

**No.A-50011/5/2011-Admn.III**  
**Government of India**  
**Ministry of Corporate Affairs**

**Room No.518, 5<sup>th</sup> Floor, 'A' Wing,**  
**Shastri Bhawan, New Delhi-110001**

**Dated: 16<sup>th</sup> March, 2011**

**OFFICE MEMORANDUM**

**Subject: Training programme for all Outsourced Stenos & Computer Operators in the Ministry.**

The undersigned is directed to say that a training programme on MS Word, Excel and Power Point Presentation is being organized for all Outsourced Stenos & Computer Operators in the Ministry from **29.03.2011** to **11.04.2011** from **03:00 PM** to **05:00 PM** in NIC Room No. 517.

2. The training programme will be organized in five Groups as per detail below:

**Group 'A'**

<b>S. No</b>	<b>Name S/Sh/Smt.</b>	<b>Posted with</b>	<b>Date</b>	<b>Time</b>
1.	Devvirt Kumar, Steno	CAM Office	29th & 30th March, 2011	03:00 PM to 05:00 PM
2.	Ekta Sharma, Steno	ADs (CL-II)		
3.	Anshu, Steno	US(AK)		
4.	Sonia Gautam, Steno	DD (NKD)		
5.	Pratibha Jaiswal, Steno	DD(RKM)		
6.	Neelam Rai, Steno	US(RD)		
7.	Sushma, Steno	US(BPB)		
8.	Mamta Verma, Steno	US(LKT)		

**Group 'B'**

1.	Deep Chander, Steno	AD (PS)	31 <sup>st</sup> March & 1 <sup>st</sup> April, 2011	03:00 PM to 05:00 PM
2.	Suman Gupta, Steno	US(JBK)		
3.	Rajesh, Steno	JD (JNT)		
4.	Govind, Steno	JS(A)		
5.	Rajni, Steno	CL-VI		
6.	Raju Singh, Steno	DD (SS)		
7.	Rashi, Steno	JS(R)		
8.	Manju, Steno	Dir. (AK)		

**Group 'C'**

1.	Pradeep Kumar, Compt. Ope.	AD-I	4 <sup>th</sup> & 5 <sup>th</sup> April, 2011	03:00 PM to 05:00 PM
2.	Anuj Sharma, Compt. Ope.	Coordination		
3.	Poonam, Compt. Ope.	Budget		
4.	Yogesh, Compt. Ope.	PI Section		
5.	Rajeev, Compt. Ope.	IEPF		
6.	Mukesh Prasad, Compt. Ope.	Vigilance		
7.	Nidhi, Compt. Ope.	IICA		

**Group 'D'**

1.	Vipin Kumar, Compt. Ope.	CL-III	6 <sup>th</sup> & 7 <sup>th</sup> April, 2011	03:00 PM to 05:00 PM
2.	Archana, Compt. Ope.	Legal		
3.	Abhinav, Compt. Ope.	AD-IV		
4.	Vinay Prasad, Compt. Ope.	IGM		
5.	Sagrika, Compt. Ope.	Cash		
6.	Dinesh Kumar, Compt. Ope.	AD-II		
7.	Manvi, Compt. Ope.	R&I		

**Group 'E'**

1.	Beena Pandey, Compt. Ope.	CL-II	8 <sup>th</sup> & 11 <sup>th</sup> April, 2011	03:00 PM to 05:00 PM
2.	Arza, Compt. Ope.	Gen. Section		
3.	Gopal, Compt. Ope.	CS		
4.	Jyoti Kanyal, Compt. Ope.	CL-V		
5.	Rashmi Verma, Compt. Ope.	PI Section		
6.	Priyanka Sharma, Compt. Ope.	US (RCT)		
7.	Sushmita, Compt. Ope.	IC		

3. All Stenos/ Computer Operators are requested to kindly attend the said training programme.

**J.S. Gupta)**  
**Under Secretary to the Govt. of India**

To

All Outsourced Stenos & Computer Operators

Copy to:

1. All officers/ Sections in the Ministry.
2. Shri Suhail Fasih, Scientist – C, NIC and Course Coordinator.
3. General Section – For arranging light refreshment.
4. e-Governance Cell – for placing on MCA Website.