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अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

Port Blair dated 29th August 2005.

ORDER NO. 3729

The following HGCs/LGCs are hereby nominated for undergoing ^vfifth batch² of training in "Computer Awareness, MS Word and typing practice" at National Informatics Centre, Secretariat from 24.10.2005 to 28.10.2005 as detailed below: -

Sl. No.	Name & Designation	Office to which attached
1.	Shri. T.Santa Rao, HGC	D-I Section, Secretariat.
2.	Smti. Anamma Jacob, HGC	C.F. (Southern Circle), Forest Deptt. P/ Blair.
3.	Smti. Vellamma, HGC	Port Management Board, P/B.
4.	Shri. Sada Selvaraj, HGC	Agri. Officer (South Andaman), P/ Blair.
5.	Smti. Lalitha Kumari, HGC	CD-I, APWD, Port Blair.
6.	Smti. Tara Thankachan, LGC	AH&VS Deptt. P/ Blair.
7.	Smti. Tripati Amma, LGC	CD-III, APWD, P/ Blair.
8.	Smti. Naseem Banu, LGC	C.F.(HQ), Forest Deptt., P/B.
9.	Smti. B. Leena, LGC	PBSD, APWD, P/ Blair.
10.	Smti. Nishi Lall, LGC	Dte. of Education, P/ Blair.
11.	Smti. Susamma, LGC	Dte. of Shipping Services, P/B.
12.	Smti. Tara Devi, LGC	CC-I, APWD, P/ Blair.
13.	Smti. R. Krishna Mala, LGC	C.E., APWD, P/ Blair.
14.	Smti. Gulshan Bibi, LGC	S.E., PBCC, APWD, P/ Blair.
15.	Smti. Sahana Begum, LGC	Agriculture Deptt., P/ Blair.

After the training a test will be conducted on last day of the training i.e. 28.10.2005 at 3.00 PM to 5.00 PM by the State Informatics Officer, NIC, Port Blair.

The respective Heads of Departments/officers are advised to direct the officials concerned for attending the training programme as well as practical training at NIC, Port Blair. The officials be directed to report to State Informatics Officer, NIC, Port Blair at 9.00 AM on 24.10.2005 for registration.

This has the approval of the competent authority.


(Hari Kishen)

Assistant Secretary (Perl)
No.4-34(1)/2002-PW(PF)

To

1. All Heads of Deptts/Office(Concerned) with the request that ensure the nominated official should attend the above training without fail. In case any of the nominated official unable to attend the training due to some Administrative reason another person should be deputed in their place under intimation to the Administration well in advance.
2. All Officials concerned(T) their Head of Deptts/Office.

Copy to:-

1. The State Informatics Officer, NIC, Port Blair for necessary action.
2. The Assistant Secretary(GA). He is requested to provide stationary items like Note Pad/Pen etc. required for the training as per requirement of the trainees for smooth conduct of the training.


Assistant Secretary (Perl)