

Government of NCT of Delhi
Information Technology Department
9th Level, B-Wing, Delhi Secretariat, New Delhi-110002

F.No. E-11/2/2020-Development-Secy(IT)-Pt.File/ 3054-75

Dated: 10/06/2022

Order

Subject: - eOffice Training

In reference to the training calendar circulated by Services Department, GNCTD, the Master Trainers on eOffice as per the roster will provide the training as indicated as an **Annexure-I and Annexure-II.**

The Master Trainers may conduct the training as summarized below

- 1) PPT presentation will be made
- 2) Hands-on training will be provided
- 3) Share link for User manual.
- 4) Q&A session for clarifications and clearing doubts.
- 5) Contact details be provided to trainees for removal of doubts, if any later.

The above Master Trainer will not avail any leave during the period in any case.

This issue with the prior approval of the Secretary (IT).


(Krishan Kumar)
Joint Director (IT)

Copy to:

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/ Head of Local /Autonomous Bodies,
GNCTD

F.No. F.6(457)/IT/e-Office/2015/Part file/CD-042318793/3054-75

Dated: 10/06/2022

Copy for information to:

1. Staff Officer to Chief Secretary, Delhi Secretariat, GNCTD
2. PS to Pr. Secretary (IT), GNCTD
3. PS to Secretary (AR), GNCTD
4. SIO, NIC, Delhi State Unit with a request to arrange Master Trainer from eOffice Division, NIC during entire training period.

5. All concerned Master Trainers with the direction to be present at the training venue as indicated in the **Annexure-I and Annexure-II**.

Annexure-I

Venue-CR3, Level 2, Delhi Sectt

Batch No.	Date	Time	Name of Master Trainer/Department	
Special batch	14.06.2022	10:30AM-12:00Noon	1.Varun Kinra	Transport
			2.Sachin Varun	H&FW
			3.Poonam	BSA Hospital
Batch No.1	14.06.2022	02:30PM-4:00PM	1.Varun Kinra	Transport
			2.Sachin Varun	H&FW
			3.Poonam	BSA Hospital
Batch No.2	15.06.2022	10:30AM-12:00Noon	1.Manoj Kumar	Tihar jail
			2.Karan Adhikari	Education Dept
			3.Amit Bhardwaj	DSSSB
Batch No.3	15.06.2022	02:30PM-4:00PM	1.Manoj Kumar	Tihar jail
			2.Karan Adhikari	Education Dept
			3.Amit Bhardwaj	DSSSB
Batch No.4	16.06.2022	10:30AM-12:00Noon	1.Vinit Saxena	DSSSB
			2.Raj Kumar Joshi	Education Dept
			3.Ashok Kumar	GB Pant Hospital
Batch No.5	16.06.2022	02:30PM-4:00PM	1.Vinit Saxena	DSSSB
			2.Raj Kumar Joshi	Education Dept
			3.Ashok Kumar	GB Pant Hospital
Batch No.6	17.06.2022	10:30AM-12:00Noon	1.Hemant Pal	PAO
			2.Anita	DTTE
			3.Tripti Agarwal	DES
Batch No.7	17.06.2022	02:30PM-4:00PM	1.Hemant Pal	PAO
			2.Anita	DTTE
			3.Tripti Agarwal	Education Dept
Batch No.8	20.06.2022	10:30AM-12:00Noon	1.Nitin Gupta	Finance Dept
			2.Amit Kumar	Land & Building
			3.Kajal Taneja	DTTE with additional charge of PWD
Batch No.9	20.06.2022	02:30PM-4:00PM	1.Nitin Gupta	Finance Dept
			2.Amit Kumar	Land & Building
			3.Kajal Taneja	DTTE with additional charge of PWD
Batch No.10	21.06.2022	10:30AM-12:00Noon	1.Lalit Kumar	DBOCCW
			2.Manmohan	Trade & taxes
			3.Priyanka Yadav	Revenue Dept
Batch No.11	21.06.2022	02:30PM-4:00PM	1.Lalit Kumar	DBOCCW
			2.Manmohan	Trade & taxes
			3.Priyanka Yadav	Revenue Dept
Batch No.12	22.06.2022	10:30AM-12:00Noon	1.Varun Kinra	Transport
			2.Sachin Varun	H&FW
			3.Hemant Pal	PAO
Batch No.13	22.06.2022	02:30PM-4:00PM	1.Varun Kinra	Transport
			2.Sachin Varun	H&FW
			3.Hemant Pal	PAO

Batch No.14	23.06.2022	10:30AM-12:00Noon	1.Manoj Kumar	Tihar Jail
			2.Vinit Gupta	DSSSB
			3.Nitin Gupta	PAO

Annexure-II

Venue-Auditorium, Delhi Sectt

Batch No.	Date	Time	Name of Master Trainer/Department	
Batch No.15	14.06.2022	10:00AM-11:30AM	1.Ashok Kumar	GB Pant Hospital
			2.Amit Kumar	Land & Building
			3.Poonam	BSA Hospital
Batch No.16	14.06.2022	12:30PM-2:00PM	1.Ashok Kumar	GB Pant Hospital
			2.Amit Kumar	Land & Building
			3.Poonam	BSA Hospital
Batch No.17	14.06.2022	03:00PM-04:30AM	1.Ashok Kumar	GB Pant Hospital
			2.Amit Kumar	Land & Building
			3.Poonam	BSA Hospital
Batch No.18	15.06.2022	10:00AM-11:30AM	1.Tripti Agarwal	DES
			2.Anita	DTTE
			3.Kajal Taneja	DTTE with PWD
Batch No.19	15.06.2022	12:30PM-2:00PM	1.Tripti Agarwal	DES
			2.Anita	DTTE
			3.Kajal Taneja	DTTE with PWD
Batch No.20	15.06.2022	03:00PM-04:30AM	1.Tripti Agarwal	DES
			2.Anita	DTTE
			3.Kajal Taneja	DTTE with PWD
Batch No.21	16.06.2022	10:00AM-11:30AM	1.Hemant Pal	PAO
			2.Nitin Gupta	Finance Dept
			3.Priyanka Yadav	Revenue Dept
Batch No.22	16.06.2022	12:30PM-2:00PM	1.Hemant Pal	PAO
			2.Nitin Gupta	Finance Dept
			3.Priyanka Yadav	Revenue Dept
Batch No.23	16.06.2022	03:00PM-04:30AM	1.Hemant Pal	PAO
			2.Nitin Gupta	Finance Dept
			3.Priyanka Yadav	Revenue Dept
Batch No.24	17.06.2022	10:00AM-11:30AM	1. Manmohan	T&T
			2.lalit Kumar	DBOCCW
			Ashok Kumar	GB Pant Hospital