

No. 1/214/99-SSM(HRD)-111/DGR/ 607-609
Government of Punjab
Department of Governance Reforms
Plot no.D-241, Near Quark City, Ph-8B,
Industrial Area, Sec-74, SAS Nagar,(Mohali), Punjab

Dated: 05/02/2018

To

1. All Financial Commissioners/Principal Secretaries/Administrative Secretaries to Government of Punjab.
2. All Heads of Departments of Government of Punjab.
3. All Divisional Commissioners & All Deputy Commissioners of Government of Punjab.

Subject: Computer awareness training on IT Primer I Course (120 Hrs.) to employees of Punjab Government/Boards/Corporations/PSU through M/S Punjab Information and Communication Technology Corporation (PICTC).

Kindly refer to the subject cited above.

1. The Department of Governance Reforms has made arrangement to provide computer awareness training on IT Primer I Course to Punjab Government employees across the State through PICTC at its authorized Cal-C centers in all districts of Punjab at a cost of Rs.3500/-+ GST per course per person.
2. The salient features of the course are as under:-
 - a. Course content - covers basics of computer systems, Microsoft word, Excel, Power Point, Internet, e-Governance etc. Detailed Syllabus is available on state portal (<http://punjab.gov.in>).
 - b. Duration-120 hours (Theory-40 hrs. , Practical-80 hrs)
 - c. Course timing-4 hrs daily for 30 working days.
 - d. Charges to be paid by the Governance Reforms Department
 - e. Study material- to be provided by PICTC free of cost to the participant.
 - f. Participant attendance-minimum 112 hours.
 - g. Course examination, evaluation & Certification to be done by PICTC.
3. Arrangement for the above said training course may be made at different locations in Punjab according to the posting of the nominated employees. You are requested to identify the candidates for this course and forward the names to this office strictly as per the format given below:

Departmental Information									
Name of Department: _____		Address: _____		Telephone No: _____	Fax: _____				
Training Coordinator's Details									
Name : _____		Mobile No: _____		email-id: _____					
SN	Participant's Name (In Capital Letters)		Father's Name (In Capital Letters)		Designation	Contact No.	Location Posting	of	District
	In English	In Punjabi	English	Punjabi					
1									
2									

4. Kindly make sure that all the nominated employees shall attend the training . The responsibility shall be fixed for the nominated employees not attending the training and the disciplinary action shall be taken against them.

It issues with the approval of Director, Governance on file no. 1/214/99-SSM(HRD)-111/DGR dated 3.2.2018.

(Ravinder Kaur)
Senior System Manager