

**Government of Rajasthan**  
**Department of Information Technology & Communication**

F9(79)/DoIT/Trg/10/1923

Jaipur, Dated: 01-06-2011

Office – Order

A 6 days Training Programme on “Office Procedure and Management” for newly recruited Informatics Assistant of DoIT&C, is being organized at HCM RIPA, J.L.N. Marg, Jaipur from 13th June, 2011 to 18th June 2011. Training time will be from 9:30 AM to 6:00 PM. This induction training is compulsory for newly recruited I.A. for confirmation. The following officials are directed to attend the training at HCM RIPA and report to course director Dr. R.K. Choubisa:-

S.No.	Name	Designation	Department/Office	Place
1.	Sanjay Janagal	I.A.	C.M. Office	Jaipur
2.	Umesh Kumar	I.A.	C.M. Office	Jaipur
3.	Girdhar Gopal	I.A.	C.M. Office	Jaipur
4.	Narendra Kumar Verma	I.A.	C.M. Office	Jaipur
5.	Subhash Chand	I.A.	C.M. Office	Jaipur
6.	Manoj Kumar Chopra	I.A.	C.M. Office	Jaipur
7.	Gandi Lal Meena	I.A.	C.M. Office	Jaipur
8.	Sunil Kumar Gunjan	I.A.	C.M. Office	Jaipur
9.	Raju Lilawat	I.A.	C.M. Office	Jaipur
10.	Mukesh Kumar Meena	I.A.	C.M. Office	Jaipur
11.	Tarun Chanchal	I.A.	C.M. Office	Jaipur
12.	Lichhman Ram	I.A.	C.M. Office	Jaipur
13.	Bhupesh Kumar Meena	I.A.	C.M. Office	Jaipur
14.	Madan Mohan Meena	I.A.	C.M. Office	Jaipur
15.	Rakesh Kumar Meena	I.A.	C.M. Office	Jaipur
16.	Sumer Singh Meena	I.A.	C.M. Office	Jaipur
17.	Mukesh Meena	I.A.	C.M. Office	Jaipur
18.	Kailash Chand Meena	I.A.	C.M. Office	Jaipur
19.	Rajesh Meena	I.A.	C.M. Office	Jaipur
20.	Shilpa Soyai	I.A.	C.M. Office	Jaipur
21.	Seema Parewa	I.A.	C.M. Office	Jaipur
22.	Naresh Meghwal	I.A.	DoIT&C (Headquarter)	Jaipur
23.	Pecyush Kulshreshtha	I.A.	DoIT&C (Headquarter)	Jaipur
24.	Yadav Ram Kumhar	I.A.	DoIT&C (Headquarter)	Jaipur
25.	Jitendra Kumar Verma	I.A.	DoIT&C (Headquarter)	Jaipur
26.	Naveen Raj	I.A.	DoIT&C (Headquarter)	Jaipur
27.	Mohammad Ali	I.A.	DoIT&C (Headquarter)	Jaipur
28.	Kamla Verma	I.A.	DoIT&C (Headquarter)	Jaipur
29.	Asha Verma	I.A.	FD:Finance (Budget) Department	Jaipur
30.	Aveen Bairwa	I.A.	FD:Finance (Budget) Department	Jaipur
31.	Gyan Prakash	I.A.	Revenue Intelligence Department	Jaipur
32.	Shalini Verma	I.A.	Revenue Intelligence Department	Jaipur
33.	Sangeeta Ramchandani	I.A.	RPSC	Ajmer
34.	Kailash Chand	I.A.	RPSC	Ajmer
35.	Naresh Kumar Sisodiya	I.A.	RPSC	Ajmer
36.	Mithlesh Rathore	I.A.	RPSC	Ajmer
37.	Nisha Swami	I.A.	RPSC	Ajmer
38.	Roopesh Meena	I.A.	S.I. & P.F. Department	Kota
39.	Menka Chugh	I.A.	Technical Education Department	Jodhpur

P.T.O.

The course is partially residential. Lunch and two tea during training will be provided free to all participants. However, bed tea, break fast, dinner and room rent will be paid by participants as per RIPA rules on the concluding day of training. T.A. and D.A. will be paid by concerning department as per rules. The above officials are directed to attend the training positively otherwise department will take disciplinary action against individual as per rules.

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

  
OIC (Training)

Copy for information & necessary action to:-

1. PS to Director General, H.C.M.R.I.P.A. Rajasthan, Jaipur.
2. PS to Principal Secreatry, Department of Information Technology & Communication, Jaipur
3. Director General, Revenue Intelligence (Finance Department), Jaipur
4. Sr. PA to Secretary & Commissioner, Department of Information Technology & Communication, Jaipur.
5. PS to Secretary to CM, Chief Minister Officer, Jaipur
6. PS to Secretary, Finance (Budget) Department, Jaipur.
7. PS to Secretary, Rajasthan Public Service Commission, Ajmer
8. PA to Dy. Secretary (Admin) to CM, Chief Minister Office, Jaipur.
9. PA to Additional Director, State Insurance & Providend Fund Department, Rajasthan, Kota
10. PA to Director, Technical Education Department, Jodhpur
11. Head of Office/ OIC (Accounts)/OIC (Website)/Notice Board, DoIT&C, Jaipur.
12. All Concerned

  
OIC (Training)