

Department of Digital Technologies & Governance
Government of Himachal Pradesh


No. DIT-B/7/2021-IT SECTION-GoHP (E-44427)-59 the 06th October, 2025

OFFICE ORDER

Consequent upon the joining of Ms. Jyoti, Trainee Junior Office Assistant (IT), she is being entrusted in the following section for training, as per the details appended below:-

S. No.	Section/ Project/Assignment	Period
1.	Deputed at HIPA for training on Noting & Drafting	08.10.2025 to 09.10.2025
2.	Attached with Smt. Sharda Khachi, Clerk/ JOA (IT) in the diary section	13.10.2025 to 18.10.2025
3.	Attached with Sh. Jaidev Sharma, CO in the dispatch section	21.10.2025 to 25.10.2025
4.	Attached with Miss Anshul Kaushik, JOA (IT) in the Accounts section	27.10.2025 to 01.11.2025
5.	Attached with Ms. Kiran, JOA (IT) in the Establishment section	03.11.2025 to 07.11.2025
6.	Attached with Ms. Richa Verma, JOA (IT) for matters related to RTI	10.11.2025 to 15.11.2025

Besides above, Ms. Jyoti has attended the e-Office trainings w.e.f. 15.09.2025 to till date as per verbal directions. This order should be adhered to strictly with immediate effect.



Joint Director (Admin.),
Department of Digital Technologies & Governance,
Shimla-171013, Himachal Pradesh.

Endst. No. as above

Dated: 06th October, 2025

Copy forwarded for information and necessary action to:-

1. The concerned Dealing Assistant (s) for necessary action please.
2. Ms. Jyoti, Trainee Junior Office Assistant (IT) for compliance please.
3. Guard file.


Joint Director (Admin.),
Department of Digital Technologies & Governance,
Shimla-171013, Himachal Pradesh.