

F. No. 3/3/2012-e-Gov.
Gouvernement of India
Ministry of Water Resources
(e-Governance Cell)

6th Floor Cabin, Shram Shakti Bhawan, Rafi Marg
New Delhi, dated 2nd April, 2012.


Subject:- Intermediate level Training on Information Technology, Network and e-Governance concepts for the Ministry of Water Resources employees:- Reg.

The Ministry of Water Resources, has received a proposal from NIC/NICSI proposing a 6 days full time Intermediate Level Training on Information Technology, Network and e-Governance concepts for 150 officers/staff of Ministry of Water Resources in separate batches consisting of 15 persons in each batch for increasing their knowledge and efficiency regarding IT/e-Gov. concepts (Training Modules enclosed).

2. It is requested, that your views/ comments on the training modules be furnished along with your suggestions, if any. Further, it is requested to furnish the name of officers/staff of your division those may be spared in 1 or 2 numbers at a time for attending the training in different batches sometime after April, 2012.

Your response may be submitted by 13.4.2012 for its submission to JS(A).

Encl: As above.


02.4.12
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To

All Directors/Dy. Secretaries and equivalent officers in the MoWR.

Copy for information/similar necessary action to :-

1. PPS to Secy.(WR)PS to AS (WR).
2. PS to JS (A&PP)/PS to JS & FA/PS to Adv.(Eco.)/PS to DDG(MI), MoWR.
3. PS to Director (Vig. & e-Gov.), MoWR.

2. PROPOSED SOLUTION

2.1 FEATURES COVERED

The scope of this proposal covers the following:

2.1.1 USER SIDE, INTERMEDIATE LEVEL TRAINING ON E-GOVERNANCE

The scope of this will include the following:

1. Basics of Network & Trouble Shooting
2. Advanced features of Ms-Word along with
 - i. Educating on File Types
 - ii. Educating on Extensions of File Types
3. Microsoft Power Point
4. Microsoft Excel
 - i. Making New sheets
 - ii. Applying Basic formulas
5. Knowledge on Hindi Fonts and Formats
6. Conversion of Ms-Word file in PDF format
7. Merging of two Word or PDF files
8. How to download and install general utility software's
9. General Awareness on Internet Usage for safety and security
10. Basics of Computer Usage
 - i. File Maintenance
 - ii. Deleting Temporary files
 - iii. Clear History
11. Taking Regular Back-up's
12. Introduction to E-mail & Digital Signature
 - i. Login and Logout from account
 - ii. Creating & Managing Folders within accounts
13. Usage of Wi-Fi connection – Introduction of client side only
 - i. Usage of Data Cards
14. Data Encryption and Decryption
15. Downloading Rupee Symbol & its usage

16. Usage of Zip & Win rar files and its utilities
17. Hardware Devices
 - i. Scanner
 - ii. CD/DVD writing
18. Frequently Asked Questions

2.1.2 TRAINING DELIVERABLES

We will be providing the following in order to successfully complete the training program.

1. Faculty
2. Infrastructure
3. Tea – twice daily
4. Lunch – Once daily
5. Principal Certified Course Material

2.2 FEATURES NOT COVERED

- Addressing real time problems / issues

2.3 PREREQUISITES FOR THE PROJECT

- User Department shall intimate agency at least 2 weeks before the targeted start date.