

Ref. No. F11(43)/DoIT/Project/2007/Part-III/ *111-164*


Dated *16.11.2014*

**e-Office Training Programme**

In DoIT&C / RISL all Files / PUC's are to be generated / moved through e-office software from 25<sup>th</sup> April 2014. A training programme on e-office application for **DoIT&C / RISL officers / officials** has been scheduled as follows:-

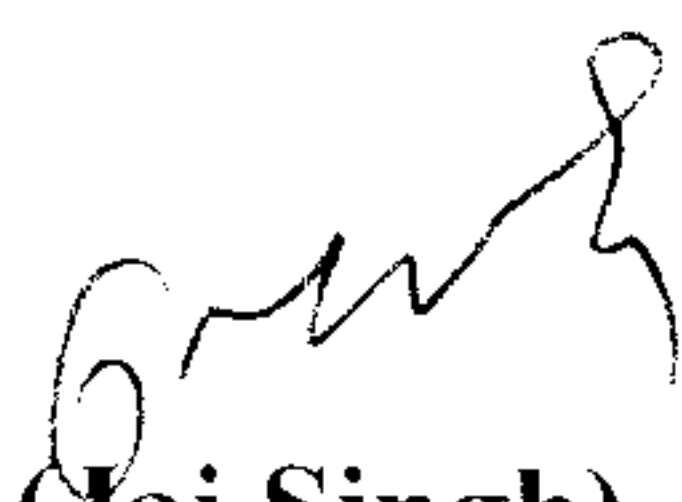
S. No.	Training Date	Time	Participants	Venue
1.	22-04-2014	10.30 AM to 1.30 PM	1- OSD-UID 2- FA DoIT & FA UID 3- Addl. Dir.UID/All S. A.(JD) 4- GM/PM- RISL 5- All ACP (DD)/Manager's RISL/Sr. PO/ PO's/ Consultant 6- All Programmer/ Dy.Manager RISL	Conference Hall, Ground Floor, New IT Building, DoIT&C, Jaipur
2.	22-04-2014	02.30 PM to 5.30 PM	1- PS / Sr. PA 2- All Asstt.Prog./ Asstt.Managaer RISL 3- All Informatics Assistant	
3.	23-04-2014	10.30 AM to 1.30 PM	1- Acctt.officer & Acctt. Section DoIT 2- CS/Acctt.Section RISL 3- JLO, PA & all Ministerial Staff	

All above Officers / Officials are requested to attend the e-office training programme as per shedule.

  
**(A.M. Despande)**  
Technical Director cum Joint Secretary

Copy to following for information & necessary action please:

1. Sr. P.A. to Secretary & Commissioner, IT&C, Jaipur.
2. Technical Director cum Joint Secretary, IT&C, Jaipur
3. Deputy Director General, NIC, SSO Building, Secretariat, Jaipur.
4. Financial Advisor, DoIT&C, Jaipur
5. Additional Director, UID Project, Jaipur.
6. Financial Advisor cum Additional Director, UID Project, Jaipur.
7. All System Analyst, DoIT&C, Jaipur
8. All Analyst-cum-Programmer (JD), DoIT&C/RISL, Jaipur
9. Sr. PO/ PO's/ Consultant, DoIT&C / RISL Jaipur
10. All Programmer, DoIT&C/RISL, Jaipur.
11. All Assistant Programmer, DoIT&C, Jaipur.
12. All Informatics Assistant, DoIT&C/RISL, Jaipur.
13. All Other Officials, DoIT&C /RISL, Jaipur
14. Care taker, DoIT&C for necessary arrangements of conference hall.
15. Guard File

  
**(Jai Singh)**  
OIC (Establishment)