

**Government of Jammu and Kashmir
Information Technology Department
Civil Secretariat, Jammu**

**Subject: Training for users of J&K Legislative Assembly for Smooth
Implementation of e-office-regarding**

Government Order No. 30 -JK(ITD) of 2021

Dated: 12 .04.2021

1) In continuation to the GAD Order No.275-JK(GAD) of 2021, Dated 26-03-2021, issued for training of users for smooth implementation of e-office in departments of Civil Secretariat J&K, and on the request of the J&K Legislative Assembly, it is hereby ordered that the **e-Office training** for the users of J&K Assembly Secretariat shall be held as per the below mentioned schedule: -

Batch No.	Training Date	Training Time	No. of tentative Users
	19-04-2021	11:00 AM to 12:30 PM	50 -60

2) The venue of the training shall be the **Training hall, Ground floor, Office of the Chief Electoral Officer, J&K, Rail Head Complex, Jammu.**

3) Secretary, LA, is requested to ensure presence of all the users at the venue on the scheduled date and time.

Sd/-

(Simrandeep Singh)

Secretary to the Government

No. ITD/Gen/Misc/2021

Dated: 12.04.2021

Copy to:

1. Secretary to the Government, General Administration Department for information.
2. Chief Electoral Officer, J&K, for information and with the request to provide his venue. **(Kind attention – Mr Anil Salgotra, KAS)**
3. Secretary to the Government Law, Justice and Parliamentary Affairs for information.
4. Secretary, Legislative Assembly for information and necessary compliance.
5. Government Order File.



(Manzoor Ahmad Parray)

Under Secretary to the Government