



राष्ट्रीय ग्रामीण विकास एवं पंचायती राज संस्थान

उत्तर पूर्वी क्षेत्रीय केन्द्र

(ग्रामीण विकास मंत्रालय, भारत सरकार)

एन.आई.आर.डी.पी.आर. लेन, एन.एच-37, जवाहरनगर, खानापारा, गुवाहाटी-781022 (भारत)

Office (कार्यालय) 0361-2304790, 2305710

Fax (O) (फेक्स) 0361-2302570

E-mail (ईमेल) nirdnerc@rediffmail.com

nirdghy@gmail.com

Website : www.nird.org.in

www.nirdnerc.nic.in

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT &
PANCHAYATI RAJ**

North Eastern Regional Centre

(Ministry of Rural Development, Govt. of India)

NIRDPR LANE, N.H- 37, Jawaharnagar, Khanapara, Guwahati – 781022 (INDIA)

NIRDPR/NERC/Trg.Cell/NERC2425-G49/ OA-SDS/ Sr.CPA/008/2024-25

October 26, 2024

Er. S.K Ghosh

Course Director

Phone: 9435551185, Email: skghosh.nird@gov.in

To

The Nominating Authority

Sub: Inviting nominations for the training on '**Office Automation and Smart Digital Services for Rural Development**' (December 11-13, 2024)

Dear Sir/ Madam

We have the pleasure to announce the above-mentioned training programme to be organized during **December 11-13, 2024** at NIRDPR-NERC, Guwahati. The main objectives of this training programme are as follows:

- To develop understanding of ICT Know-How for office automation.
- To acquaint with the concept of office automation in context to the rural development.
- To familiarize with components of smart office under Digital India Programme
- To apprise with online environment for executing office works and smart delivery of digital services.

The above training is intended for – **State and District officers, IT officers/ administrators from the Rural Development, Panchayati Raj/equivalent, related line departments and Faculties from SIRDPRs and ETCs.** The details of the programme are available in the **enclosed brochure.**

In this context, we request you to kindly nominate 2-3 officials from your department to participate in the above-mentioned training at NIRDPR-NERC, Guwahati. The **last date** for receiving nomination is **December 5, 2024**

There is no joining fees for attending the training programme. Free Boarding & Lodging shall be provided to the nominated officials at the Institute's guest houses.

Yours faithfully

(S.K Ghosh)

Encl: Brochure