

**UT Administration of
Dadra & Nagar Haveli
(Department of Personnel & Administrative Reforms)

Immediate

**Secretariat,
Silvassa.**

No. 1-12(B-153)/2017-ADM/ 388

Date: 08/06/2018

OFFICE MEMORANDUM

Subject: Mandatory Training of Course on Computer Concepts (CCC) for Group 'C' employees – reg.

The Group 'C' employees whose names are mentioned in **Annexure-I to IV**, have been nominated for the mandatory training of CCC, being conducted by this Administration w.e.f. 11th June, 2018 till the completion of training. Accordingly, these officials may be advised to report at **Aadarsh Computer Education, Near Shri Vinoba Bhave Civil Hospital, Bhasta faliya, Silvassa** as per the timings mentioned against their names.

2. It is reiterated that employees shall have to undergo the training and pass the CCC examination for grant of promotion / confirmation / financial up-gradation. In addition to the officials mentioned in the Annexure-I to IV, all Heads of Office are requested to inform the undersigned about the Group 'C' employees who have been left out for the said training.

3. No request for withdrawal / exemption either from Head of Office or the official concerned shall be entertained. All Heads of Office are requested to relieve the official as per their training session timings and shall also ensure that the concerned official attends the office as per the training session.


(S. Krishna Chaitanya)
Deputy Secretary (Personnel)
Tel: 2642113

Encl: Annexure-I to IV.

To

All Heads of Office, DNH.

Copy to:

1. Aadarsh Computer Education, Near Shri Vinoba Bhave Civil Hospital, Bhasta faliya, Silvassa with a direction to submit the attendance of the employees to this department on daily basis till the completion of training.
2. The Deputy Director (Official Language), DNH for Hindi version.
3. The Assistant Director (IT), DNH for uploading in DNH website and webpage of Personnel Department, DNH.
4. Guard file.


Annexure-I**List of nominated Group 'C' employees for mandatory CCC Training.**

Sr. No.	Name of employee	Department	Period of training	Timings
1	Ramesh R. Rajpurohit	Collectorate	From 11/06/2018 till the completion of the training.	09:00 am to 11:00 am (Every Monday to Saturday except public holidays.)
2	Rudra Urvesh Bhatt	Survey & Settlement		
3	Vaidehikumari I Patel	Personnel		
4	Riteshkumar R. Patel	LAQ Collector		
5	Amalraj P Mahala	Directorate of Education		
6	Nileshbhai M Temariya	Primary Education		
7	Manoj B. Raut	Social Welfare		
8	Damyanti S. Patel	Directorate of Education		
9	Dilipsinh P. Parmar	DPO		
10	Shankar S. Dalvi	Agriculture		
11	Kamlesh B. Rathod	Food & Civil Supplies		
12	Karuparthi Jyoti	PWD-II (Road)		
13	Prateek S. Devadiga	DNHPDCL		
14	Bhavin R. Kapadi	Forests (T)		
15	Shivaji B. Patel	Personnel		
16	Babita B Barik	Planning & Statistics		
17	Bharat Rohit	DMHS		
18	Vaishali K. Baria	CDPO		
19	Suman. V. Patel	O/o the Secretary (Education)		
20	Kirti M. Nadge	Collectorate		
21	Rajesh N. Patel	Directorate of Education		
22	Sanjaykumar J. Mishal	Official Language		
23	Jayshree M. Patel	DMHS		
24	Vandu A. Javalia	CDPO		
25	Raman K Patel	Forests (WL)		


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Annexure-II**List of nominated Group 'C' employees for mandatory CCC Training.**

Sr. No.	Name of employee	Department	Period of training	Timings
1	Reshma B. Das	Medical	From 11/06/2018 till the completion of the training.	11:00 am to 01:00 pm (Every Monday to Saturday except public holidays.)
2	Urmila R Rohit	CDPO		
3	M J Patel	PWD-III (DP)		
4	B H Rohit	Forests (WL)		
5	Natwarlal H Marge	Forests (T)		
6	Jackson Nunes	Labour		
7	A B Patel	Animal Husbandry & Veterinary Services		
8	N V Dhodi	Fire & Emergency Services		
9	Shivaji C Nimse	Directorate of Education		
10	Laxman B Tumbda	Department of Rural Development		
11	Krupa A Desai	Agriculture		
12	Kamlesh B. Patel	Soil Conservation		
13	Hemangi V Prajapati	Directorate of Accounts		
14	Inu S Jadhav	Collectorate		
15	Manisha S Patel	Department of Industries		
16	Sangita S Solanki	Department of Food, Civil Supplies and Consumer Affairs		
17	Jagdish B Patel	PWD-II (Road)		
18	Ashok C Patel	Finance Department		
19	Amita N Dodia	PWD-I (Building)		
20	Kanchan K Patel	Mamlatdar (Silvassa)		
21	Mahesh B Mahal	Department of Cooperation		
22	Rajnikant N Patel	Information & Publicity Department		
23	Harsh A. Desai	Transport		
24	M C Godse	Planning & Statistics		
25	Pritesh K Khergamkar	Dr. APJ Abdul Kalam Govt. College, Silvassa College		


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List of nominated Group 'C' employees for mandatory CCC Training.

Sr. No.	Name of employee	Department	Period of training	Timings
1	Asmita T. Patel	DMHS	From 11/06/2018 till the completion of the training.	02:00 pm to 04:00 pm (Every Monday to Saturday except public holidays.)
2	Jagruti B. Chavda	CDPO		
3	P. R. Pagi	PWD-III		
4	M. M. Khanjidia	Forests (WL)		
5	M. N. Khengar	Forests (WL)		
6	K. S. Bhoya	AHVS		
7	Kuntal N. Mehta	Directorate of Education		
8	Peter J. Bhoya	Official Language		
9	Urmila A. Patel	Agriculture		
10	Jayshree T. Patel	VAT		
11	Kanubhai V. Patel	Collectorate		
12	Urmila B. Thakor	Mamlatdar (Silvassa)		
13	Gita V. Patel	DMHS		
14	S. G. Patel	PWD-III		
15	U. M. Yadav	Forests (WL)		
16	H. B. Patel	AHVS		
17	Varsha P. Patel	Directorate of Education		
18	Karsan J Dhodi	PWD-II (Road)		
19	Bharat D. Thorat	AHVS		
20	Mahendra R. Patel	Agriculture		
21	P. M. Patel	Fire		
22	R. R. Parhyad	Fire		
23	R. D. Thorat	Soil		
24	Dharmesh P. Patel	Directorate of Accounts		
25	Parshuram M. Shinde	Directorate of Education		


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Annexure-IV**List of nominated Group 'C' employees for mandatory CCC Training.**

Sr. No.	Name of employee	Department	Period of training	Session and timing
1	Atika Desai	Medical	From 11/06/2018 till the completion of the training.	04:00 pm to 06:00 pm (Every Monday to Saturday except public holidays.)
2	Kamla N Patel	CDPO		
3	Laxmi S Patel	PWD-III (DP)		
4	N.S. Patel	Forests (WL)		
5	Vaishali N Patel	Forests (T)		
6	H T Patel	Animal Husbandry & Veterinary Services		
7	A K Patel	Animal Husbandry & Veterinary Services		
8	P J Solanki	Fire & Emergency Services		
9	Rajesh S Patel	Directorate of Education		
10	Mayank D Bhandari	Department of Rural Development		
11	V M Solanki	Official Language		
12	Nimisha B Patel	Tribal / Social Welfare		
13	Chandu K Gavit	Directorate of Accounts		
14	Manjulaben M Patel	Collectorate		
15	Nina N Parmar	Department of Industries		
16	Kishor B Rohit	F& CS / LRO		
17	Kanti P Ahir	PWD-II (Road)		
18	U K Bhatt	Finance Department		
19	A B Solanki	PWD-I (Building)		
20	Jignesh Rohit	Medical		
21	S G Dhodi	Fire & Emergency Services		
22	A R Singh	Fire & Emergency Services		
23	Jashwant N. Patel	Transport		
24	Manjulaben C Patel	Planning & Statistics		
25	A D Patel	Fire & Emergency Services		


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