligible for getting confirmed at the end of the probation.


OIC (Training)

Copy for information & necessary action to:-

1. PS to Principal Secretray, Department of Information Technology & Communication, Jaipur
2. Director General, Revenue Intelligence (Finance Department), Jaipur
3. Sr. PA to Secretary & Commissioner, Department of Information Technology & Communication, Jaipur.
4. PS to Secretary to CM, Chief Minister Officer, Jaipur
5. PS to Secretary, Finance (Budget) Department, Jaipur.
6. PS to Secretary, Rajasthan Public Service Commission, Ajmer
7. PA to Dy. Secretary (Admin) to CM, Chief Minister Office, Jaipur.
8. PA to Additional Director, State Insurance & Providend Fund Department, Rajasthan, Kota
9. PA to Director, Technical Education Department, Jodhpur
10. Additional Director -II, Department of Information Technology & Communication, Jaipur.
11. OIC Computer Cell, Chief Minister Office, Secretariat, Jaipur.
12. Head of Office

B All concerned


OIC (Training)