



Government of Haryana

Secretariat for Information Technology
Electronics & Information Technology Department, Haryana

From

Financial Commissioner & Principal Secretary to Govt. Haryana
Electronics & Information Technology Department

To

1. The Commissioner,
Transport Department, Haryana,
30 Bays Bldg, Sector 17, Chandigarh.
2. The Director,
Mines & Geology Department, Haryana,
SCO 202-04, Sector 17 C, Chandigarh.
3. The Chief Electoral Officer,
Election Department, Haryana,
3rd floor, 30 Bays Bldg, Sector 17, Chandigarh.
4. The Director,
Food & Supplies, 30 Bays Bldg.,
Sector 17, Chandigarh.
5. The Director,
Environment Department, Haryana,
SCO 1-7, Sector 17, Chandigarh.
6. The Managing Director,
Haryana Tourism Development Corporation,
SCO 17-19, Sector 17 B, Chandigarh.
7. The Excise & Taxation Commissioner,
Excise & Taxation Department, Haryana,
SCO 71-75, Sector 17 C, Chandigarh.
8. The Labour Commissioner,
Labour Department, Haryana,
2nd floor, 30 Bays Bldg., Sector 17, Chandigarh.
9. The Managing Director,
Haryana Financial Corporation,
Base 17-19, Sector 17 A, Chandigarh
10. The Director,
Primary Education Department, Haryana,
30 Bays Building, Sector 17, Chandigarh.
11. The Director,
Industrial Trg. & Vocational Education Department, Haryana,
1st floor, 30 Bays Bldg., Sector 17, Chandigarh.



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12. The Director,
Welfare of SC/BC Department, Haryana,
SCO 68-70, Sector 17 A, Chandigarh.
13. The Director,
Social Justice & Empowerment Department, Haryana,
SCO 68-70, Sector 17, Chandigarh.
14. The Economic & Statistical Advisor,
Economic & Statistical Organization,
30 Bays Bldg., Sector 17, Chandigarh.
15. The Director,
Technical Education Department, Haryana,
SCO 38-39, Sector 17, Chandigarh.
16. The Director General of Police,
State Vigilance Bureau, SCO 6-7,
Sector 17 A, Chandigarh.
17. The Higher Education Commissioner,
SCO. 57-59, Sector-17/A, Chandigarh.
18. The Director,
Secondary Education Department, Haryana,
30 Bays Bldg, Sector 17, Chandigarh.
19. The Chief Architect,
Architecture Department, Haryana,
SCO 42-44, Sector 17 A, Chandigarh.
20. Engineer-in-Chief
PWD (B&R)
Old Estate Office, Sector 19B,
Chandigarh.
21. The Director,
Treasuries & Accounts, Haryana,
3rd floor, 30 Bays Bldg., Sector 17,
Chandigarh.
22. The State Project Director,
Prathmik Shiksha priyojna parishad,
DPEP, Haryana,
SCO 170-72, Sector 17 C, Chandigarh.
23. The Director,
Public Relations, Haryana Civil Secretariat
Chandigarh.



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24. The Director,
Industries Department, Haryana
30 Bays Bldg., Sector 17, Chandigarh
25. The Secretary
Haryana State Social Welfare Board
SCO 87-88, Sector 17 D,
Chandigarh.
26. The Managing Director,
Women Development Corporation, Haryana,
SCO 60-62, Sector 17 C,
Chandigarh.
27. The Secretary,
Haryana Public Service Commission,
SCO 64-65, Sector 17,
Chandigarh.

Memo No.: 1/43/2000/TA/Vol-V/
Dated Chandigarh the

Subject: Basic Computer Awareness Training -- Schedule for the calendar year 2009.

In pursuance of Policy of Govt. of Haryana to achieve 100% IT Literacy in all the government organizations, Electronics & Information Technology Dept. Haryana in collaboration with NIC Haryana is conducting Basic Computer Awareness Training Program since 2001. The annual schedule for training is planned and prepared for all the government departments/organizations so that the program may continue without break throughout the year. While preparing the schedule, due care is taken regarding the size of the organization and also of constraints regarding allocation of time slots. **Timing of training would be from 9.00 AM to 5.00 PM.**

Since, most of the staffing in the Head Office of departments/organizations has undergone Basic computer Awareness Training, hence some advanced training modules have also been incorporated in the Schedule for the year 2009. The officials sponsored for modules other than '**Basic IT Training**' should have availed Basic IT Training before being sponsored for those modules. **Further, only those officials need to be sponsored for a repeat training who have failed in test during previous training course.** Those officials who have availed training in any module and have passed the test may not be sponsored for the same module again.



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If any department/organization desires minor changes in the schedule, it may send its request for the same well in time so that possible changes may be incorporated and communicated.

Copy of the detailed guidelines regarding computer training issued by this office vide Guidelines No 1/43/MIT/1388 dated 11/07/2003 is also enclosed. These guidelines would be applicable for the computer training during the calendar year 2009.

The schedule is also available on department's website <http://haryanait.gov.in>. Trainees may also download the training material from the official website www.training.nic.in free of cost.

Scientific Officer/Engg. -NIC & Training Coordinator
for FC & Principal Secretary to Govt. Haryana
Electronics & Information Technology Department



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IT Training Schedule for the Year 2009 at IT Training Lab, 2nd Floor,
30 Bays Building, Sector 17, Chandigarh.

Table with 5 columns: Sr. No, Name of Department, No. of Trainees / week, Weeks or Period of training, Training Module. It lists 12 training modules for various departments like Transport, Mines & Geology, Election, Food & Supplies, Environment, Haryana Tourism, Excise & Taxation, Labour, Haryana Financial Corporation, Primary Education, Industrial Training & Voc. Edu., and Welfare of S.C./B.C.



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13.	Social Justice Empowerment	10	20/04/2009 TO 24/04/2009 07/12/2009 TO 11/12/2009	Star Office MS-Outlook
14.	Economic & Statistical Org.	10	20/04/2009 TO 24/04/2009 07/12/2009 TO 11/12/2009	Star Office MS-Outlook
15.	Technical Education	10	28/04/2009 TO 01/05/2009 13/07/2009 TO 17/07/2009 05/10/2009 TO 09/10/2009	MS-Outlook Star Office MS-Word/Excel/PP
16.	State Vigilance Bureau	10	28/04/2009 TO 01/05/2009 13/07/2009 TO 17/07/2009 05/10/2009 TO 09/10/2009	MS-Outlook Star Office MS-Word/Excel/PP
17.	Higher Education	10	19/01/2009 TO 23/01/2009 04/05/2009 TO 08/05/2009 20/07/2009 TO 23/07/2009 14/12/2009 TO 18/12/2009	Power Point/Internet Star Office Basic IT Training MS-Outlook
18.	Secondary Education	10	19/01/2009 TO 23/01/2009 04/05/2009 TO 08/05/2009 20/07/2009 TO 23/07/2009 14/12/2009 TO 18/12/2009	Power Point/Internet Star Office Basic IT Training MS-Outlook
19.	Architecture	10	27/01/2009 TO 30/01/2009 11/05/2009 TO 15/05/2009 27/07/2009 TO 31/07/2009 12/10/2009 TO 16/10/2009	Power Point/Internet Star Office MS-Outlook Basic IT Training
20.	PWD (B&R)	10	27/01/2009 TO 30/01/2009 11/05/2009 TO 15/05/2009 27/07/2009 TO 31/07/2009 12/10/2009 TO 16/10/2009	Power Point/Internet Star Office MS-Outlook Basic IT Training
21.	Treasury & Accounts	10	02/02/2009 TO 06/02/2009 18/05/2009 TO 22/05/2009 03/08/2009 TO 07/08/2009	Star Office Basic IT Training MS-Outlook /Internet
22.	Prathmik Shiksha Priyojna Parishad	10	02/02/2009 TO 06/02/2009 18/05/2009 TO 22/05/2009 03/08/2009 TO 07/08/2009	Star Office Basic IT Training MS-Outlook /Internet
23.	Public Relations	10	10/02/2009 TO 13/02/2009 25/05/2009 TO 29/05/2009 10/08/2009 TO 13/08/2009 21/12/2009 TO 24/12/2009	Power Point/Internet Star Office MS-Outlook Basic IT Training
24.	Industries	10	10/02/2009 TO 13/02/2009 25/05/2009 TO 29/05/2009 10/08/2009 TO 13/08/2009 21/12/2009 TO 24/12/2009	Power Point/Internet Star Office MS-Outlook Basic IT Training
25.	Hry State Social Welfare Board	20	30/03/2009 TO 02/04/2009 19/10/2009 TO 23/10/2009	MS-Outlook /Internet/PP Basic IT Training
26.	Women Dev. Corp., Haryana	20	26/10/2009 TO 30/10/2009 28/12/2009 TO 01/01/2010	MS-Outlook /Internet/PP Basic IT Training
27.	HPSC	15	06/04/2009 TO 10/04/2009 02/11/2009 TO 06/11/2009	MS-Outlook /Internet/PP Basic IT Training



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Gazetted holidays during training may be considered as off days. If there are more than one Gazetted holidays during training, the training would extend to Saturday and trainees may avail compensatory leave from their offices in lieu of attending training on Saturday.

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