No. 28/69-IH(12)/Pers. & Trg.-2023/ 14476
Chandigarh Administration
Department of Personnel & Training

Chandigarh, dated the 16/10/23

Diary No. 1653
16/10/23

To

Dir. Edu. Tech.

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 ensure that all the officers/officials working under your control,who have not crossed the age of 55 years,have done the ICT Skill training.

2. You are also requested to provide list of employees who have not yet done ICT training till date on the prescribed performa (enclosed herewith) 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. You are 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.-2023/ 14477 **Dated:** 16/10/23

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

Superintendent Personnel & Training
for Secretary Personnel & Training
Chandigarh Administration

Format for the list of employees who have not done ICT Training till date

Name	Designation	Group	Mobile Number	Email ID	Remarks Whether ACP/Promotion due
ABC	Clerk	C	123456789	abc@gmail.com	Due for ACP
ABC	Clerk	C	123456789	abc@gmail.com	Due for promotion