

No. 279

Dated: 14/10/19

CIRCULAR

All the Branches/Divisions of CHB are requested to bring the contents of instructions issued by Chandigarh Administration vide No. 28/69-IH(12)/Pers. & Trg.-2019/8006 dated 20.05.2019 (copy enclosed), as already adopted and circulated vide this office letter No. 2761 dated 19.09.2019, to the notice of officers/officials (Group-A, B, C & D) that they shall undergo for ICT skills course for promotion/increments as per instructions issued by Department of Personnel & Training vide letter No. 28/69-IH(12)-2018/16587 dated 08.08.2018 (copy enclosed) and they are directed to submit the ICT Skills Training Certificate to this office for record. Those officials who have Certificate/ Diploma/ Bachelor's OR Master's Degree in Computer Science from any recognized Institution/ University and employees who already have certificates/diplomas in Computer Skills are exempted from ICT Skills course/training but they should submit their certificates to this office for record. The Employees who have crossed the age of 55 years and Drivers, Malies, Beldars, Sweepers, Lift operators, Guards and Masons etc. are also exempted from undergoing the ICT skills training.

DATED: 09.10.2019

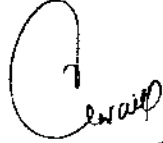
YASHPAL GARG, IAS
CHIEF EXECUTIVE OFFICER
CHANDIGARH HOUSING BOARD
CHANDIGARH

Endst. No. CHB/AO(A)/2019/ 2970

Dated: 14/10/19

A copy is forwarded to the following for information and necessary action.

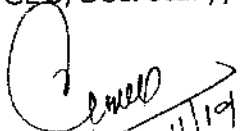
1. The Chief Engineer, CHB.
2. The Superintending Engineer-I/II, CHB.
3. The Executive Engineer-I/II/III/IV/V/VI/VII/VIII(HQ)/Enf. Officer, CHB.
4. The Architect, CHB.
5. The Chief Accounts Officer, CHB.
6. The SO-I, Branch, CHB.
7. Supdt.-Admn./CEs office/Reception/Record Room Manager, CHB.
8. Supdt. CE/s office, CHB.
9. The SLO, CHB.
10. The Computer Incharge, CHB.
11. Care Taker, CHB.


Administrative Officer,
Chandigarh Housing Board,
Chandigarh.

Dated: 14/10/19

Endst. No. CHB/AO(A)/2019/ 2971

A copy is forwarded to the PA to Chairman/CEO/Secretary, CHB for kind information of the officers.


Administrative Officer,
Chandigarh Housing Board,
Chandigarh.

shahn (under circular)

CI/CHB/ 3887
Dated 14/10/19

15/10/19

No. 28/69-IH(12)/Pers. & Trg.-2019/ 8006
Chandigarh Administration
Department of Personnel & Training

Chandigarh, dated the 20/5/19

To

All the Administrative Secretaries/
HoDs/ Boards/ Corporations
Chandigarh Administration.

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

Sir/Madam.

I am directed to refer to this Administration's letter No. 28/69-IH(12)-
2018/16587 dated 08.05.2018 on the subject noted above and to state that various
departments have been seeking clarifications for making provisions of mandatory
ICT Skills training in recruitment rules of different cadres at entry level. The matter
has been reconsidered by this Administration and following points are clarified :-

- i) The following ICT skills courses are mandatory for all fresh
recruitments (Entry Level) and promotions/increments for all posts in
the Chandigarh Administration :-

Sr. No.	Name of the course	Group
1.	Awareness In Computer Concepts (ACC) - 20 hours OR Basic Computer Concepts (BCC) - 36 hours	D
2.	Course on Computer Course (CCC) - 80 hours	C
3.	CCC+ - 126 hours - 200 hours	A & B

- ii) To make necessary amendments in all the recruitment rules of
different service cadres for making the provisions of mandatory ICT
skills at entry level as well as in-service officers/officials for promotions
and increments with the approval of competent authority.
- iii) The candidates who have Certificate/ Diploma/ Bachelor's OR
Master's Degree in Computer Science from any recognized Institution/
University shall be exempted from ICT Skills course.
- iv) The candidates at entry level will submit the certificates of ICT Skills
Course from a Govt. recognized institution OR a reputed institution
which is an ISO 9001 certified OR Department of Electronics
Accreditation of Computer Course (DCEACC) of Govt. of India OR
from NIELIT and its authorized institutions at the time of their
appointment.

- v) The officers/ officials (Group-A,B,C&D) shall undergo for ICT skills courses for promotion/ increments as per instructions issued by this Department vide letter No 23/69-III(12)-2018/16687 dated 05.09.2018.
- vi) The employees who have crossed the age of 55 years and Drivers, Ladies, Beldars, Sweepers, Lift Operators, Guards and Masons etc. are exempted from undergoing the ICT skills training.
- vii) The faculties of Computer Science & Engineering as well as employees who already have certificates/ diplomas in Computer Skills are also exempted from undergoing the said ICT skills training.

Yours faithfully,

Amish
Special Secretary Personnel & Training
for Secretary Personnel & Training
Chandigarh Administration

No. 28/69-IH(12)-2018/16687
CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL & TRAINING

Chandigarh, dated the 08-08-2018

To

At: the Administrative Secretaries /
Heads of Departments / Offices / Boards / Corporations,
Chandigarh Administration

Subject:- Mandatory basic ICT skills for the officers / officials of
Chandigarh Administration- regarding

Sir/Madam,

In supersession of all previous orders / letters of this Department on the subject noted above I am to inform you that the Chandigarh Administration has now decided to impart ICT Skills training to its officers / officials as under, instead of NIELIT:-

i) Training to Group 'A' officers will be given by SPIC, IT Park Chandigarh.

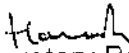
ii) ICT Skills Training to Group B, C and D employees will be given by the following Institutions:-

1. The Chandigarh College of Engineering & Technology (Degree Wing), Sector- 26, Chandigarh
2. The Chandigarh College of Engineering & Technology, (Diploma Wing), Sector- 26, Chandigarh
3. The Government Polytechnic for Women, Sector-10, Chandigarh
4. The Government ITI for Women, Sector-11, Chandigarh.
5. The Government ITI, Sector- 28, Chandigarh.

2. The Directorate of Technical Education, Chandigarh Administration has been nominated as "Nodal Agency" for imparting the ICT Skills Training.

3. You are, therefore, requested to send the details of the officers / officials [Group A, B, C & D], who have not attained the age of 55 years, to the Director, Technical Education Chandigarh Administration, immediately.


4. This has the approval of Adviser to the Administrator, Union Territory, Chandigarh.


Special Secretary Personnel & Training,
for Adviser to the Administrator,
Chandigarh Administration Sectt.

Endst. No. 28/69-IH(12)-2018/16688

Dated 08-08-2018

A copy is forwarded to the Director, Technical Education, Chandigarh Administration for information and immediate necessary action.


Special Secretary Personnel & Training,
for Adviser to the Administrator,
Chandigarh Administration Sectt.