Subject:-Regarding revised proposal of ICT (Information and Communication Technologies) Training Project.

CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL & TRAINING

Department of Personnel & Training after considering the proposal submitted by Director Technical Education, U.T. Chandigarh vide letter bearing memo No. DTE/ICT/2020/4973 dated 03.02.2020 concurs to the following revised proposal for imparting ICT skills training to the remaining Group-A, B, C & D officers/ officials of Chandigarh Administration :-

(i) The following Institutes of Technical Education Department shall provide the ICT skills training to the Government Group – A, B, C & D Employees of Chandigarh Administration:-

- Chandigarh College of Engineering & Technology, (Degree Wing) Chandigarh.
- Chandigarh College of Engineering & Technology, (Diploma Wing), Chandigarh.
- Govt. Polytechnic for Women, Sec 10, Chandigarh.
- Govt. I.T.I for Women, Sec 11, Chandigarh.
- Govt. I.T.I., Sec 28, Chandigarh.
- Society of Promotion of Information Technology (SPIC), IT Park, Chandigarh of IT Department.

(ii) The Selection Criteria of Government Employees of Chandigarh Administration for ICT Training is as given below:-

- Participants need to register on web portal.
- As per the minutes of the meeting held on 15.01.2020 , those employees would be given preference who are due for promotion & ACP benefits in a year in consultation with departments.
- If employee of any group has qualification related with computer trade, then he/she can directly appear for ICT Skill test.
- If employee could not qualify the examination then one more chance would be given to appear for examination along with other batch participants. If still could not qualify, then he/ she would be allowed to register in the next year.

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➢ **Details of training schedule for the above said project -**

Schedule proposed for ICT Course - Group-C employees

Month	Details of work	Duration	Institute Involved	Timings Proposed	Number of days/week required	Staff deputed
Feb 2020	ICT Course for Group of 20 participants	80 hrs	CCET(Diploma) CCET (Degree Wing) GITIW, Sec 11 GITI, Sec 28 GPW, Sec 10	2 pm – 6 pm	20 days (4 weeks)	1 Faculty member 1 Student / Technical Assistant 1 MTS

Schedule proposed for ICT Course - Group D Employees

Month	Details of work	Duration	Institute Involved	Timings Proposed	Number of days/week required	No. of Faculty/ Student
Feb. 2020	ICT Course for Group of 20 participants	20 hours	CCET (Diploma GITIW, Sec 11 GITI, Sec 28 GPW, Sec 10 CCET(Degree)	2 pm – 6 pm	5 days (1 Week)	1 Faculty member 1 Student / Technical Assistant 1 MTS

Schedule proposed for ICT Course - Group A & Group B Employees

Month	Details of work	Duration	Institute Involved	Timings Proposed	Number of days/week required	No. of Faculty
Feb. 2020	ICT Course for Group A & B of 30 participants	128 hours	SPIC	2 pm – 6 pm	6 Weeks + 2 Days	One ICT Skill Trainer with Technical Assistant One MTS

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➢ **Details of Expenditure involved due to revised hours/ timings of ICT Skills training -**

- **Recurring Expenses for Group C per course of 80 hours for a group of 20 participants i.e. 20 days (4 weeks) of four hours each from 2:00 pm to 6:00 p.m.:-**

S.No.	Nature of Work	Number of Participants and Training Hours	Amount Approved by Finance Department	Total amount per batch
1.	Honorarium for faculty members	20 Participants for 80 hours training	Rs. 450/- per lecture after the office hours i.e. after 9 am to 5 pm.	Rs. 450 X 20 days = Rs. 9000
	Honorarium for Student / Technical Assistant		Rs. 100/- Per day	(Rs. 100 X 20 days = Rs. 2000)
	Honorarium required for MTS		Rs. 100/- Per day	(Rs. 100 X 20 days = Rs. 2000)
2.	Refreshment		Rs. 100 per participant per week i.e. Rs. 400 per participant for 4 weeks	Rs. 400 X 20 = Rs. 8000/- for a batch of 20 participants (inclusive of taxes, if any)
			Total	***21,000/-***

- **Recurring Expenses for Group D per course of 20 hours for a group of 20 participants i.e. 5 days (1 week) of four hours each from 2:00 pm to 6:00 p.m. :-**

S.No.	Nature of Work	Number of Participants and Training Hours	Amount Approved by Finance Department	Total amount per batch
1.	Honorarium for faculty members	20 Participants for 20 hours training	Rs. 450/- per lecture after the office hours i.e. after 9 am to 5 pm.	Rs. 450 X 5 days = Rs. 2250
	Honorarium for Student / Technical Assistant		Rs. 100/- Per day	Rs. 100 X 5 days = Rs. 500
	Honorarium required for MTS		Rs. 100/- Per day	Rs. 100 X 5 days = Rs. 500
2.	Refreshment		Rs. 100 per participant per week	Rs. 100 X 20 = Rs. 2000/- for a batch of 20 participants (inclusive of taxes, if any)
			Total	**5250/-**

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- **Recurring Expenses for Group A & B per course of 128 hours for a group of 30 participants i.e. 32 days (6 weeks and 2 days) of four hours each from 2:00 pm to 6:00 p.m. :-**

S.No.	Nature of Work	Number of Participants and Training Hours	Amount Approved by Finance Department	Total amount per batch
1.	Honorarium for faculty members	30 Participants for 128 hours training	Rs. 450/- per lecture after the office hours i.e. after 9 am to 5 pm.	Rs. 450 X 32 days = Rs. 14400
	Honorarium for Student / Technical Assistant		Rs. 100/- Per day	(Rs. 100 X 32 days = Rs. 3200)
	Honorarium required for MTS		Rs. 100/- Per day	(Rs. 100 X 32 days = Rs. 3200)
2.	Refreshment		Rs. 100 per participant per week i.e. Rs. 20 per day per participant	Rs. 640 X 30 = Rs. 19200/- for a batch of 30 participants (inclusive of taxes, if any)
			Total	**40,000/-**

Group	Total participants to be trained	Total Participants Trained	To be trained
Group A	2320	405	1915
Group B	2989	988	2001
Group C	9199	2199	7000 (excluding who have attained age of 55 years and who have computer qualification)
Group D	1304	304	1000 (excluding Mali's Sweeper, etc.)

Tentative total budget involved to train Group A (1915 employees), Group B (2001 employees), Group C (7000 employees) and Group D (1000 employees) excluding trained employees till date is (1915 X 1333 + 2001 X 1333 + 7000 X 1050 + 1000 X 263 = **Rs. 1,28,33,028**).

REVISED ICT COURSE CONTENTS AS PER ICT AMENDED HOURS:-

➢ **ICT Course Contents for Group A & B (ICT Level 2) (126 – 200 hours)**

- Computer Fundamentals -
  Hardware, Software, Drivers, File formats
- e-Governance portals-
  eHRMS portal, Digi Lockers, MOOCS - Massive open online course (Using SWAYAM platform initiated by GOI)
  e-Tendering with use of Digital Signature, mygov.in, National Digital Library, GeM, e-Office (NIC),PFMS

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- Ms-Office-
  Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-Outlook
- Programming concepts of C/C++/Java/Python-
  Introduction, Datatypes, Control statements, Functions
- Internet and its applications-
  Features of Browsers with add-ons and plugins, Google Drive, Google Docs Google forms, Google Hangouts, Net Banking, Teamviewer/ AnyDesk, Google Cloud Business intelligence
- Basic concepts of Networking-
  Internet settings and use of internet using different methods, Use of internet by using various modes, Cloud Computing
- Awareness to social media-
  Blogs, Twitter, YouTube Channels, Instagram, Facebook – Group language development collaboration, Interpersonal Communication, Flickr (Communication with other students)
- Cyber Security-
  Backup Your Files, Email Scams, Fight Against Malware (Viruses),Password protection
- Awareness to Project Management Tools-
  MIS Report and Analysis, Different Graphical Representation and Study Analysis, PERT/CPM, Primavera/JIRA/Confluence
- Basic concepts of Mobile-
  Mobile features awareness, Operating system and applications, Application development using Android
- Awareness to IoT

➢ **ICT Course Contents for Group C (ICT Level 1) - 80 hours**

- Computer Fundamentals
  Hardware, Software, Drivers, File formats, Printer sharing
- Ms-Office
  Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-Outlook
- Internet and its applications
  Features of Browsers with add-ons and plugins, Google Drive, Google Docs, Google forms, Google Hangouts, Net Banking
- e-Governance portals
  eHRMS portal, Digi Lockers, e-Tendering with use of Digital Signature, GeM, e-Office
- Basic concepts of Networking
  Internet settings and use of internet using different methods, Use of internet by using various modes, Awareness to Cyber Security concepts

2. The approval to revised expenditure from Rs. 87,37,590/- to Rs. 1,28,33,028/- to be incurred for providing ICT Skills trainings to remaining Group-A, B, C & D employees due to increase in training hours of Group- A & B officers from 20 hours to 128 hours, Group-C employees from 20 hours to 80 hours and Group-D employees from 4 hours to 20 hours is hereby accorded in favour of the following training Institutes:-

i. Chandigarh College of Engineering. & Technology, (Degree Wing) Chandigarh.
ii. Chandigarh College of Engineering. & Technology, (Diploma Wing), Chandigarh.
iii. Govt. Polytechnic for Women, Sec 10, Chandigarh.

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iv. Govt. I.T.I for Women, Sec 11, Chandigarh.
v. Govt. I.T.I., Sec 28, Chandigarh.
vi. Society of Promotion of Information Technology (SPIC), IT Park, Chandigarh of IT Department.

The above Training Institutions will ensure that the required funds are available under the relevant Head of Account for the said purpose.

3. This issues with the concurrence of Finance Department, Chandigarh Administration vide U.O. note bearing No. 27/1/69-UTFII(12)-2020/3163 dated 20.02.2020.

Superintendent Personnel & Training
for Secretary Personnel & Training
Chandigarh Administration.

To

1. The Secretary Technical Education
U.T. Chandigarh
2. The Director Technical Education
U.T. Chandigarh
3. Dr. Sunita Mehta, Nodal Officer (ICT)
CCET, Diploma Wing
Sector-26, Chandigarh

U.O. No. 28/69-IH(12)-2020/ 3199 Dated: 02/03/2020

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