



www.img.kerala.gov.in
e-mail:imgtvp@gmail.com
Telephone: 0471-2304229/608
Fax: 0470-2303233/0471-2302391

INSTITUTE OF MANAGEMENT IN GOVERNMENT

(An Autonomous Body Constituted by the Government of Kerala)

Vikas Bhavan P.O.
Thiruvananthapuram – 695 033

No.3549 /P1/2020/IMG

2.2.2021

The Chief Engineer
Public Works Department
Museum PO
Thiruvananthapuram

Sir,

Sub: IMG, Tvp - Government of India Sponsored online training Course "**Skill Enhancement Programme on e-Governance**" (GOI - 6/20) from
3 -5 March 2021 – nominations invited – reg.

The Institute of Management in Government (IMG) proposes to conduct a "**Skill Enhancement Programme on e-Governance**" from 3 -5 March 2021 via LMS platform in online mode.

The objective of the programme is

1. **Understanding of e-Governance projects/concepts.**
2. **Ability to apply in real life situation/official**
3. **Application of ICT in office environment**

We request you to nominate **Senior Level & Middle Level officers with necessary computer proficiency from your department** for the programme. Those who have attended similar programme earlier need not be nominated. The course curriculum includes topics such as Introduction to e-Governance, (e-Governance project life cycle) NeGP, State and Central e Governance initiatives, digital India, Cloud Computing, Information security, Future Technologies – LT, AI, Cloud, Block Chain, Effective use of ICT in Office environment, Best practices, Tips & Tricks for Electronic File Flow.

The nomination may be forwarded in the proforma attached. The programme is to be conducted via LMS Platform in online mode/ Webex Meetings.

If any additional information is required in this regard, please contact **Shri.V.Sreekumar, Senior Programmerr (Mob. 9497025589) & the Course Director of this programme.**

Please ensure that the nominations reach IMG **on or before 22.2.2021** in the following address:

The Director /Secretary

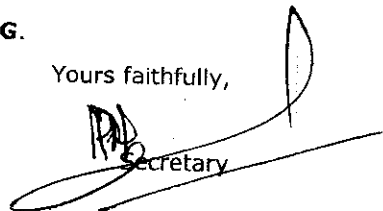
Institute of Management in Government (IMG)

Vikas Bhavan PO, Thiruvananthapuram – 695 033

e-mail: imgtvp@gmail.com, (sreekrv@gmail.com).

Participants may be relieved only after formal confirmation from IMG.

Yours faithfully,


Secretary

| | |
|--------------|--|
| Venue & Date | Training on Skill Enhancement Programme on e-Governance 3 -5 March 2021 |
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NOMINATION FORM

You may use photocopies of this form. Please complete in capital letters. Strike off items not applicable.

NOMINEES INFORMATION

| | | |
|-----|--|--|
| 1. | Name of the participant | |
| 2. | Designation | |
| 3. | Name of Organisation | |
| 4. | Address for Communication (with Pin Code) & mail id | |
| 5. | Scale of pay | |
| 6. | Date of Birth | |
| 7. | Sex | |
| 8. | Mobile Number | |
| 9. | email address | |
| 10. | Category | |
| 11. | Explain in the area of training (in 100 words) | |
| 12. | Other State Category Programmes attended, with dates | |