



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,  
Development & Panchayat Department, Haryana,  
Panchayat Bhawan, Plot No. 3, Sector 28 A, Chandigarh.
2. The Managing Director,  
Haryana Rural Development Fund,  
Haryana Panchayat Bhawan,  
Plot No.3, Sector 28A, Chandigarh.
3. The Inspector General,  
CID, Sector 6, Panchkula.
4. The Director General of Police,  
9<sup>th</sup> floor, Haryana Civil Secretariat, Chandigarh.
5. The Director,  
Science & Technology Department, Haryana,  
SCO 24, Sector 26, Chandigarh.
6. The Director,  
Urban Development Department, Haryana,  
SCO 128-129, Sector 8, Chandigarh.
7. The Director,  
Women & Child Development Department, Haryana,  
SCO 360-61, Sector 34-A, Chandigarh.
8. The Deputy Secretary,  
Secretariat Establishment,  
Haryana Civil Secretariat, Chandigarh.
9. The Managing Director,  
Haryana Agro. Industries Corporation,  
SCO 811-12, Sector 22, Chandigarh.
10. The Director,  
Employment Department, Haryana,  
Kothi No.240 & 217, Sector 16 A, Chandigarh.
11. The Secretary,  
Haryana Vidhan Sabha Secretariat  
Sector 1, Chandigarh.



Government of Haryana

**Secretariat for Information Technology**  
**Electronics & Information Technology Department, Haryana**

12. The Director,  
Land Records Department, Haryana,  
SCO 1122-23, Sector 22 B, Chandigarh.
13. The Director,  
Land Consolidation Department, Haryana,  
SCO 1122-23, Sector 22 B, Chandigarh.
14. The Director,  
Non-Conventional Energy Sources,  
SCO 48, Sector 26, Chandigarh.
15. The Director,  
Haryana State Energy Development Agency,  
SCO 48, Sector 26, Chandigarh.
16. The Managing Director,  
Schedule Caste Finance & Development Corp., Haryana,  
SCO 2427-28, Sector 22 C, Chandigarh.
17. The Managing Director,  
B.C. & E.W.S Welfare Corporation, Haryana,  
SCO 813-14, Sector 22A, Chandigarh.
18. The Under Secretary (Revenue),  
O/o Financial Commissioner Revenue, Haryana  
New Secretariat Building, Haryana, Sector 17,  
Chandigarh.
19. The Commandant General,  
Home Guards & Civil Defence, Haryana,  
30 Bays Bldg., Sector 17,  
Chandigarh.

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 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



Government of Haryana  
**Secretariat for Information Technology**  
**Electronics & Information Technology Department, Haryana**

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](http://www.training.nic.in) free of cost.

Scientific Officer/Engg. -NIC & Training Coordinator  
for FC & Principal Secretary to Govt. Haryana  
Electronics & Information Technology Department



**Secretariat for Information Technology**  
**Electronics & Information Technology Department, Haryana**

**IT TRAINING SCHEDULE FOR THE YEAR 2009**

**AT IT TRAINING LAB-II, 9TH FLOOR, HARYANA CIVIL SECRETARIAT, CHANDIGARH.**

Sr No	Name of Department	No. of Trainees/ week	Period of training	Training Module
1.	Dev. & Panchayat	8	10-02-09 To 13-02-09 11-05-09 To 15-05-09	Basic IT Training MS-Outlook
2.	Haryana Rural Dev. Fund	7	10-02-09 To 13-02-09 11-05-09 To 15-05-09	Basic IT Training MS-Outlook
3.	CID	15	09-03-09 To 13-03-09 04-05-09 To 08-05-09 10-08-09 To 13-08-09 07-12-09 To 11-12-09	MS-Word/Excel/PP Star Office MS-Outlook MS-Word/Excel/PP
4.	Police	15	19-01-09 To 23-01-09 06-04-09 To 10-04-09 18-05-09 To 22-05-09 27-07-09 To 31-07-09 05-10-09 To 09-10-09 14-12-09 To 18-12-09	Basic IT Training MS-Outlook Star Office MS-Word/Excel/PP Basic IT Training MS-Outlook
5.	Science & Technology	8	16-03-09 To 20-03-09 03-08-09 To 07-08-09 30-11-09 To 04-12-09	Basic IT Training Star Office MS-Word/Excel/PP
6.	Urban Development	7	16-03-09 To 20-03-09 03-08-09 To 07-08-09 30-11-09 To 04-12-09	Basic IT Training Star Office MS-Word/Excel/PP
7.	Women & Child Development	8	08-06-09 To 12-06-09 24-08-09 To 28-08-09 26-10-09 To 30-10-09	Star Office MS-Word/Excel/PP MS-Outlook
8.	Haryana Civil Secretariat	7	08-06-09 To 12-06-09 24-08-09 To 28-08-09 26-10-09 To 30-10-09	Star Office MS-Word/Excel/PP MS-Outlook
9.	Haryana Agro Industries Corporation	8	20-04-09 To 24-04-09 15-06-09 To 19-06-09 17-08-09 To 21-08-09 03-11-09 To 06-11-09	Star Office Basic IT Training MS-Word/Excel/PP MS-Outlook
10.	Employment	7	20-04-09 To 24-04-09 15-06-09 To 19-06-09 17-08-09 To 21-08-09 03-11-09 To 06-11-09	Star Office Basic IT Training MS-Word/Excel/PP MS-Outlook
11.	Vidhan Sabha	15	24-02-09 To 27-02-09 22-06-09 To 26-06-09 09-11-09 To 13-11-09	MS-Word/Excel/PP MS-Outlook Star Office
12.	Land Records	8	27-01-09 To 30-01-09 25-05-09 To 29-05-09 12-10-09 To 16-10-09 21-12-09 To 24-12-09	MS-Word/Excel/PP MS-Outlook Star Office Basic IT Training



Government of Haryana

**Secretariat for Information Technology**  
**Electronics & Information Technology Department, Haryana**

13.	Consolidation	7	27-01-09 To 30-01-09 25-05-09 To 29-05-09 12-10-09 To 16-10-09 21-12-09 To 24-12-09	MS-Word/Excel/PP MS-Outlook Star Office Basic IT Training
14.	Non-Conventional Energy Sources	8	28-04-09 To 01-05-09 01-06-09 To 05-06-09 19-10-09 To 23-10-09	MS-Outlook Star Office Basic IT Training
15.	Haryana Energy Dev. Agency	7	28-04-09 To 01-05-09 01-06-09 To 05-06-09 19-10-09 To 23-10-09	MS-Outlook Star Office Basic IT Training
16.	S.C. Finance & Dev. Corp.	8	02-03-09 To 06-03-09 29-06-09 To 03-07-09	MS-Outlook Basic IT Training
17.	BC & E.W.S Welfare Corp.	7	02-03-09 To 06-03-09 29-06-09 To 03-07-09	MS-Outlook Basic IT Training
18.	FCR	15	23-03-09 To 27-03-09 13-07-09 To 17-07-09 23-11-09 To 27-11-09	MS-Word/Excel/PP MS-Outlook Basic IT Training
19.	Home Guards	15	30-03-09 To 02-04-09 20-07-09 To 23-07-09 28-12-09 To 01-01-10	Basic IT Training MS-Outlook MS-Word/Excel/PP

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.

Scientific Officer/Engg. -NIC & Training Coordinator  
for FC & Principal Secretary to Govt. Haryana  
Electronics & Information Technology Department