



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 Director,
Agriculture Department, Haryana,
Kandi Vikas Bhawan, Sector-21, Panchkula.
2. The Engineering-in-chief,
Irrigation Department, Haryana,
Sinchai Bhawan, Sector 6, Panchkula.
3. The Managing Director,
HAFED, Sector 5, Panchkula.
4. The Chief Administrator,
Housing Board Haryana,
Plot No.C-15, Sector 6, Panchkula.
5. The Registrar,
Cooperative Societies, Haryana,
30 Bays Bldg., Sector 17,
Chandigarh.
6. Managing Director
Haryana State Agricultural Marketing Board
Mandi House,
Sector-6, Panchkula.
7. The Director General,
Prisons Department, Haryana,
SCO 809, Manimajra.
8. The Managing Director,
Haryana Seeds Development Corp.
Bays 3-5, Sector 2, Panchkula.
9. The Chief Executive,
Khadi & Village Industry Board, Haryana,
SCO 841, NAC, Manimajra.
10. The Managing Director,
Haryana Vidyut Parsaran Nigam,
Shakti Bhawan, Sector 6, Panchkula.
11. The Managing Director,
UHBVN, Shakti Bhawan,
Sector 06, Panchkula.



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12. The Managing Director,
Haryana Power Generation Corp.,
Shakti Bhawan, Sector 6, Panchkula.
13. The Managing Director,
Haryana Dairy Development Coop. Fed. Ltd.,
SCO127-128, Sector 17,
Chandigarh.
14. The Managing Director,
Land Reforms & Development Corp., Haryana,
SCO 32-34, Sector 17, Chandigarh.
15. The Director,
Animal Husbandry Department, Haryana,
SCO 80-81, Sector 17 C, Chandigarh.
16. The Chief Administrator,
Haryana Urban Development Authority,
HUDA Complex, Sector 6,
Panchkula.
17. Dy. General Manager,
DHBVN, Vidyut Sadan, Vidyut Nagar
Hisar (Haryana).
18. The Director General,
Health Services Department, Haryana,
Sector 6, Panchkula.
19. The Member Secretary,
Haryana State Pollution Control Board,
C-11, Sector 6,
Panchkula.
20. The Engineering-in-Chief,
PWD (Public Health) Department, Haryana,
Plot No.13-18, Sector 04,
Panchkula.
21. The Director,
Fisheries Department, Haryana,
SCO.817, Manimajra.
22. The Managing Director,
Haryana State Co-operative Housing Federation,
Base 49-52, Sector 2,
Panchkula.



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23. The Principal Chief Conservator,
Forests Department, Haryana,
Forest Complex, Sector 6,
Panchkula.
24. The Managing Director,
Forest Development Corporation, Haryana,
C-18, Forest Complex,
Sector 6, Panchkula.
25. The Director,
Prosecution Department, Haryana,
SCO 12, Sector 10, Panchkula.
26. The Director,
Archives Department, Haryana,
4th floor, Sinchai Bhawan, Sector 5, Panchkula.
27. The Director,
Archeology & Museums Department, Haryana,
SCO 3, Sector 5, Panchkula.
28. The Director,
Horticulture Department, Haryana,
Horticulture Complex, Sector 21, Panchkula.
29. The Director,
Seed Certification Agency, Haryana,
Seed Certification Bhawan,
Base 11-12, Sector 14,
Panchkula.
30. The Secretary,
Haryana Staff Selection Commission,
SCO 180-81, Sector 8 C,
Chandigarh.
31. The Managing Director,
Haryana Warehousing Corporation,
Bays 15-18, Sector 2,
Panchkula.

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

9th Floor, Haryana Civil Secretariat, Sector 1, Chandigarh-160 001

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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.

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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Electronics & Information Technology Department, Haryana

**IT TRAINING SCHEDULE FOR THE YEAR 2009 AT IT TRAINING LAB, 5TH FLOOR,
SINCHAI BHAWAN, SECTOR 5, PANCHKULA.**

| Sr.No | Name of the Department | No. of Trainees/ week | Period of Training | Training Module |
|-------|---------------------------------------|-----------------------|--|---|
| 1. | Agriculture | 15 | 27-01-09 To 30-01-09 11-05-09 To 15-05-09 | Basic IT Training MS-Outlook/Internet |
| 2. | Irrigation | 15 | 09-03-09 To 13-03-09 07-12-09 To 11-12-09 | MS-Outlook/Internet MS-Word/Excel/PP |
| 3. | HAFED | 15 | 19-01-09 To 23-01-09 18-05-09 To 22-05-09 05-10-09 To 09-10-09 14-12-09 To 18-12-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP Star Office |
| 4. | Housing Board Haryana | 15 | 25-05-09 To 29-05-09 12-10-09 To 16-10-09 21-12-09 To 24-12-09 | MS-Outlook/Internet MS-Word/Excel/PP Star Office |
| 5. | Registrar Coop. Societies | 15 | 02-02-09 To 06-02-09 01-06-09 To 05-06-09 19-10-09 To 23-10-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 6. | Haryana State Agri. Marketing Board | 8 | 10-02-09 To 13-02-09 08-06-09 To 12-06-09 26-10-09 To 30-10-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 7. | Prison | 12 | 10-02-09 To 13-02-09 08-06-09 To 12-06-09 26-10-09 To 30-10-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 8. | Haryana Seeds Development Corporation | 10 | 16-02-09 To 20-02-09 15-06-09 To 19-06-09 03-11-09 To 06-11-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 9. | Haryana Khadi & Village Ind. Board | 10 | 16-02-09 To 20-02-09 15-06-09 To 19-06-09 03-11-09 To 06-11-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 10. | Haryana Vidyut Parsaran Nigam | 10 | 24-02-09 To 27-02-09 22-06-09 To 26-06-09 09-11-09 To 13-11-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 11. | Uttar Haryana Bijli Vitran Nigam | 10 | 24-02-09 To 27-02-09 22-06-09 To 26-06-09 09-11-09 To 13-11-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 12. | Haryana Power Generation Corporation | 8 | 02-03-09 To 06-03-09 29-06-09 To 03-07-09 16-11-09 To 20-11-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 13. | Haryana Dairy Development Authority | 12 | 02-03-09 To 06-03-09 29-06-09 To 03-07-09 16-11-09 To 20-11-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 14. | HLRDC | 5 | 16-03-09 To 20-03-09 06-07-09 To 10-07-09 | Basic IT Training MS-Outlook/Internet |
| 15. | Animal Husbandry | 5 | 16-03-09 To 20-03-09 06-07-09 To 10-07-09 | Basic IT Training MS-Outlook/Internet |
| 16. | HUDA | 5 | 16-03-09 To 20-03-09 06-07-09 To 10-07-09 | Basic IT Training MS-Outlook/Internet |

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|-----|----------------------------|----|--|---|
| 17. | DHBVN | 5 | 16-03-09 To 20-03-09 06-07-09 To 10-07-09 | Basic IT Training MS-Outlook/Internet |
| 18. | Health | 15 | 23-03-09 To 27-03-09 13-07-09 To 17-07-09 23-11-09 To 27-11-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 19. | Pollution Control Board | 10 | 30-03-09 To 02-04-09 20-07-09 To 23-07-09 28-12-09 To 01-12-10 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 20. | Public Health Haryana | 10 | 30-03-09 To 02-04-09 20-07-09 To 23-07-09 28-12-09 To 01-12-10 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 21. | Fishiers | 10 | 06-04-09 To 10-04-09 27-07-09 To 31-07-09 | Basic IT Training MS-Outlook/Internet |
| 22. | House Building Coop. Fed. | 10 | 06-04-09 To 10-04-09 27-07-09 To 31-07-09 | Basic IT Training MS-Outlook/Internet |
| 23. | Forest | 10 | 20-04-09 To 24-04-09 03-08-09 To 07-08-09 | Basic IT Training MS-Outlook/Internet |
| 24. | Forest Dev. Corporation | 10 | 20-04-09 To 24-04-09 03-08-09 To 07-08-09 | Basic IT Training MS-Outlook/Internet |
| 25. | Prosecution | 15 | 10-08-09 To 13-08-09 14-09-09 To 18-09-09 | Basic IT Training MS-Outlook/Internet |
| 26. | Archives | 5 | 28-04-09 To 01-05-09 17-08-09 To 21-08-09 07-09-09 To 11-09-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 27. | Archeology & Museums | 5 | 28-04-09 To 01-05-09 17-08-09 To 21-08-09 07-09-09 To 11-09-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 28. | Horticulture | 5 | 28-04-09 To 01-05-09 17-08-09 To 21-08-09 07-09-09 To 11-09-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 29. | Seed Certification Agency | 5 | 28-04-09 To 01-05-09 17-08-09 To 21-08-09 07-09-09 To 11-09-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP |
| 30. | Staff Selection Commission | 5 | 04-05-09 To 08-05-09 24-08-09 To 28-08-09 31-08-09 To 04-09-09 30-11-09 To 04-12-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP Star Office |
| 31. | Haryana Ware Housing Corp. | 15 | 04-05-09 To 08-05-09 24-08-09 To 28-08-09 31-08-09 To 04-09-09 30-11-09 To 04-12-09 | Basic IT Training MS-Outlook/Internet MS-Word/Excel/PP Star Office |

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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