

To

The Joint Director
State Academy of Training
Takyelpat, Imphal.

Subject: 5 (five) days training Programme on Computer Literacy (MS-Excel & Internet)

Sir,

With reference to your U.O. No. 8/10/2008-SA(Trg) dated 14-01-2011 on the above subject, I have the honour to depute the following employees of this Directorate to participate in the 5 (five) days Training Programme on Computer Literacy (MS-Excel & Internet) conducted by the State Academy of Training w.e.f 27-01-2011 to 01-02- 2011 at 10 a.m. everyday. (Lunch/Tea would be provided during the Training Programme).

LIST OF THE EMPLOYEES

1. Kh. Tombi Singh, U.D.C..
2. M. Khamba Singh, Estimator
3. M. Selew, Section Holder
4. A. Imocha Singh, Mono Operator
5. A.S. Ningreila, Head Compositor
6. S. Modhumangol Singh, Compositor
7. K. Sanahal Sharma, Compositor
8. J.D. Chongreidum, Compositor
9. L. Joychandra Sharma, Compositor
10. Khanotla Muinao, Compositor
11. Th. Jandho Devi, Compositor
12. K. Ibetombi Chanu, Compositor
13. Themrei Keishing, Compositor
14. S. Rawonla, Compositor
15. Kh. Sunitibala Devi, Compositor
16. K. Subadani Devi, Compositor
17. Ch. Nirmala Devi, Binder Grade-I
18. S. Priyobarta Singh, Binder Grade-I
19. N. Babita Devi, Binder Grade-II
20. Md. Salatur Rahman, Binder Grade-II

Yours faithfully,

Sd/-

(**Th. Khelendro kingh**)
Deputy Director,
For Director
Printing & Stationery, Manipur

Copy to:

1. All concerned employees.

To

The Joint Director,
State Academy of Training,
Takyelpat, Imphal.

Subject: 5(five) days training Programme on Computer Literacy
(MS- Word, MS-Excel & Internet).

Sir,

With reference to your U.O No. 8/10/2008 SAT(Trg.) dated 17/2/2011 on the above subject, I have the honour to depute the following employees of this Directorate to participate in the 5(five) days Training Programme on Computer Literacy (MS- Word, MS-Excel & Internet) conducted by the State Academy of Training w.e.f. 23rd to 28th February, 2011 at 10:00 am everyday.

List of the employees:

1. N. Lokendro Singh, S.O.(Electrical)
2. Th. Surchand Singh, Librarian
3. Kh.Thoiba Singh,A.P.S.
4. Kh. Tombi Singh, U.D.C.
5. L.D. Richoen Chiru, Store Keeper
6. H. Memi Devi, L.D.C.
7. N. Nimai Singh, Copy Holder
8. H. Tomchou Singh, Mechanical Supervisor
9. N. Naran Singh, Section Holder
10. L. Tarakanta Singh Compositor
11. N. Munindro Smgh. Compositor
12. Th. Mamota, Compostor
13. Hehat Haokip, Compositor
14. S. Neinu Gangte,. Compositor
15. N. Manibhadra Smgh, Jr. Machineman
16. H. Brajagopal Sharma, Labourer
17. G. A. Poda Devi, Binder Grade-II
18. G. Nishikanta Sharma, Labourer
19. S. Priyobarta Singh, Binder Grade-I
20. Th. Kiranbala Oevi, Compositor

Yours faithfully,

Sd/-

(M. Harekrishna)

Director,
Printing & Stationery, Manipur

Copy to :-

1. All concerned employees are hereby informed to report/attend the training programme in time
2. Notice Board

To

The Joint Director,
State Academy of Training,
Takyelpat, Imphal

Subject :- Deputation of staff/officers for Computer training.

With reference to your U.O. letter No. 1/1/2009-JD/SAT dated 29.1.2009 regarding Computer training programme. I have the honour to nominate and depute the following 20(hventy) Govt employees of this Directorate for undergoing Computer training in State Academy of training for a period of 15(fifteen) days w.e.f. 2-2-2009.

Sl. No.	Name	Designation	Educational qualification
1	2	3	
1.	Kh. Thoiba Singh	A.P.S.	B.A
2.	Nula Larsung	Head Clerk	B.A
3.	Neipi Gangte, Head Reader		B.A
4.	A. Jawan Singh, LD.C.		HSLC
5.	H. Memi Devi, -do-		HSLC
6.	M. Nabakumar Singh, -do-		B.A
7.	T. Tuteandra Singh, -do-		B.Sc.
8.	Th. Indrakumar Singh, Computer		B.A
9.	T. Dev Anand, Asstt. Supdt.		B.A/Diploma Ptg. Tech.
10.	Th. Binodkumar Singh, Foreman		B.A/Diploma Ptg. Tech.
11.	Doukholet Touthang, Foreman		HSLC
12.	L.D Richoen Chiru, Store Keeper		P.U.(Arts)
13.	Khanotla Muinao, Compositor		P.U.(Arts)
14.	A. Imocha Singh, Mono Operator		HSLC
15.	K Samson,-do-		HSLC
16.	H. Juge Singh, Compositor		XII
17.	K. Ashin Kabui, -do-		B.A.
18.	Themrei Keishing, -do-		P.U.(Arts)
19.	Sh. Gopal Singh, -do-		B.A.
20.	Ng. Jamini Devi, Jr. Hindi Reader		B.A.

I would also like to request you to kindly keep the Directorate posted about the attendance and performance of the employees deputed for training on a bi-weekly basis for taking action whenever necessary.

Yours faithfully

Sd/-

(M. Luikham)

Director,

Printing & Stastionery,
Manipur.

Copy to :-

1. The Commissioner(GAD), Govt. pf Manipur for kind information.
2. The Deputy Director, Ptg. & Sty., Manipur.
3. Shri Th. Damudor Singh, Asstt. Supdt. He shall look after the work of Shri T. Dev Anand, Asstt. Supdt.(Machine and Binding Sections) during the training period.
4. K. Romabati Devi, Store Officer, She shall look after the works of Store Keeper.
5. Kh. Mema Devi, Accountant, She shall look after the work of Head Clerk and other Establishment matter.
6. All concerned employees. They are directed to report to the Joint Director, SAT on 2-2-2009 at 10.00 am sharp to ensure enrollment for the training without fail.
7. Officer Niotice Board.

To

The Joint Director,
State Academy of Training,
Takyelpat, Imphal.

Subject : 3(three)days Training Programme on Service Matters at SAT
Takyelpat, Imphal. w.e.f. 3rd August to 5th August 2009.

Sir,

With reference to U.O. No. 1/7/2009-JD/SAT dated 29th July, 2009 on the above subject, I have the honour to depute the following Officers/Employees of this Directorate to participate in the 3 (three) Days Training Programme on Service Matters conducted by the State Academy of Training w.e.f. 03-08-2009 to 05-08-2009.

1. Shri Th. Damudor Singh, Asstt. Supdt.
2. Shri T. Dev Anand. Asstt. Supdt.
3. Shri Doukholet Touthang, Asstt. Supdt.
4. Shri Th. Binodkumar Singh, Foreman
5. Shri N ula Larsung, Head Clerk
6. Smt. Kh. Merna Devi, Accountant
7. Smt. Neipi Gangte. Head Reader
8. Smt. L. D. Richoen Chiru, Store Keeper
9. Shri Th. Indrakumar Singh, Computer
10. Smt. W. Tarnpha Devi, UDC
11. Shri M. Khamba Singh, Estimator
12. Sm.: H. Memi Devi, LDC
13. Shri A. Jawan Singh, LDC
14. Shri M. Nabakumar Singh, LDC
15. Shri T. Tuteandra Singh, LDC
16. Smt. Ng. Jamini Devi Jr. Hindi Reader

Yours faithfully,

Sd/-
(Th. Khelendro Singh)
Deputy Director.
Printing & Stationery.
Manipur.

Copy to :-

1. The Director, Printing & Stationery, Manipur for favour of kind information.
2. All concerned Officers and Employees. They shall report to the Joint Director, SAT, Takyelpat, Imphal on 03-08-2009 at 9.30 am for the Training Programme.

To

The Joint Director,
State Academy of Training,
Takyelpat, Imphal.

Subject: 5(five) days Training Programme on Computer at SAT
Takyelpat. Imphal. w.e.f. 1st September to 5th September, 2009.

Sir,

With reference to U.O. No. 1/7!2009-.ID/SAT dated 28th August 2009 on the above subject. I have the honour to depute the following Employees of this Directorate to participate in the 5 (five) Days Training Programme on Computer conducted by the State Academy of Training, Manipur w.e.f 01-09-2009 to 05-09-2009.

SI. No.	Name & designation
1.	Shri Kh. Thoiba Singh, A.P.S
2.	Shri Th. Indrakumar Singh. Computer
3.	Shri Kh. Tombi Singh, LDC
4.	Shri A. Jawan Singh. LDC
5.	Shri AS. Suisa, Hd. Compositor
6.	Smt. Ningreila, Hd. Compositor
7.	Shri H. Juge Singh, Compositor
8.	Shri K. Gopal Singh. Compositor
9.	Shri K. Sanahal Sharma, Compositor
10.	Shri A. Joychandra Sharma. Compositor
11.	Smt. Th. Jandho Devi, Compositor
12.	Smt. K. Nena Devi, Compositor
13.	Smt. Rawonla Siro, Compositor
14.	Smt. M. Chandrajini Devi, Compositor
15.	Smt. Y. I bechaobi Devi, Compositor
16.	Shri A. Imocha Singh. Mono Operator
17.	Smt. G. Poda Devi, Binder
18.	Smt. N. Babita Devi, Binder
19.	Shri T. Tuteandra Singh. LDC
20.	Shri S. Priyobrata Singh, Binder

Yours faithfully,

Sd/-
(M. Luikham)
Director,
Printing & Stationery.
Manipur.

Copy to:

1. All Asstt. Supdts. Ptg. & Sty. Manipur for information.
2. All Foremen/Head Clerk, Ptg. & Sty. Manipur. They shall look after the works of the employees who were deputed for Computer Training at State Academy of Training, Takyelpat, Imphal
3. All concerned Employees. They shall report to the Joint Director, SAT, Takyelpat, Imphal on 01-09-2009 at 7.00 am for the Training Programme.
4. Shri Kh. Thoiba Singh, A.P.S. and Shri Th. Indrakumar Singh, Computer shall lead team during the course of the training programme.