GOVERNMENT OF WEST BENGAL
Office of the District Magistrate & Collector, Hooghly
I.T. Section
Email: it.hooghly@gmail.com

Memo No. 225(23)/IT

From: Officer-in-Charge, IT Section, Hooghly.

To: 1-4) Sub Divisional Officer (Arambagh, Serampore, Chandanagar, Chinsurah Sadar)
5) The Officer-In-Charge, ___________ Section, Hooghly.
6-23) BDO (Arambagh, Balagarh, Mogra, Pandua, Goghat-I, Goghat-II, Chanditala-I, Chanditala-II, Polaba, Serampore Uttarpara, Khanakul-I, Khanakul-II, Tarakeswar, Singur, Dhanityakhali, Haripal, Jangipara, Pursurah),

Sub: - Nomination for Chief Information Officers' (CIos) and Train The Trainer (TTT) Training Programme.

Sir,

Sending herewith a copy of letter from the Principal Secretary, Department of Information Technology & Electronics, Government of West Bengal vide no-101-PS (IT)/0/7/2006 Dated 7/9/2016 on subject related to Nominations for Chief Information Officers' (CIos) and Train The Trainer (TTT) Training Programme.

You are requested to take necessary action in this regard, for applying online through http://pmis.negd.gov.in/ch_secondphase on or before schedule date as attached herewith.

Yours Faithfully,

[Signature]

Officer-in-Charge
IT Section, Hooghly.

Dated: 4/10/2016

Copy forwarded for information to:

1) The D.I.O. N.I.C with a request to upload the information in the district website
2) The C.A. to District Magistrate, Hooghly.
3) The P.A. to Additional District Magistrate (General), Hooghly.

[Signature]

Officer-in-Charge
IT Section, Hooghly.
To,  

The Additional Chief Secretary/Principal Secretary/Secretary,  
The District Magistrate,  
All Districts, Government of West Bengal  

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Yours sincerely,  

Principal Secretary  

(Tallen Kumar)  

Date: Kolkata, the 7th September, 2016  

Dear Sir/Madam,  

The Information Technology & Electronics Department (DITE), Government of West Bengal, as part of its Capacity Building Initiatives in e-Governance, has announced various training institutes and Govt. agencies to the officers and staff of the Government of West Bengal in Information Technology (MeitY) through National e-Governance Division (NeGD) has announced certain Chief Information Officers (CIOs) and Train The Trainer (T3T) training programs designed to impart specific competencies for implementation of e-Governance Projects.

You may like to nominate suitable Officers from all offices under your Department/District for attending these training programs. The details of the nominal Officers from your Department/District may be sent to this Department. You may also send the information through email to sanjaygovern.com. & Chief Information Officer, Government of West Bengal, for any further clarification.

Yours sincerely,

Principal Secretary

(Tallen Kumar)
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Program</th>
<th>Intended Participants</th>
<th>Date &amp; Duration</th>
<th>Last Date of Nomination</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CIO - e-Governance Leadership Programme</td>
<td>Officers who are leading the e-Governance MMP projects, at the level of Principal/Secretary/Secretary/HoD from the MMP related departments.</td>
<td>17th to 29th October, 2016</td>
<td>23rd September, 2016</td>
<td>Domestic, Pune, Maharashtra, International Sweden/Norway</td>
</tr>
<tr>
<td>2.</td>
<td>CIO - e-Governance Executive Programme</td>
<td>Officers from Central and State Government at the level of Deputy Director, Assistant Director, Technical and Block level officers or equivalent.</td>
<td>7th November to 3rd December, 2016</td>
<td>14th October, 2016</td>
<td>Domestic, Bangalore, Bhopal, Hyderabad, International Singapore &amp; Malaysia</td>
</tr>
<tr>
<td>3.</td>
<td>CIO - e-Governance Champions Programme</td>
<td>Officers who are managing the e-Governance MMP projects, at the level of Director/ Addl Director/ Joint Director/ Deputy Secretary or equivalent with 08 years experience.</td>
<td>21st November to 14th December, 2016</td>
<td>28th October, 2016</td>
<td>Domestic, Trivandrum, Hyderabad, New Delhi, International U.K/ Germany/Norway</td>
</tr>
</tbody>
</table>
| 4.    | TTT - Government Process Reengineering & Change Management (GPR & CMCB) | - Alumni of CIO training programmes  
- Officials from Project e-Governance Mission teams | 19th September to 1st October, 2016 | 5th September, 2016  | Hyderabad |
| 5.    | TTT - Detailed Project Report & Request for Proposal (DPR & RFP) | - Alumni of CIO training programmes  
- Officials from Project e-Governance Mission teams | 17th to 29th October, 2016 | 8th October, 2016  | Goa |
| 6.    | TTT - e-Governance Project lifecycle (eGLC)           | - Alumni of CIO training programmes  
- Officials from Project e-Governance Mission teams | 21st November to 3rd December, 2016 | 12th November, 2016 | Hyderabad |
e-Governance Leadership Programme

Digital India initiative has accentuated the need for adequate and relevant capacities at all levels. The objective is to sensitize the political and policy level decision makers at Central and States/UTs levels and to build the in-house capacity for implementation of various e-Governance initiatives.

Background

The core objective of the Capacity Building Scheme Phase II is to build capacities in Central Line Ministries and State/UT Line Departments for implementation of various e-Governance initiatives and to enhance the abilities of the project teams in developing a holistic understanding on visualizing, conceiving and delivering projects.

Chief Information Officers' (CIO) Training Programmes

The CIO programmes aim to create e-Governance Champions within Line Ministries/Departments (both at the centre and states), who will lead or implement the MMPs under NeGP or other e-Governance projects.

e-Governance Leadership Programme (eGLP)

Programme Objectives

- Sensitize senior officers within the Government on the need to transform government service delivery structures and mechanisms through definitive policy-making and visioning for e-Governance.
- Discuss strategies which can be adopted for overcoming issues and challenges and accelerating the pace of e-Governance in the country.
- Expose the participants to e-Governance projects in India and other countries to help them widen their understanding and vision for e-Governance within their ministries/Departments.

Duration

Two Weeks
Week 1: Domestic
Week 2: International

Programme Dates

17th to 29th October, 2016

Best Practises Locations

Domestic
Pune, Maharashtra

International
Sweden/Norway

From Government
Academia, Industry Practitioners and Experts
Course Overview
- Digital India framework (special emphasis on e-Kranthi)
- e-Governance National perspective & way forward
- e-Governance Project Lifecycle
- e-Governance Architecture
- Regulatory Framework for e-Governance
- Government Process Reengineering (GPR)
- Change Management
- RFP and bid process management
- Business Models
- Emerging Technologies – SMAC
- Portfolio Management (Project Prioritization)
- Stakeholder Management
- Organization Design & Implementation
- Contract design & management, Exit management
- Risk Management
- Innovation Management

Target Participants
Officers who are leading the e-Governance MMP projects, at the level of Principal Secretary/ Secretary/ HoD from the MMP related departments
Age limit: 54 years

Nomination Process:
Interested candidates may apply online through http://pmis.negd.gov.in/cb_secondphase on or before 23rd September, 2016.

Please visit www.deity.gov.in and www.negd.gov.in for further details on Digital India programme and various e-Governance initiatives

For further queries regarding the training programmes, please contact:

Mr. Mahesh Edla
Senior Manager, CBKM
email: mahesh.edla@nisg.org
Mob: +91 9848752523

Ms. Ruchee Arora
Manager - CB
email: ruchee.arora@negd.gov.in
Mob: +91 9717860962

Preference will be given to officers who are presently working in e-Governance projects and likely to continue working in the projects at least for the next one year.

A valid personal passport, containing at least two blank pages for visa, is mandatory for international travel. The Passport must be valid for at least 6 months after the expiry date of the visa.

Batch Size: 25 Participants

Logistics
All training arrangements including boarding, lodging and local & international travel would be made by NISG. However, the following expenses shall be borne by the respective departments.

- One time travelling expense of the participants to reach the training venue and back to Headquarters
- The DA/Per diem allowance for the International training

- All travel for Domestic & International training shall be by economy class only.
- Spouse/family/guests will not be allowed to accompany the participants during any part of the training programme

National Institute for Smart Government
e-Governance Champions Programme

Digital India initiative has accentuated the need for adequate and relevant capacities at all levels. The objective is to sensitize the political and policy level decision makers at Central and States/UTs levels and to build the in-house capacity for implementation of various e-Governance initiatives.

Background

The core objective of the Capacity Building Scheme Phase II is to build capacities in Central Line Ministries and State/UT Line Departments for implementation of various e-Governance initiatives and to enhance the abilities of the project teams in developing a holistic understanding on visualizing, conceiving and delivering projects.

Chief Information Officers’ (CIO) Training Programmes

The CIO programmes aim to create e-Governance Champions within Line Ministries/Departments (both at the centre and states), who will lead or implement the MMPs under NeGP or other e-Governance projects.

e-Governance Champions Programme (eGCP)

Programme Objectives

- Create awareness about the need for, benefits and challenges of the successful implementation of the National e-Governance Plan (NeGP)
- Provide an holistic and in-depth understanding of the key activities, challenges and related solutions for e-Governance
- Present frameworks and methodologies related to various aspects of e-Governance project design and management
- Stimulate government officers to experience and learn from the successes, failures, best practices of e-Governance projects in India and abroad

Duration

Three and half Weeks

Programme Dates

21st November to 14th December 2016

Best Practices Locations

Domestic
- Trivandrum
- Hyderabad
- New Delhi

International
- U.K./Germany/
  Norway

Speakers

From Government, Academia, Industry Practitioners and Experts
- Provide the necessary ingredients to the participants for enabling them to lead e-Governance initiatives in their respective departments.

Course Overview
- Digital India framework (special emphasis on e-Kranthi)
- e-Governance National perspective & way forward
- e-Governance Project Lifecycle
- Regulatory Framework for e-Governance
- Government Process Reengineering (GPR)
- Change Management
- RFP and bid process management
- Business Models
- Emerging Technologies – SMAC
- Stakeholder Management
- Organization Design & Implementation
- Contract design & management, Exit management
- Risk Management

Target Participants
Officers who are managing the e-Governance MMP projects, at the level of Director/ Additional Director/ Joint Director/ Deputy Secretary or equivalent with at least 08 years’ experience.
Age limit: 52 years

Nomination Process:
Interested candidates may apply online through http://pmis.negd.gov.in/cb_secondphase on or before 28th October 2016.

For further queries regarding the training programmes, please contact:

Mr. Mahesh Edla
Senior Manager, CBKM, NISG
email: mahesh.edla@niscorg
Mob: +91 9846752523

Ms. Ruchee Arora
Manager- CB, NeGD
email: ruchee.arora@negd.gov.in
Mob: +91 9717860962
e-Governance Executive Programme

Digital India initiative has accentuated the need for adequate and relevant capacities at all levels. The objective is to sensitize the political and policy level decision makers at Central and States/UTs levels and to build the in-house capacity for implementation of various e-Governance initiatives.

Background

The core objective of the Capacity Building Scheme Phase II is to build capacities in Central Line Ministries and State/UT Line Departments for implementation of various e-Governance initiatives and to enhance the abilities of the project teams in developing a holistic understanding on visualizing, conceiving and delivering projects.

Chief Information Officers' (CIO) Training Programmes

The CIO programmes aim to create e-Governance Champions within Line Ministries/Departments (both at the centre and states), who will lead or implement the MMPs under NeGP or other e-Governance projects.

e-Governance Executive Programme (eGEP)

Programme Objectives

- Present an holistic and in-depth understanding and hands-on knowledge about planning, implementing and sustaining e-Governance initiatives
- Encourage participants to apply their knowledge and skills to real-life scenarios, adopt out-of-the-box thinking, wherever required and thus, assimilate their learning
- Present frameworks and methodologies related to various aspects of e-Governance project design and management
- Stimulate government officers to experience and learn from the successes, failures, best practices of e-Governance projects in India and abroad

<table>
<thead>
<tr>
<th>Duration</th>
<th>Programme Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Weeks</td>
<td>07th November to 03rd December 2016</td>
</tr>
</tbody>
</table>

Best Practices Locations

- Domestic: Bangalore, Bhopal, Hyderabad
- International: Singapore & Malaysia

Speakers

- From Government, Academia, Industry Practitioners and Experts
Course Overview
- Digital India framework (special emphasis on e-Kranthi)
- e-Governance National perspective & way forward
- e-Governance Project Lifecycle
- e-Governance Architecture
- Regulatory Framework for e-Governance
- Government Process Reengineering (GPR)
- Change Management
- RFP and bid process management
- Business Models
- Emerging Technologies – SMAC
- Stakeholder Management
- Organization Design & Implementation
- Contract design & management, Exit management
- Risk Management
- Innovation Management

Target Participants
Officials from Central and State Government at the level of Deputy Director, Assistant Director, Technical and Block level officers or equivalent

Age should not exceed 50 years as on 01 January, 2016

Preference will be given to officers who are presently working in e-Governance projects and likely to continue working in the projects at least for the next one year.

A valid personal passport, containing at least two blank pages for visa, is mandatory for international travel. The Passport must be valid for at least 6 months after the expiry date of the visa.

Batch Size: 25 Participants

Logistics
All training arrangements including boarding, lodging and local & international travel would be made by NISG. However, the following expenses shall be borne by the respective departments.

- One time travelling expense of the participants to reach the training venue and back to Headquarters
- The DA/Per diem allowance for the International training

- All travel for Domestic & International training shall be by economy class only.

- Spouse/family/guests will not be allowed to accompany the participants during any part of the training programme

Nomination Process
Interested candidates may apply online through http://pmis.negd.gov.in/cb_secondphase on or before 14th October 2016.

Please visit www.deity.gov.in and www.negd.gov.in for further details on Digital India programme and various e-Governance initiatives

For further queries regarding the training programmes, please contact:

Mr. Mahesh Edla
Senior Manager, CBKM, NISG
email: mahesh.edla@nisl.org
Mob: +91 9848732523

Ms. Ruchee Arora
Manager- CB, NeGD
email: ruchee.arora@negd.gov.in
Mob: +91 9717860962
Train the Trainer programs aim to create and enlarge a pool of certified trainers in various sub-domains of e-Governance, whose expertise can be leveraged for building internal capacities among the government departments for implementation of e-Governance.

Under this program, three batches of trainings have been conceptualized for developing Recognized Trainers in e-Governance (RTeG) in the areas of Government Process Re-engineering, Change Management & Capacity Building, Formulation of Detailed Project Report and Request for Proposal, and e-Governance Project lifecycle.

**Recognized Trainer in e-Governance (RTeG): Government Process Reengineering & Change Management**

<table>
<thead>
<tr>
<th>Key Takeaways— RTeG-GPR &amp; CM</th>
<th>Target Participants: RTeG-GPR &amp; CM</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of this program the participant will be able to:</td>
<td>- Faculty from ATIs, CTIs and other academic institutions who specialize in imparting training on e-Governance and process improvement</td>
</tr>
<tr>
<td>- Import training on Government Process Re-engineering &amp; Change Management using the prescribed training content</td>
<td>- Alumni of CIO training programmes who are involved in conceptualization of Mission Mode Projects and other transformational e-Governance initiatives in their department</td>
</tr>
<tr>
<td>- Explain the framework for GPR &amp; Change Management with suitable examples</td>
<td>- Officials from Project e-Governance Mission teams who are responsible for engaging third party consultants for process re-design and conducting the As-is and To-be studies for optimization of government processes in their respective departments</td>
</tr>
<tr>
<td>- Support state line departments in initiatives related to Process Re-engineering, Change Management and Capacity Building</td>
<td>- Officials from the state e-Governance agencies, IT department, and NIC who provide support to other line departments in implementation of e-Governance projects</td>
</tr>
<tr>
<td>- Analyze learning needs of the trainees and design training program with respect to the level of target audience</td>
<td>- Members of state e-Governance Mission Teams (SeMIT) who are responsible for training and capacity building for e-Governance</td>
</tr>
<tr>
<td>- Comprehend different adult learning styles, models and stages for effective training</td>
<td>- Retired Government Officials, practitioners and freelancers with experience in e-Governance</td>
</tr>
<tr>
<td>- Develop facilitation skills to conduct an interactive session using potential training activities</td>
<td></td>
</tr>
<tr>
<td>- Evaluate the effectiveness of training using evaluation tools &amp; techniques</td>
<td></td>
</tr>
</tbody>
</table>

**Program Dates:** 19<sup>th</sup> September to 01<sup>st</sup> October, 2016  
**Venue:** Hyderabad  
**Last date for application:** 05<sup>th</sup> Sept, 2016
**Recognized Trainer in e-Governance (RTeG):** Detailed Project Report & Request for Proposal

<table>
<thead>
<tr>
<th><strong>Key Takeaways – TTT-DPR&amp;RFP</strong></th>
<th><strong>Target Participants: TTT-DPR&amp;RFP</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By the end of this program the participant will be able to:</strong></td>
<td><strong>- Faculty from ATIs, CTIs and other academic institutions who specialize in imparting training on procurement, contract management, Preparation of Detailed Project Report etc.</strong></td>
</tr>
<tr>
<td>• Impart training on e-Government Procurement using the prescribed training content</td>
<td><strong>- Alumni of CIO training programmes who are involved in preparation of Request for Proposal, and Detailed Project Reports for e-Governance Projects</strong></td>
</tr>
<tr>
<td>• Explain the key terminologies and concepts used in procurement for e-Governance projects with examples</td>
<td><strong>- Officials from Project e-Governance Mission teams who are responsible for finalizing key areas of Scope of Work, Bid evaluation framework and criteria, service levels, procurement guidelines etc. during tender preparation; Officials responsible for budgeting and commercial estimation required for the DPR preparation</strong></td>
</tr>
<tr>
<td>• Support State line departments or the State Nodal agency in preparation of guidelines, policy documents and TORs etc., pertaining to various activities of e-Governance in the State/UT;</td>
<td><strong>- Officials from the state nodal agencies, and IT departments and NIC who are involved in procurement of hardware/software required for e-Governance Projects</strong></td>
</tr>
<tr>
<td>• Analyse learning needs of the trainees, and design training program with respect to the level of target audience</td>
<td><strong>- Members of state e-Governance Mission Teams (SeMT) who are responsible for training and capacity building for e-Governance</strong></td>
</tr>
<tr>
<td>• Comprehend different adult learning styles, models and stages for effective training</td>
<td><strong>- Retired Government Officials, practitioners and freelancers with experience in e-Governance</strong></td>
</tr>
<tr>
<td>• Develop facilitation skills to conduct an interactive session using potential training activities</td>
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</tr>
<tr>
<td>• Evaluate the effectiveness of training using evaluation tools &amp; techniques</td>
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</tr>
</tbody>
</table>

**Program Dates:** 17th to 29th October, 2016  
**Venue:** Goa  
**Last date for application:** 08th Oct, 2016
**Recognized Trainer in e-Governance (RTeG): e-Governance Project lifecycle (eGLC)**

<table>
<thead>
<tr>
<th>Key Takeaways – TTT-eGLC</th>
<th>Target Participants: TTT-eGLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of this program the participant will be able to:</td>
<td>• Faculty from ATIs, CTIs and other academic institutions who specialize in imparting training on ICT and e-Governance</td>
</tr>
<tr>
<td>• Impact training an e-Governance Project Lifecycle using the prescribed training content</td>
<td>• Alumni of CIO training programmes who are involved in conceptualization of Mission Mode Projects and other transformational e-Governance initiatives in their department</td>
</tr>
<tr>
<td>• Explain the phases in e-Governance Project Lifecycle and the deliverables associated with each phase</td>
<td>• Officials from Project e-Governance Mission teams of Line Departments who are involved in conceptualization and implementation of e-Governance projects</td>
</tr>
<tr>
<td>• Support state line departments in conceptualization &amp; implementation of e-Governance Projects</td>
<td>• Officials from the state e-Governance agencies, IT department, and NIC who provide support to other line departments in implementation of e-Governance projects</td>
</tr>
<tr>
<td>• Analyse learning needs of the trainees and design training program with respect to the level of target audience</td>
<td>• Members of state e-Governance Mission Teams (SeMT) who are responsible for training and capacity building for e-Governance</td>
</tr>
<tr>
<td>• Comprehend different adult learning styles, models and stages for effective training</td>
<td>• Retired Government Officials, practitioners and freelancers with experience in e-Governance</td>
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</tr>
<tr>
<td>• Evaluate the effectiveness of training using evaluation tools &amp; techniques</td>
<td></td>
</tr>
</tbody>
</table>

**Program Dates:** 21<sup>st</sup> Nov to 03<sup>rd</sup> Dec, 2016  
**Venue:** Hyderabad  
**Last date for application:** 12<sup>th</sup> Nov, 2016
Selection Process: The interested candidates may register themselves through the online registration link http://pmls.negd.gov.in/cb_secondphase

The applicants shall be informed of their candidature post scrutiny of their application forms by the panel and online interview.

Certification:

The participants shall be awarded a certificate of participation upon completion of their classroom training with 100% attendance.

Post completion of their classroom training, the participants shall be assigned a project work to be completed within six months of completion of their training.

The participants who submit their project work fulfilling the specified qualification criteria within the timelines shall be awarded a certificate of completion.

Program Fee: The program is sponsored by the Ministry of Electronics & Information Technology (MeITY), Government of India which includes participant travel from their home location and back, lodging & boarding during the training, and the training fee.

Contact Details: For any training related queries, the participants may contact

<table>
<thead>
<tr>
<th>#</th>
<th>Contact Person</th>
<th>Designation</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Siddharth Pareek</td>
<td>Project Manager - NISG</td>
<td>9849804947</td>
<td><a href="mailto:siddharth@nlsn.gov.org">siddharth@nlsn.gov.org</a></td>
</tr>
<tr>
<td>2</td>
<td>Ms. Pooja Kandpal</td>
<td>Consultant-Capacity Building, NeGD</td>
<td>9873911188</td>
<td><a href="mailto:Pooja.kandpal@negp.gov.in">Pooja.kandpal@negp.gov.in</a></td>
</tr>
</tbody>
</table>

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