



**Government of Nepal**  
**Ministry of Federal Affairs and Local Development**  
**Office of District Development Committee**  
Kushma, Parbat

Date: 26<sup>th</sup> September, 2015

Subject: Letter of Statement

Dear sir/madam,

Mr. Anup Adhikari, the permanent resident of Dhital VDC-8, Kaski, Nepal, has been working as ICT officer since past 24 months, supervising several ICT projects and systems inside the DDC-office and administrating district ICT infrastructures. Being one of the key functional officers in our office, he has been undertaking following responsibilities successfully.

- To bring transparency in DDC to the general public through information and services
- Digitization of DDC work plans and improve the fundamental services
- Addressing the requirements of e-governance in DDC and assess additional categories and describe them
- To increase the capacities in communication technology in district by the use of ICT
- Knowledge transfer to the recently graduated candidates in regards to information and communication used in Local Bodies

He is very intelligent person and I found him sincere on his work. The project works he was involved was concluded within the stipulated time. I found him very enthusiastic to learn from fundamental theories. As he is working on governance team, it has been quintessential to sharpen his skill as ICT officer and broaden up his knowledge in new development infrastructures relating computing and advanced data processing.

Being a governing officer for already more than 12 years and working in various positions in government body, I have always found the role of Information Technology a crucial aspect for governance. I would highly recommend his further study in modern computing envisioning e-governance, embedded designs and big data. He has a good interest in public reach to information and is quite enthusiastic to learn the magnetization of information through mobile means and devices. Therefore, we have been nominated him for further study which would definitely advance his technical knowledge as well as managerial skills to overcome the technical challenges we are facing.

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**Local Development Officer**

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This is a public organization dedicated for development of many projects and programs in social, cultural, intellectual and infrastructural models. There is always requirement of highly qualified manpower with adequate knowledge in modernization of social networks, efficiency of computers and mobile devices, and future developments. The knowledge gained by Mr. Adhikari will be a great asset to our organization and shall be directly benefited for detail design and coordination of team works.

After acquiring the knowledge and experiences of this course, we will be deputing Mr. Adhikari with greater responsibility as IT Officer for overall planning, designing and implementing supervision of many future projects. There will be a great influence on coordination, planning, decision making and execution of the works with limited time and budget after getting creative ideas and high technical skills.

We are happy to grant his educational leave for maximum of 2 years. We are happy to offer him responsibility of ICT Officer upon his return from the course.

Please feel free to contact us if there are any further clarifications.

Yours truly,

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Shiva Rajal Rijal  
**Local Development Officer**

(Local Development Officer)

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