

Policy guidelines for imparting computer training to Government personnel through empanelled training institutions for CCC level course and examination.

Government of Gujarat
Science & Technology Department
GR No: TRG-102003-1373-DST
Sachivalaya, Gandhinagar
Date: 4th May, 2005.

Read:

- (1) G.R. No. ITP-1099-434-ITD of IT Division, General Administration Department Dated 9-9-99
- (2) G.R. No. ITP-1099-434-ITD (Part-I) of IT Division, General Administration Department Dated 15-2-2001

Preamble:

The State Government has decided to impart CCC (Course on Computer Concept) level basic computer training with specific standard uniformity to the Government employees.

A uniform CCC level computer training formulation for training which includes the course content, reference book, course syllabus and examination was under active consideration of the Government.

Resolution:

The State Government is pleased to announce the following guidelines for imparting computer training to government personnel while amending the GR read at (1) & (2) above in respect of Module - I.

(1) Training Course, Duration and Training Fees:

Computer skill and learning minimum basic commands, course content (Detailed Syllabus as per Enclosure -I) for CCC level training syllabus is designed for MS Windows XP and MS Office 2003 is as under:

Sr. No.	Topic	Hours
1	Registration, Inauguration & Briefing about Course	1
2	Fundamental of Computer	2
3	Concept of Windows - XP	4
	Microsoft Office 2003	
4	Elements of Word Processing Basic (Word 2003)	10
5	Spreadsheet (Excel 2003)	8
6	Making Small Presentation Basics (PowerPoint 2003)	8
7	Computer Communication and Internet	2
8	Email & Outlook Express	4
9	IT Jargons	1
	Total	40 Hrs.

(2) Course Syllabus:-

The course has been designed as per CCC level syllabus as mentioned above with full coverage of all topics and commands requirement for training, reference and examination purpose.

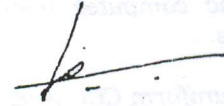
(3) Course Time Table and Training Institutions:

All training institutions (empanelled in GR read at (2) above) and list of institutes accredited to DOEACC society in Gujarat as on 1st April, 2005 as per Enclosure -II will have to follow the course as given in Enclosure-I. The training institutions will provide training book in this regard and will have to follow the course for imparting training for step-by-step teaching for CCC level computer course content, topics, exercise and hands on practice.

(4) General Administration Department will issue necessary orders for examination to be conducted for all the Government personnel through Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad

(5) All the other conditions of the GR read in above (1) and (2) remains unchanged.

By order and in the name of Governor of Gujarat.



(Victor Mecwan)
Under Secretary (IT)
Science & Technology Department

To,

The Secretary to the Governor, Raj Bhavan, Gandhinagar

The Principal Secretary to the Chief Minister

The Adviser to C.M. (E.A.)

The Personal Secretaries to all Ministers and State Ministers

The Personal Secretary to the Leader of Opposition Party in Gujarat Legislative Assembly,
Gandhinagar

All Secretariat Departments

The Secretary, Gujarat Vigilance Commission, Gandhinagar

The Secretary, Gujarat Public Service Commission, Ahmedabad

The Secretary, Gujarat Legislative Secretariat, Gandhinagar

The Registrar, Gujarat High Court, Ahmedabad

The Secretary, Gujarat Civil Services Tribunal, Gandhinagar

All Heads of Department

All Heads of Offices

All Collectors

All D.D.O.s

All Selected Vendors

The Accountant General (A & E), Gujarat, Post Box No. 220, Rajkot.

The Accountant General (A & E), Gujarat, Ahmedabad Branch, Ahmedabad

The Accountant General (Audit)-1, Gujarat, M.S. Building, Ahmedabad

The Director of Accounts & Treasuries, Ahmedabad

All Treasury Officers

All Pay & Accounts Offices, Ahmedabad / Gandhinagar

Resident Audit Officer, Ahmedabad / Gandhinagar

All Branches in General Administration Department, Sachivalaya, Gandhinagar

Select File Science & Technology Department

