

No. N-19011/36/2011
Government of India
Ministry of Panchayati Raj
<<http://panchayat.gov.in>>

11th Floor, Jeevan Prakash Building,
Kasturba Gandhi Marg,
New Delhi-110001
Dated: 5th September, 2011

From: P.K Bhatnagar,
Under Secretary

To: Principal Secretaries/ Secretaries,
Panchayati Raj Department of all States/ UTs except Nagaland, Meghalaya, Mizoram
and Delhi.

**Subject: Advertisement for Basic Computer Literacy Course for Panchayat
Functionaries**

Sir,

Kindly refer our letter of even no. dated 25th April, 2011 regarding Basic Computer Literacy Course for Panchayat Functionaries. To facilitate securing response from the interested, MoPR has proposed to place an advertisement (copy enclosed) in this regard in major regional newspapers as per list enclosed. The advertisement requires the interested participants to make the application to the State Director, Panchayati Raj.

2. I request you to take the following actions:

(a) Give wide publicity to this advertisement by circulating copies among all Panchayats.

(b) Advise the Director Panchayati Raj to entertain the nominations from interested Elected Representatives and Functionaries of Panchayati Raj Institutions and forward the list to Shri Anurag Shah, Senior Technical Officer(System), DOEACC Society, New Delhi at his e-mail id anurag@doeacc.edu.in .

With your active support and guidance, this effort would hopefully strengthen the Panchayati Raj in a unique way.

Yours sincerely,


(P.K Bhatnagar)

✓ CC: Executive Director, DOEACC Society, New Delhi for information & n. a.

Computer Awareness Training for Elected Representatives & Functionaries (ERs&Fs) of Panchayats (PRIs)

MoPR in collaboration with State Governments and DOEACC has organized Basic Computer Awareness trainings in the various States and UTs for the ERs & Fs of the PRIs. The first phase would be available to about 25000 persons. If more nominations are received, the rest will be trained in the subsequent phases.

Objectives: The Programme aims at making the ER&Fs conversant with computer applications, to remove the fear of the computers, enable them function in an ICT enabled environment and discharge their responsibilities as public servants more efficiently and effectively.

Contents: Introduction to computers, Introduction to Operating Systems, Elements of Word Processing, Spreadsheets, Computer Communication and Internet, web browsers, Sending & Receiving E-mails, Making small presentations.

Duration: The duration of the training will be 36 hours, spread across 6 days for average of 6 hours per day.

Venue: The training programmes would mostly be held at the District Headquarters.

Eligibility: The applicant needs to be either a paid staff or elected representative of the PRI. No minimum educational qualification or age is prescribed. However, reading and writing capacity in local language is required. Knowledge of English will be helpful, but is not a mandatory requirement.

Fee: The fees for this training will be entirely met by GOI. The expenditure on TA/DA will be borne by the State Government.

Certification: Certificate shall be awarded to the participants.

How to apply: All those interested in enrolling for this training, are required to send their nomination to Director Panchayati Raj of concerned State Govt. in the following format.

- | | |
|--------------------------|------------------------------|
| a. Name | b. Designation |
| c. Gender | d. Category: SC/ST/Others |
| e. Address with Pin Code | f. Educational Qualification |
| g. Mobile No. | h. e-mail id (if any) |

Copy of the application may also be forwarded to DOEACC at anurag@doeacc.edu.in

P.K.Bhatnagar
Under Secretary to the Government of India
Ministry of Panchyati Raj