



GOVERNMENT OF KERALA
INFORMATION TECHNOLOGY (IT CELL) DEPARTMENT

No: IT Cell-2/264/2015-ITD

Thiruvananthapuram, Dated : 07.07.2015.

CIRCULAR

Sub:- IT Department – Imparting Training on Malayalam Unicode Typing –
Nominations called for – reg.

Ref:- G.O. (Rt) No. 133/2015/ITD dated 20.06.2015

With the implementation of e-Office in Government Secretariat and after having adopted Malayalam as the Official language of the State, basic knowledge in Malayalam typing becomes an imperative for all officers at all levels. Hence, it was decided to provide Malayalam Unicode training to all Officers of Secretariat as detailed below:

- Training shall be conducted in two batches per day, one in the forenoon (11:00 am to 01:00pm) and the other in the afternoon (02:00 pm to- 04:00 pm)
- Duration of training for each batch will be 5 continuous days (2 hr per day)
- The venue of the training will be the IT training Centre, Secretariat.
- Maximum number of trainees per batch will be 20 Nos.
- Officers will be provided with Training materials and Certificate.

Nominations are called for from the officers of and above Computer assistant including Finance and Law dept for training on Malayalam Unicode Typing in the format given below. Section wise nominations duly recommended by Under Secretary should be reached Information Technology(IT Cell) Department by 15.07.2015. Officers of and above Under Secretary may file nominations directly. Sri Binu Kumar N S Assistant, Information Technology (IT Cell) Department, (Phone : 7205) will be available for assistance and clearing queries in the matter.

Name	Designation	Dept/Sn	Pen No	e mail id	Mob No	Off Ph No	Remarks

K MOHAMMED Y SAFIRULLA IAS
Deputy Secretary to Government

All Officers of the Secretariat including Law & Finance Department.
All Sections of Secretariat including Law & Finance Department.
The Web and New media, Information & Public Relations Department.
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Section Officer