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राजस्थान सरकार
हरिश्चन्द्र माथुर राजस्थान राज्य लोक प्रशासन संस्थान
H.C.M. Rajasthan State Institute of Public Administration
Jawahar Lal Nehru Marg, Jaipur-302 017 □ Rajasthan □ India



No. F.43 (1) (3) CTC/RIPA/2022-23

Dated: 16 May 2022

Head of Department,
All Departments,
Govt. of Rajasthan

Respected Sir,

Subject: **Inviting Nominations for On-Campus (Offline) Course on Effective Use of Portals (03 June 2022)**

HCM Rajasthan State Institute of Public Administration (HCM RIPA) is conducting a one day **On-Campus (Offline)** Training course on **Effective Use of Portals on 03 June 2022**. The training programme is sponsored by HCM RIPA, Government of Rajasthan. Therefore, there is no course fee for the participation in the training programme. The course has been designed for personnel of various departments. It is assumed that participants of the training programme have been using computer/Internet. The course has been designed with the following objectives:

- To familiarize participants with different Government portals.
- To enhance skill of effectively using RajKaj, managing Digital Documents using Digi Locker, Safe Banking, Online Training Organization, Data Collection.

- ❖ Venue: Room 316, 2nd Floor, Nehru Bhawan, HCM RIPA
- ❖ Timings: 10.00 AM to 05:30 PM

You may like to avail the opportunity to develop skills of your personnel and nominate 4 - 5 personnel for the training course (Kindly indicate Mobile No. and email of personnel in nomination letter) latest by 31 May 2022 over:

- Email : kamal.inmiit@gmail.com, kamleshks.doit@rajasthan.gov.in
- Contact No. : 9549011992

Thanking you and with regards,

Yours sincerely,

(Kamlesh Sharma, A.C.P.)
Course Director

Copy To: - F.43 (1) (3) CTC/RIPA/2022-23

- Dr. Rakesh Singhal, Professor (Computer), HCM RIPA (OTS), Jaipur
- Guard File

Dated: 16 May 2022

Course Director