



GOVERNMENT OF MIZORAM
DEPARTMENT OF INFORMATION & COMMUNICATION TECHNOLOGY
AIZAWL :: MIZORAM

No. A.33023/3/12-ICT (DTE)

:

Dated Aizawl, the 27th September, 2012.

OFFICE ORDER

A course on 'One day workshop on 'e-Governance with focus on its intervention in Office Management' is scheduled to be conducted by the Department of Information & Communication Technology. The workshop details and schedules are as follows:

Workshop Title: **e-Governance with focus on its intervention in Office Management.**

Participants : Mizoram Secretariat Service Officers of the level U/S and above.

Topics : **a)** Service Delivery through ICT- present scenario and future prospects.
b) Management of Govt. Websites & Information Delivery through Websites.
c) Official communication through Internet and mobile technology and utilizing ICT for information storage.

Date & Time : **25th October, 2012 (Thursday), 10.30 AM.**

Venue : **Aijal Club.**

Distributions of works are made as follows:

- 1. Course Coordinator:** Pu Vanlalringa, SA.
- 2. Faculties:**
 - a) Pu Lalthlamuana, PIO.
 - b) Pu Lalengzuala S.Ad.
 - c) Pu C. Vanlaldika, SI.
- 3. Reception, Ushering & Refreshments:** Pi Lalzikpuii, Supdt. & staff.

Sd/-LALTHLAMUANA

Principal Informatics Officer
Information & Communication Technology

Memo No.A.33023/3/12-ICT (DTE)

Dated Aizawl, the 27th September.

Copy to:

1. All concerned persons for information and necessary action.
2. Guard File.


(C.LALROSANGA)

Deputy Director (Admn)
Information & Communication Technology