No. 28/69-IH(12)/Pers. & Trg.-2023/3864
Chandigarh Administration
Department of Personnel & Training

Chandigarh, dated the 20-3-2023

To

All the Heads of Departments/ Boards/ Corporations,
Chandigarh Administration.

Subject: **Mandatory basic ICT Skills training for the officers/officials of Chandigarh Administration – regarding.**

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Sir/Madam,

I am directed to refer to this department's letter No. 28/69-IH(12)/Pers.& Trg.-2019/17927 dated 25.11.2019 whereby ICT Skills courses have been made mandatory for all fresh recruitments (Entry Level) and for promotions/ grant of benefit under Assured Career Progression Scheme (ACPS) to all Group-A, B, C & D employees of Chandigarh Administration and to request you to provide list of employees who are due for promotion and ACP benefit in a year and who have not yet done ICT training till date on the prescribed performa (enclosed herewith) latest by 27.03.2023 to Dr. Sunita Mehta, Nodal Officer (ICT), Technical Education, Chandigarh College of Engineering & Technology (Diploma Wing), Sector-26, Chandigarh for providing ICT skill Training to them on priority basis.

2. You are also requested to direct the concerned officers/officials to register themselves on the web portal chdtechnicaleducation.gov.in at the earliest so that ICT skills training can be provided to them well in time.

Yours faithfully

Superintendent Personnel & Training
for Secretary Personnel & Training
Chandigarh Administration

Endst. No. 28/69-IH(12)/Pers.&Trg.-2020/3865 Dated:20-3-2023

A copy is forwarded to Dr. Sunita Mehta, Nodal Officer (ICT), Technical Education, Chandigarh College of Engineering & Technology (Diploma Wing), Sector-26, Chandigarh w.r.t. e-mail dated 15.03.2023, for information.

Superintendent Personnel & Training
for Secretary Personnel & Training
Chandigarh Administration