

No.K-12012/8/5/2016-C&P
Government of India
Ministry of Textiles
Office of the Development Commissioner (Handicrafts)

West Block No.7, R.K. Puram,
New Delhi-110066
Dated: 27.07.2017

OFFICE MEMORANDUM

Sub: Nomination of Officers/Officials as eOffice Master Trainers -regarding.

As you are aware that in order to have a simplified, responsive, effective, transparent working e- Office is being implemented.

2. In this context e-Office Master Trainers has been identified to undergo training in e-Office and to assist the e- Office implemented team. The master trainers identified have the aptitude for conducting trainings and they will be instructed in providing continuous trainings to the Department and assist other officials in day to day official work on e-Office. The list of e-Office master trainers is as per Annexure- I.

3. This issues with approval of competent authority.

(Encl as above)

(Anirudh Kapil)
Asstt. Director (C&P)

To,

4. All Officers/Officials as per attached list at Annexure - I.
5. Assistant Director, Admin, Hqrs. Office.
6. The Concerned , eOffice Division, NIC, for organizing training of the officials as per attached list.

Copy to,

7. PA to DC (HC)/ PA to Sr. Director (SKJ)/ PA to ADC (RKJ)/ PS to Dir(AKY).
8. All Dy. Director/Asstt. Directors, Hqrs Office.
9. Dy. Director Incharge (NRO), West Block 8, RK Puram.
10. Shri Sandeep Khurana, Scientist 'E', NIC(Handicrafts).

List of Officers/Officials nominated as eOffice Master Trainer

Sl. No.	Name of the Officer/Official	Designation	Section/Office
1.	Shri Nalin Rai	Handicrafts Promotion Officer	Mega Cluster Section
2.	Shri Ranjeet Kumar	Handicrafts Promotion Officer	Design Section
3.	Shri Sudarshan Das	Handicrafts Promotion Officer	HRD Section
4.	Ms. Astha Agarwal	Handicrafts Promotion Officer	Administration Section
5.	Shri Siby Michael	Handicrafts Promotion Officer	MSS Section
6.	Ms. Charu Arora	Handicrafts Promotion Officer	Vigilance Section
7.	Shri Nar Singh Saini	Handicrafts Promotion Officer	C&P Section
8.	Shri Mahender Singh Meena	Handicrafts Promotion Officer	Mega Cluster Section
9.	Shri Ravi Kumar Gond	Carpets Training Officer	Institutional Section
10.	Ms. Pallavi Jambhulkar	Carpets Training Officer	Infrastructure Section
11.	Shri Saket Bihari	Carpets Training Officer	R&D Section
12.	Shri Sunil Kumar	Carpets Training Officer	Legal Section
13.	Smt. Rose Bahalen Karketta	Jr. Hindi Translator	Hindi Section
14.	Shri Prayag Dutt	Upper Division Clerk	DC Personal Section
15.	Shri Laxmi	Upper Division Clerk	ADC Personal Section
16.	Ms. Ritu Bhatia	Stenographer	Sr. Director Personal Section
17.	Ms. Bibha Kumari	Stenographer	ADC Personal Section
18.	Shri. Aakash Srivastav	Carpets Training Officer	NRO Office