



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,
Social Justice & Empowerment,
SCO 68-70, Sector - 17A,
Chandigarh.
2. The Director General Of Police,
Police Headquarter, Sector-6 ,
Panchkula, Haryana.
3. The Director,
Architecture Department
SCO 42-44, Sector-17-A
Chandigarh.
4. The Director General Of Police,
Police Headquarter, Sector-6 ,
Panchkula, Haryana.
5. The Director,
Director Public Relations
SCO 200-201, Sector - 17,
Chandigarh.
6. The Director,
Industries Department,
30 Bays Building,
Sector - 17,
Chandigarh.
7. The Director,
Mines & Geology Department,
30 Bays Building,
Sector - 17-B,
Chandigarh.

e/c



9th Floor, Haryana Civil Secretariat, Sector 1, Chandigarh-160 001

Tel.: Secretary: 0172-740009, Director : 0172-741547, Fax: 0172-740009

E-mail: cit@hry.nic.in, jsit@hry.nic.in, Website: www.haryana.nic.in



Secretariat for Information Technology

Electronics & Information Technology Department, Haryana

8. Transport Department,
30 Bays Building, 2nd Floor,
Sector – 17-B,
Chandigarh.
9. The Director ,
Food & Supplies Department
30 Bays Building, 2nd Floor,
Sector – 17-B,
Chandigarh.
10. The Managing Director,
Haryana Financial Corporation
Bays 17-18-19, Sector 17-A,
Chandigarh.
11. The Director,
Welfare of SC & BC,
SCO 68-70, Sector – 17A,
Chandigarh.
12. The Director ,
Industrial Training & Vocational Education,
30 Bays Building, Sector – 17-B,
Chandigarh.
13. Deputy Accountant General (Admin.)
Office of the Accountant General (A&E),
Plot No. 4 & 5, Dakshin Marg,
Sector 33-B, Chandigarh.
14. State Vigilance Bureau, Haryana
Plot No: C-10, Sector 6,
Panchkula Haryana.
15. The Director,
Renewable Energy Department and HAREDA,
SCO 48,
Sector – 26, Madhya Marg,
Chandigarh.
16. Financial Commissioner & Principal Secy. To
Govt. Haryana, Revenue & Disaster
Management Department,
Haryana, Chandigarh.

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17. The Director,
Coop. Apex Bank Ltd,
SCO 78-80, Bank Square,
Sector - 17B, Chandigarh.
18. The Director,
Coop. Agriculture & Rural Development Bank,
Bays 31-34, Sector - 2,
Panchkula.
19. The Director,
CONFED,
SCO 1006-1007,
Sector - 22B,
Chandigarh.
20. The Labour Commissioner,
30bays building 1st floor,
Sector 17-C, Chandigarh.
21. The Commandant General,
Home Guards and Civil Defence,
30Bays Building 3rd Floor,
Haryana, Chandigarh.
22. The Managing Director,
Forest Dev.Corpn.Ltd.,
C-18 Van Bhawan,
Sector 6, Panchkula.
23. The Managing Director,
Livestock Development Board,
Pashudhan Bhawan,
Bays No-9-12/2, Panchkula.
24. The Managing Director,
S/C Finance & Dev. Corp. Ltd,
SCO No 2427-28,
Sector 22, Chandigarh.
25. The Director,
Haryana Urdu Academy,
431/2, Panchkula,



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26. The Director,
Welfare Society For Hearing & Speech
Handicapped,
Kothi. No. 275 Sector – 16,
Panchkula.
27. The Director,
Blindness Control Society,
Sector – 6,
Panchkula.
28. The Director,
Medical/Dental/Nurses Registration Council,
SCO 3 Sector – 20D,
Chandigarh.
29. The Director,
Slum Clearance Board,
SCO 6-7 Sector – 17B,
Chandigarh.
30. The Director,
Punjabi Sahitaya Academy,
SCO 106 Sector – 8,
Panchkula.
31. The Director,
Sahitaya Academy,
SCO 106 Sector – 8,
Panchkula.
32. The Director,
Sanskrit Academy,
SCO 169 Sector – 12,
Panchkula.
33. The Director,
Sanskritic Academy,
SCO 200-201 Sector – 17,
Chandigarh.



Secretariat for Information Technology
Electronics & Information Technology Department,
Haryana

Memo No.: Admn/1/43/2008/ISIT/PA/Vol-VI/4074 Dated: 30.01.2012

Subject: **Advanced Computer Awareness Training -- Schedule for the calendar year 2012.**

Sir/Madam,

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 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 2012. 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 has 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 vides 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 2012.



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It is requested that only those officials may please be nominated for training who have not undergone this training earlier and posted at Head Office of departments/organizations only. Officials working in Districts and fields may kindly be nominated for training in training labs at NIC District Centres or nearby training labs at NIC District Centres, if facility for training is not available in any District. They are not required to be nominated for training at Chandigarh.

The schedule is also available on department's website <http://haryanaeit.gov.in>. Trainees may also download the training material from the official website www.training.nic.in free of cost.

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 2012 at IT Training Lab, 2nd Floor, 30 Bays
Building, Sector 17, Chandigarh.

| Sr. No | Name Of Department | No. of Trainees | Weeks or Period of training | Training Module |
|--------|-------------------------------|-----------------|--|---|
| 1. | Social Justice & Empowerment | 10 | 05/03/2012 to 09/03/2012 07/05/2012 to 11/05/2012 13/08/2012 to 17/08/2012 | Word/Excel Internet/E-Mail Basic IT Training Advance IT Training |
| 2. | CID | 10 | 05/03/2012 to 09/03/2012 07/05/2012 to 11/05/2012 13/08/2012 to 17/08/2012 | Word/Excel Internet/E-Mail Basic IT Training Advance IT Training |
| 3. | Architecture Department | 10 | 12/03/2012 to 16/03/2012 14/05/2012 to 18/05/2012 20/08/2012 to 24/08/2012 | Word/Excel Internet/E-Mail Star Office Advance IT Training |
| 4. | Police | 10 | 12/03/2012 to 16/03/2012 14/05/2012 to 18/05/2012 20/08/2012 to 24/08/2012 | Word/Excel Internet/E-Mail Star Office Advance IT Training |
| 5. | Director Public Relations | 10 | 19/03/2012 to 23/03/2012 21/05/2012 to 25/05/2012 | Word/Excel Internet/E-Mail Star Office |
| 6. | Industries Department | 10 | 19/03/2012 to 23/03/2012 21/05/2012 to 25/05/2012 | Word/Excel Internet/E-Mail Star Office |
| 7. | Mines & Geology Department | 10 | 26/03/2012 to 30/03/2012 28/05/2012 to 01/06/2012 | Word/Excel Internet/E-Mail Star Office |
| 8. | Transport Department | 10 | 26/03/2012 to 30/03/2012 28/05/2012 to 01/06/2012 | Word/Excel Internet/E-Mail Star Office |
| 9. | Food & Supplies Department | 10 | 02/04/2012 to 06/04/2012 04/06/2012 to 08/06/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 10. | Haryana Financial Corporation | 10 | 02/04/2012 to 06/04/2012 04/06/2012 to 08/06/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 11. | Welfare Of S.C./B.C. | 10 | 06/02/2012 to 10/02/2012 09/04/2012 to 13/04/2012 11/06/2012 to 15/06/2012 | Internet/E-Mail Basic IT Training Star Office |

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|-----|---------------------------------------|----|--|---|
| 12. | Industrial Training & Voc. Education. | 10 | 06/02/2012 to 10/02/2012 09/04/2012 to 13/04/2012 11/06/2012 to 15/06/2012 | Internet/E-Mail Basic IT Training Star Office |
| 13. | Accountant General (Audit) | 10 | 13/02/2012 to 17/02/2012 16/04/2012 to 20/04/2012 18/06/2012 to 22/06/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 14. | State Vigilance Bureau | 10 | 13/02/2012 to 17/02/2012 16/04/2012 to 20/04/2012 18/06/2012 to 22/06/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 15. | Renewable Energy Dev. Agency | 10 | 20/02/2012 to 24/02/2012 23/04/2012 to 27/04/2012 25/06/2012 to 29/06/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 16. | Accountant General (A&E) | 10 | 20/02/2012 to 24/02/2012 23/04/2012 to 27/04/2012 25/06/2012 to 29/06/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 17. | Coop. Apex Bank Ltd | 10 | 27/02/2012 to 02/03/2012 30/04/2012 to 04/05/2012 02/07/2012 to 06/07/2012 | Word/Excel Basic IT Training Internet/E-Mail |
| 18. | Coop. Agr. Rural Development Bank Ltd | 10 | 27/02/2012 to 02/03/2012 30/04/2012 to 04/05/2012 02/07/2012 to 06/07/2012 | Word/Excel Basic IT Training Internet/E-Mail |
| 19. | CONFAD | 10 | 09/07/2012 to 13/07/2012 27/08/2012 to 31/08/2012 01/10/2012 to 05/10/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 20. | Labor department | 10 | 09/07/2012 to 13/07/2012 27/08/2012 to 31/08/2012 01/10/2012 to 05/10/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 21. | FCR | 10 | 16/07/2012 to 20/07/2012 03/09/2012 to 07/09/2012 08/10/2012 to 12/10/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 22. | Home Guards | 10 | 16/07/2012 to 20/07/2012 03/09/2012 to 07/09/2012 08/10/2012 to 12/10/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 23. | Forest Department | 5 | 23/07/2012 to 27/07/2012 15/10/2012 to 19/10/2012 26/11/2012 to 30/11/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 24. | Livestock Development Board | 5 | 23/07/2012 to 27/07/2012 15/10/2012 to 19/10/2012 26/11/2012 to 30/11/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 25. | S/C Finance & Dev. Corp. Ltd | 5 | 30/07/2012 to 03/08/2012 22/10/2012 to 26/10/2012 03/12/2012 to 07/12/2012 | Star Office Word/Excel Internet/E-Mail |
| 26. | Urdu Academy | 5 | 30/07/2012 to 03/08/2012 22/10/2012 to 26/10/2012 03/12/2012 to 07/12/2012 | Star Office Word/Excel Internet/E-Mail |



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|-----|---|---|--|--|
| 27. | Medical/Dental/ Nurses Registration Council | 5 | 10/09/2012 to 14/09/2012 05/11/2012 to 09/11/2012 17/12/2012 to 21/12/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 28. | Slum Clearance Board | 5 | 10/09/2012 to 14/09/2012 05/11/2012 to 09/11/2012 17/12/2012 to 21/12/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 29. | Haryana Punjabi Sahitya Academy | 5 | 17/09/2012 to 21/09/2012 12/11/2012 to 16/11/2012 10/12/2012 to 14/12/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 30. | Sahitya Academy | 5 | 17/09/2012 to 21/09/2012 12/11/2012 to 16/11/2012 10/12/2012 to 14/12/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 31. | Sanskrit Academy | 5 | 24/09/2012 to 28/09/2012 19/11/2012 to 23/11/2012 24/12/2012 to 28/12/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 32. | Sanskritic Academy | 5 | 24/09/2012 to 28/09/2012 19/11/2012 to 23/11/2012 24/12/2012 to 28/12/2012 | Word/Excel Internet/E-Mail Basic IT Training |
| 33. | Welfare Society For Hearing & Speech Handicapped | 5 | 06/08/2012 to 10/08/2012 29/10/2012 to 02/11/2012 | Basic IT Training Word/Excel |
| 34. | Blindness Control Society | 5 | 06/08/2012 to 10/08/2012 29/10/2012 to 02/11/2012 | Basic IT Training Word/Excel |

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.

Margit Singh

Training Coordinator
for FC & Principal Secretary to Govt. Haryana
Electronics & Information Technology Department



Government of Haryana/ हरियाणा सरकार
Secretariat for Information Technology
सूचना प्रौद्योगिकी सचिवालय

Guideline No.: 1/43/MT/1388

Date: 11.07.2003

Basic Computer Awareness training for the various Government Departments/ Boards/Corporations

As per rough estimates, Government spends more than Rs.500/- per trainee for imparting a 35 hour basic computer awareness training module to its employees. This training has to be planned and invested in advance. If any trainee does not attend his allotted period of training, the amount invested for those trainees goes waste without any positive output, to avoid such loss to the Government, following guidelines shall be applicable to the sponsoring Departments/Boards/ Corporations of Haryana:

1. The Training Schedule till 31.12.2003 has already been sent to all the concerned departments/boards/corporations vide letters indicated below:

Training Lab-I
 9th Floor, Haryana Civil Secretariat

Letter No. HRD/1/43/15IT/TA/581
 Dated: 24/03/2003

Training Lab-II
 9th Floor, Haryana Civil Secretariat

Letter No. HRD/1/43/15IT/TA/601
 Dated: 24/03/2003

Thin Clients Lab
 9th Floor, Haryana Civil Secretariat

Letter No. HRD/1/43/15IT/TA/593
 Dated: 24/03/2003

Training Lab- 30 Boys' Building
 Sector 17, Chandigarh

Letter No. HRD/1/43/15IT/TA/594
 Dated: 24/03/2003

Training Lab, Sinchal Bhawan
 Sector 6, Panchkula.

Letter No. HRD/1/43/15IT/TA/596
 Dated: 24/03/2003

2. The concerned organization should send a complete list of sponsored trainees to Sh. Harl Chand, Training Coordinator at least a week in advance.
3. In case, any organization is unable to sponsor the required number of employees for the training due to some unavoidable reason, it should convey its inability in writing to the Training Coordinator at least 3 weeks in advance, so that the vacant time slot can be allotted to some other organization.
4. If any organization does not send its employees for IT training after sending its confirmation, the concerned organization will be liable to make good the loss to the E&IT Department @ Rs.500/- per trainee falling short.
5. The Training Coordinator shall send the attendance reports and test reports of all trainees to the concerned organization at the end of the training program.
6. The trainees are expected to attend 100% classes, which are either 5 full days or 10 half days, in case, any trainee absents himself without valid reason, he/she will be liable to pay penalty @ Rs.200/- per full day or Rs.100/- per half day not attended.
7. If any trainee does not pass the test conducted at the end of the training session, he/she will be given a second chance of training, if he/she fails for the second time also, he/she shall have to pay back the entire cost of Rs.1,000/- incurred to train him/her for both training programs. An entry shall also be made in his service book to this effect.
8. If all the employees of any organization have undergone the Basic Computer Awareness Training, then the organization will be declared as IT literate and advanced IT training will be planned as per the requirement of that organization.

Sun Arora
 for Commissioner & Secretary to Govt, Haryana
 Electronics & Information Technology Department

| Day & Time | Contents |
|--|--|
| Day 1 - Introduction | Introduction to Computer Systems and basic functions of it. |
| Computer Organization | <p>Elements of Computer System, Hardware and Software, Central Processing Unit, Evolution of Microprocessors (Pentium Processor, PIV, Server Class Processor), Dual Core and Core 2Duo processors.</p> <p>Computer Memory & Storage devices: Primary and Secondary Memory, Input/output devices: Keyboard, Mouse, VDU, and Printer, Hard Disk, RAM, SDRAM, DDRAM, DDRAM, ROM, PROM, EPROM, EEPROM, CACHE, CDROM, CD Writer, DVD Drive, DVD Combo, DAT Drive, Pen Drive, Printers, Scanners, Buses and Ports.</p> |
| Day 2- MS-Word | Word Processing, Opening, Saving, Closing of a New/Existing documents, Editing Text, Finding and Replacing Text, Formatting (Characters and Paragraphs), Page Design and Layout, Checking and Correcting Spellings in the documents, Creating Tables and Charts, Document Templates and Wizards, Printing Documents, Mail Merge etc. |
| Day 2- MS-Excel | Introduction to MS-Excel, Creating and Editing a workbook, Entering Data/Formulas in a cell, Basic Functions, Working and printing with workbooks. |
| Day 3- MS-PowerPoint | Introduction to PowerPoint, Creating, Opening and Saving a presentation, Editing and Printing of presentations, Basic features of the PowerPoint. |
| Day 3 - Preventive Maintenance of PC | Preventive maintenance of PC using essential accessories of Windows, System Tools (Disk Cleanup, Disk Defragmenter, Calculator, Notepad, Paintbrush), Introduction to Viruses, Antivirus, Loading of Antivirus Software and Updates, Basic System Tools, Disk Management Utility, Basic knowledge about Boot record, File Allocation Table (FAT), System files and Booting Sequence. |
| Day 4 - Introduction to Computer Networking & Internet | <p>Networking Concepts (LAN, WAN, SWAN, Wireless LANs), Hub, Switches, Routers, Access Points, LAN Cards, WiFi Cards, Modems.</p> <p>Internet Surfing and Searching Information on Internet, Searching basics, WWW, Web Browser, Sending and Receiving of Emails.</p> <p>Configuring email addresses on Outlook Express & use of it.</p> |
| Day - 5 IT Applications (Web-Based Applications) | <p>IT Knowledge and practice work on various Web enabled IT Applications of Govt. of Haryana.</p> |