West Bengal Electronics Industry Development Corporation Limited  
Webel Bhavan, Block EP & GP, Sector V, Bidhannagar, Salt Lake, Kolkata - 700 091  
Phone 91 33 2339 2234/228/327/316 • Fax : 91 33 2357 1739/1708 • e-mail : contact@webel-india.com  
[CIN : U52209WB1974SGC029237]  

Date: 03.08.2018  

To  
Additional District Magistrate (General)  
District Magistrate Office, Barasat  
24 Pgs(N), Pin - 700124  

Sub: IT Training Programme for Office Executives & Other Personnel.  

Dear Sir,  
This has reference discussion with our Centre In-Charge Mr. Sanjit Halder on 16.07.2018 at your good office; we are forwarding the details of proposed course structure with course fees which will fulfill the present requirement for any office job.  

The proposed course details are mentioned below:  
a) Course Name: Certificate Course in Office Automation.  
b) Duration: Two Months.  
c) Duration of Class: 1 Hour (Theory / Practical)  
d) No. of days: 4 days a week.  
e) Course Content: Introduction to Windows (Advanced Windows & Windows Setting & creation of Folder & creation of shortcut etc.), Ms Office, Computer communication and internet, Advanced PC Hardware Components, Internet Security, PC Maintenance, Pc Assembling & Software installation  
f) Class timing: Between 11 a.m. to 5 p.m.  
g) Course Fees per candidate: Rs. 3000/- (Rupees Three thousand only) + 18% GST.  
h) Venue: Webel-Techno IT Academy, DM Administrative Office, Ground Floor (Room No.112), Barasat, 24 Pgs(N), Ph No -(033)-25846036.  

We are also conducting various IT Training Programme from Basic level to M.Tech level for the Common People/ Students/ Teachers/ Professor and other Executives.  

Sir, Your kind acceptance of the proposal will be highly solicited.  

Warm Regards  
For West Bengal Electronics Industry Development Corpn. Ltd.  

Puspa Ghosh  
Head – New Initiatives  

(A Government of West Bengal Undertaking)  