

आईटीआई लिमिटेड के गृह पत्रिका

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आईटीआई लिमिटेड
(भारत सरकार का उपक्रम)

ITI LIMITED

(A Government of India Undertaking)



Republic Day Celebrations at ITI Limited



CSR Activities during Nationwide Lockdown



ITI Limited Organizes Industry Meet

वैश्विक संचार के लिए संपूर्ण समाधान
Total Solutions for Global Communications

ITI Limited Wins Company of the Year - PSU Award

ITI Limited, a public sector undertaking in the telecommunications technology segment bagged the prestigious “Company of the Year – PSU Award” at the second edition of CNBC-AWAAZ CEO AWARDS 2019.

Shri R M Agarwal, Chairman & Managing Director, ITI Limited and Shri Shashi Prakash Gupta, Director (HR) received the prestigious award from Shri Bhupesh Baghel, Chief Minister, Chhattisgarh at the grand ceremony held in Raipur on February 7, 2020. The award was presented to honour leaders who have excelled in building profitable, sustainable and socially conscious businesses. The CNBC-AWAAZ Editorial Board has chosen ITI for outstanding performance in a very competitive environment and how the company has consistently excelled on parameters such as growth, capital efficiency and profitability over the period.



ITI Limited Organizes Industry Meet

ITI Limited organized a one-day Industry Meet on February 26, 2020 at ITI Bangalore Plant, Bengaluru. The event was aimed for having Industrialists and Micro, Small and Medium Enterprises (MSMEs) at one platform and to make use of available infrastructure of ITI to build one of the biggest Electronic and Telecom Manufacturing Hub in ITI. Shri Saurabh Gaur, Joint Secretary, Ministry of Electronics and Information Technology (MeitY), Shri R M Agarwal, CMD, ITI Limited, Shri D. Venkateswarlu, Director (Production), senior officers of ITI Limited and various Industrialists participated in the event.

On the occasion, Shri Saurabh Gaur gave a presentation on various Electronics Manufacturing Schemes like Modified Special Incentive Package Scheme, Electronic Manufacturing Clusters Scheme & Electronics Development Fund, scheme outcome and timelines, need for localized components manufacturing ecosystem, investments in new and expansion of capacity / modernization and diversification of existing units and Production Linked Incentive (PLI) scheme for large scale electronics manufacturing.



Highlighting the state-of-art infrastructure at ITI, Shri R M Agarwal, CMD, ITI Limited urged the potential Industrialists and MSMEs to make use of ITI’s land bank, invest and manufacture electronic and telecom equipments to generate tangible revenue.



The Industrialists also visited various facilities like Start-up Hub, Telecom Testing Lab, Data Centre, 3D-Printing, PCB Manufacturing, Defence Security Products and IoT Solutions. The meet was followed by Q & A session by Industrialists & MSMEs with the management.

World HRD Congress Confers 'Sustainable HR Leadership Award' to Shri Shashi Prakash Gupta, Director (HR), ITI Limited

Shri Shashi Prakash Gupta, Director (HR), ITI Limited was conferred 'Sustainable HR Leadership Award' by World HRD Congress. The award ceremony was held on February 16, 2020 at Taj Lands End, Mumbai. To enhance the HR technology areas and best practices, World HRD Congress focuses on the elements such as HR Tech, Diversity and Inclusion or Women Leaders in HR, and much more. The prestigious award aims to cover various HRM and HRD issues at a national level and is among the largest rendezvous for HR professionals in India.



Shri R M Agarwal, CMD, ITI Limited Visits ITI Mankapur Plant

Shri R M Agarwal, CMD, ITI Limited visited ITI Mankapur Plant on March 2, 2020. He was welcomed by Shri Rajiv Seth, GM-MKP, Unit Head, Senior Officers, representatives of ITI Karmchari Sangh and Officers' Association. Shri Agarwal inaugurated Skill Development Training programme on Repair & Maintenance for Power Supply, Invertor & UPS; Installation & Maintenance of Photocopiers & Printers at Employees Development Center. Speaking on the occasion, Shri Agarwal emphasized on the important role that technical skills will play in transforming the youth to get self-employment through the ambitious programmes of Government of India like Digital India, Make in India, Skill India etc.



He also visited HDPE Machine site and various shop floors of the plant. ITI Mankapur Plant organized a meeting to discuss and review the status of ongoing projects. Shri Rajiv Seth, GM-MKP gave an overview of Mankapur Plant. During the discussion, Shri Agarwal urged everyone to execute the projects within stipulated time.

ITI Palakkad Plant Wins Outstanding Safety Performance Suraksha Puraskar in Industrial Safety

ITI Palakkad Plant won the prestigious 'Suraksha Puraskar' by National Safety Council, Kerala Chapter for achieving the lowest frequency rate of accidents in the category 'large size engineering industries' in industrial safety for the year 2019. Shri K P Raghunathan, AGM-P, Safety Committee Chairman, Shri P V Baby, Safety Officer and members of Safety Committee, Shri V Satheesh Kumar and Shri T Selvaraj received the award from Honorable Justice Devan Ramachandran during the National Safety Day celebrations organized by National Safety Council, Cochin on March 4, 2020.



ITI Limited Joins the Nation to Fight Novel Coronavirus

As a preventive measure to contain the spread of Novel Coronavirus or COVID-19, ITI Limited remained closed across its plants/units/marketing sales and project (MSP) offices and ITI township from March 24, 2020 complied with the guidelines issued by Ministry of Home Affairs (MHA), Government of India. During the lockdown ITI's plants/units and offices were functioning only for essential services with essential staff as per the guidelines issued by MHA. In view of outbreak of Coronavirus (COVID-19) pandemic in India, ITI Limited extended support for the noble cause of fighting the disease, containment & relief efforts against the coronavirus and contributed Rs. 64 lakhs to the Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund). Further, employees of the company have contributed one-day's salary amounting to Rs.50 lakhs to PM CARES Fund.



ITI Limited has undertaken various preventive measures to fight COVID-19 such as: Implemented lockdown in all its plants/units/offices to ensure the safety of ITI employees; Ensured supply of vegetables, milk, groceries, medicines etc. in the township; Initiated mass sanitization in the township, inside market complexes, residential areas and hospital; Distributed Isopropyl alcohol based sanitizers in all the departments inside and outside the factory premises, created awareness for maintaining social distancing among employees and provided masks and hand gloves; Placed contactless thermal scanner to check the body temperature of essential staff entering to factory area and offices; Advised employees and their family members to download AarogyaSetu App to identify the risk of contracting the coronavirus by using bluetooth and location features; Displayed safety banners on COVID-19 at strategic points to spread awareness amongst employees, their families and general public.



ITI Limited plans to tie-up with Defence Research and Development Organization (DRDO) to manufacture portable ventilators. ITI Limited also plans to manufacture walk-through sanitizer tunnels at ITI Mankapur and Raebareli Plants and face shields at ITI Bangalore Plant to fight against Covid-19.



As part of Corporate Social Responsibility (CSR), ITI's plants/units organized distribution of ration kits to the needy people during nationwide lockdown:

ITI Bangalore Plant distributed 1000 nos. of ration kits to the needy people of Ambedkar Nagar, Bengaluru on April 8, 2020. Each kit consisted of rice, wheat flour, daal, salt, sugar and two dettol soaps. The ration kits were distributed by Shri R M Agarwal, CMD, ITI Limited, Shri Shashi Prakash Gupta, Director (HR), Shri D. Venkateswarlu, Director (Production), senior officers, representatives of employees' union and officers' association and ITI ladies association to the needy people. ITI Bangalore Plant also distributed 1200 nos. of ration kits consisting of general provision items like rice, sugar, ragiflour, sooji, riceflakes, tea packets, salt and biscuits to the poor families of Bhovi colony, Caudhenahalli, Varnasi, Yrannpalya and Muneshwarnagar on April 17, 2020.



ITI Limited Distributes Ration Kits during Nationwide Lockdown in Bengaluru



ITIMankapur Plant distributed ration packets to approximately 500 people in the surrounding areas/villages. The plant also organized awareness program about novel Coronavirus, its risks, transmission and prevention in nearby rural areas.

ITI Naini Plant provided food supplies to stranded communities in the area. The plant also distributed 200 ration bags to the needy families.



ITI Raebareli Plant distributed 300 nos. of ration kits among the poor families residing in the vicinity of the plant for their survival during the pandemic.

ITI Palakkad Plant Supplies First Lot of Permanently Lubricated High Density Poly Ethylene Ducts for MahaNet Project

Manufactured at ITI Palakkad Plant, the first lot of Permanently Lubricated High Density Polyethylene (HDPE) Ducts was dispatched to MahaNet project on January 1, 2020. Smt E K Jayasree, GM-PKD, Unit Head flagged off the supplies of HDPE Ducts in the presence of senior officers, employees, representatives of employees' union and officers' association. HDPE PLB Duct Pipes are high flow capacity ducts used for underground laying of Optical Fiber Cable (OFC) as underground conduits.



ITI Limited Organizes Media & Analysts Meet

ITI Limited organized Media and Analysts Meet in connection with Follow-on Public Offer (FPO) on January 11, 2020 at Bengaluru. A one-day familiarization tour of media and analysts was organized at ITI Bangalore Plant to witness latest offering in various domains of telecommunications and electronic manufacturing.

The FAM trip was also organized to gain maximum visibility of ITI during FPO process of the company. During the visit a presentation on ITI Bangalore Plant was given by Shri Arun Kumar, Executive Director-R&D followed by facility visit to Telecom Testing Lab, Data Centre, Start-up Hub, 3D-Printing, PCB Manufacturing, Defence Security Products and IoT Solutions. Later the media and analysts also interacted with unit management.



The briefing session at ITI corporate office started with unveiling of ITI Roadshow Film followed by a corporate presentation on company's revival progress and future outlook by Shri B R Ramesh, DGM-TS. The meeting was chaired by Shri R M Agarwal, Chairman & Managing Director, ITI Limited in the presence of Shri Shashi Prakash Gupta, Director (HR), Shri D. Venkateswarlu, Director (Production) and senior officers of the company.



Shri R M Agarwal, CMD, ITI Limited giving an overview of company's FPO

ITI Limited Celebrates Nations 71st Republic Day

ITI Limited celebrated nations 71st Republic Day with great fervor and enthusiasm at its corporate office, manufacturing plants/units and marketing, sales & project offices on January 26, 2020. At corporate office, Shri R M Agarwal, CMD, ITI Limited hoisted the national flag in the presence of Shri Shashi Prakash Gupta, Director (HR), Shri D. Venkateswarlu, Director (Production), senior officers, employees & family members, representatives of employees' union and officers' association. Speaking on the occasion, Shri R M Agarwal extended his warm greetings to the gathering and paid tributes to all the martyrs who sacrificed their lives to make our country independent.





Shri Agarwal highlighted the performance of the company, status of ongoing projects and urged all employees to execute the orders to meet the challenges and achieve the targets for the year 2019-20. On the occasion, he also distributed corporate performance awards to the employees for their outstanding contribution in the company.

Republic Day Celebrations across ITI Plants/Units and Marketing, Sales & Project Offices



Shri Sanjay Satyapriya, GM-N, Unit Head hoisting the National Flag at Naini Plant



Shri Rajiv Seth, GM-MKP, Unit Head hoisting the National Flag at Mankapur Plant



Shri V B Singh, GM-RB, Unit Head hoisting the National Flag at Raebareli Plant



Smt E K Jayasree, GM-PKD, Unit Head hoisting the National Flag at Palakkad Plant



Shri S K Srivastava, GM-BG & R&D, Unit Head hoisting the National Flag at Bangalore Plant



Shri Anupam Pandey, AGM-MSP hoisting the National Flag at MSP Lucknow

Shri R M Agarwal, CMD, ITI Limited Visits ITI Raebareli Plant

Shri R M Agarwal, CMD, ITI Limited visited ITI Raebareli Plant on February 13, 2020. He was welcomed by Shri V B Singh, GM-RB, Unit Head and senior officers. During his visit to the plant, he was taken around the various facilities of the plant like HDPE Manufacturing, OFC Manufacturing, GPON, Mechanical Manufacturing and Electronic Manufacturing. The plant also organized a meeting to review the progress of ongoing projects. During the meeting, Shri V B Singh gave an overview of Raebareli Plant and discussed the performance of the plant.



Shri R M Agarwal reviewed the progress of on going projects of the plant and urged everyone to complete the execution of projects within the time schedules. Shri Agarwal also held discussions with Shri Rajiv Seth, GM-MKP & Unit Head, ITI Mankapur Plant, Shri Sanjay Satyapriya, GM-N & Unit Head, ITI Naini Plant and senior officers of ITI Limited.

ITI Limited Celebrates International Women's Day

ITI Limited celebrated International Women's Day across its plants/units with the theme 'I am Generation Equality: Realizing Women's Rights' on March 8, 2020. At ITI Bangalore Plant, Shri R M Agarwal, CMD, ITI Limited, Shri Shashi Prakash Gupta, Director (HR), Shri D. Venkateswarlu, Director (Production), Shri A K Bajoria, GM-BG & R&D, Unit Head, Bangalore Plant, Smt Swapna Agarwal, President, ITI ladies association and chief guest Dr. S N Susheela, Chairperson & Professor of Music, Bangalore University inaugurated the event by lighting the lamp. Chief guest Dr. S N Susheela addressed the gathering on women empowerment and role of women in the organization, contributions to the society and economy of the country. Smt Swapna Agarwal emphasized on the theme and spoke on the role of women at home, office and their contributions for the development of organization and society.



Speaking on the occasion, Shri R M Agarwal said, "Women working at ITI are empowered to take up multitasking jobs, heading major projects and executing them". He motivated all women to continue to work more with zeal and enthusiasm to achieve the targets and bring back past glory of ITI.



At ITI Palakkad Plant, Smt E K Jayasree, GM-PKD, Unit Head graced the valedictory function of International Women's Day and stressed on the importance of women empowerment and realization of women's rights. The winners of essay and slogan writing competitions were felicitated by Smt Jayasree during the event.

At ITI Mankapur Plant, Shri Rajiv Seth, GM-MKP, Unit Head, senior officers, representatives of ITI karmchari sangh and officers' association inaugurated the program by lighting the lamp in the presence of women employees. On the occasion, a talk on IWD theme for women employees was organized. The winners of essay, slogan writing and quiz competitions were felicitated by Shri Rajiv Seth.



At ITI Naini Plant, Shri Harihar Singh, DGM-HR spoke on the IWD theme in the presence of senior officers and women employees. The plant organized a health check-up camp for women employees at ITI Naini Hospital on March 5, 2020.

At ITI Raebareli Plant, Shri VB Singh, GM-RB, Unit Head inaugurated the event in the presence of Smt Prerana Singh, AGM-EDP, senior officers and women employees on March 8, 2020. Shri V B Singh emphasized on women empowerment and realization of women's rights.



ITI Limited Observes National Safety Week

ITI Limited kicked off the 49th National Safety Week celebration from March 4 to 10, 2020 across all its operating units on the National Safety Council theme 'Enhance safety and health performance by use of advanced technologies. The weeklong campaign organized by the company was aimed at ensuring healthy, safe and aware workforce by displaying banners in the factory premises.

ITI Mankapur Plant organized various competitions like essay and slogan writing for the employees and school children. Shri Rajiv Seth, GM-MKP inaugurated the valedictory function by lighting the lamp in the presence of Shri D K Sharma, AGM-P, Shri C B Verma, AGM-Q, CD&IA, senior officers, representatives of employees' union, officers association, employees and school children. On the occasion, a talk on the theme was also organized. The winners of various competitions were felicitated by Shri Seth during the event. Component Manufacturing and SEA Plant were jointly awarded the Shuraksha Chal Vijanti-2019 Trophy;



Metal Parts/CNC Shop Component was declared winner and BTS Testing/OD BTS Assembly/BTS Burn in Area (SEA) as runner-up in the production area; ITI Mankapur Hospital was declared winner and Employees Development Centre as runner-up in the non-production area based on Plant Safety Index for good housekeeping.



At ITI Palakkad Plant, safety badges were issued to employees to create awareness of safety. Various competitions like quiz, slogan writing and poster making were organized for the employees. On the occasion, a training program on safety was also organized for engineers, technicians and operators at HRD Hall on March 8, 2020. The program was attended by 40 participants. The winners of competitions were felicitated by Smt E K Jayasree, GM-PKD, Unit Head during the event.

ITI Smaash PC and Augmented Reality

ITI Palakkad Plant in association with M/s ZumHeilen Healthcare Private Limited, Bangalore has successfully tested the MIRA Rehab Solution's in ITI Smaash PCs. MIRA is an innovative medical product and a software platform that turns physical and cognitive exercises into clinical exergames, making physiotherapy more convenient and easier to follow. MIRA is a digital platform that uses motion tracking sensors to gamify physical therapy and increase patient compliance.



M/s ZumHeilen Healthcare Private Limited plans to deploy ITI Smaash PCs in various services due to its high-end graphics and energy efficient small form factor. MIRA application uses augmented reality games for neuro-rehabilitation programs. ITI's IT solution experts have worked in tandem with Mira Rehab and M/s ZumHeilen for building this state of the art solution. This venture opens new business vertical for ITI Smaash PCs in physiotherapy and health sector, since Mira Rehab is considered as the leading player in this segment.

ITI Limited Participates in TechBharat 2020 Conclave

ITI Limited participated in TechBharat 2020 Conclave organized by Laghu Udyog Bharati, Karnataka in association with IMS Foundation from January 17 to 18, 2020 at Taj Yeshwanthpur, Bengaluru. The first-ever startup conclave focused on business to Government with leading participation from the Government of India and Government of Karnataka. The main aim was to help startups achieve more business opportunities in



Private, Manufacturing and Government Sectors. The conclave created a platform for startups to come together with other startups, learn from experts and successful founders. The first edition of TechBharat provided a space for startups and entrepreneurs to interact with the Government and change-agents. During the panel discussion on B2G Opportunities for Startups, Shri D. Venkateswarlu, Director (Production), ITI Limited highlighted ITI's initiatives for startups and informed about the available infrastructure and facilities at Startup Hub in the company. ITI Limited showcased its products and services like Startup Hub, Smart Energy Meter, WiFi Access Point, CLIP

Phone, EMI/EMC Test Lab, Safety Lab, Security Lab, SAR Lab, SMT Assembly, Radio Modem, Environmental Lab, Smaash PC and Mechanical Fabrication facilities in TechBharat 2020 conclave. ITI stall was visited by representatives from Government of India, Government of Karnataka, Startup Investors and other tech Companies.

Shri S S Agarwal, Advisor (Business Coordination & Policy Formulation) Visits ITI Naini and Mankapur Plant

Shri S S Agarwal, Advisor(Business Coordination & Policy Formulation) visited ITI Naini Plant on January 1, 2020 and ITI Mankapur Plant from January 4 to 5, 2020. During his visit to ITI Naini Plant and Mankapur Plant, he was taken around the facilities of the respective plants. He also held discussions with Shri Sanjay Satyapriya, GM-N and Shri Rajiv Seth, GM-MKP and senior officers and reviewed the progress of ongoing projects.



Shri S S Agarwal, Advisor(Business Coordination & Policy Formulation) with Shri Sanjay Satyapriya, GM-N and senior officers at ITI Naini Plant



Shri S S Agarwal, Advisor (Business Coordination & Policy Formulation) with Shri Rajiv Seth, GM-MKP and senior officers at ITI Mankapur Plant

ISO 45001:2018 Audit and ISO 14001:2015 Second Annual Surveillance Audit at ITI Naini Plant



ITI Naini Plant organized renewal and transition audit of ISO 45001:2018, an occupational health and safety international standard from January 27 to 30, 2020 and second Annual Surveillance Audit of ISO 45001:2018, an Environmental Management System from January 31 to February 1, 2020.

Shri K G Chandran, Lead Auditor, NVT Quality Certification (NVT QC) Pvt. Ltd., ISO Certification service provider company, Bengaluru conducted the audit. The Lead Auditor, Shri Chandran found no non-conformities and recommended ISO 45001:2018 & ISO 14001:2015 certification to ITI Naini Plant in the presence of Shri Manoj Saxena, AGM (HR & EDP), Acting Unit Head and senior officers.



Audit of Smart Card Project at ITI Palakkad Plant



ITI Palakkad Plant organized a two-day Audit of Smart Card Project from January 3 to 4, 2020. Shri Anil Khindri, AGM, IT-ATM, Shri Jitendra Saparia, AGM-ISD from State Bank of India and Shri Girish Sawant, Information Security Service Provider (ISSP), PricewaterhouseCoopers (PwC) conducted the audit of Smart Card Project for compliance as per SBI security requirements.

ITI Palakkad Plant Organizes Training Program on Renewable Energy

ITI Palakkad Plant organized a training program on renewable energy as part of ISO Certification on January 15, 2020 at Conference Hall. Professor B M Mustafa, Research Coordinator, Integrated Rural Technology Centre (IRTC), Mundur, Palakkad made a presentation on different aspects of all renewable energy sources & systems and imparted training focused on system planning, analysis, design, control, management & operation of renewable energy sources.



ITI Palakkad Plant Organizes Training Program on Laboratory Quality Management System – ISO 17025:2017

ITI Palakkad Plant organized a training program on Laboratory Quality Management System (LQMS) – ISO 17025:2017 as part of 'NABL Accreditation' for Smart Energy Meter on February 14, 2020. Inaugurating the program, Smt E K Jayasree, GM-PKD, Unit Head, ITI Palakkad Plant urged all senior officers and team members to cooperate and extend the support for getting NABL Accreditation. Shri Johny J Pulickal, AGM-PC highlighted the significance of NABL Accreditation while Shri K P Raghunathan, AGM (P) stressed on the importance of thorough understanding of LQMS procedures. The training was imparted by Shri C G Subramonian from M/s Zandig TQM Solutions Private Limited in the presence of over 53 participants. The National Accreditation Board for Testing and Calibration Laboratories (NABL) undertakes the assessment and accreditation of Testing and Calibration Laboratories in accordance with the international standard ISO/IEC 17025 and ISO 15189. The requirements and key features of ISO 17025:2017 Laboratory Quality Management System are risk-based thinking, PDCA approach, process management and continual improvement. As per the laboratory and customer requirements, ISO 17025:2017 LQMS is very important for improving laboratory systems and processes in order to sustain competitive advantages. ITI Palakkad Plant also organized training program for ISO 17025:2017 LQMS Internal Auditors on February 25, 2020. Shri C Subramonian conducted the training program for more than 29 participants.



ITI Limited Observes National Productivity Week

ITI Limited observed National Productivity Week (NPW) across its manufacturing plants/units to stimulate and promote productivity and quality consciousness from February 12 to 18, 2020. Banners having Productivity message were displayed in Bangalore, Palakkad, Mankapur, Raebareli and Naini Plant.



As part of observance of National Productivity Week, ITI Bangalore Plant organized the valedictory function on February 18, 2020. Shri D. Venkateswarlu, Director (Production) presided over the program in the presence of Shri S K Srivastava, GM-R&D and Chief Guest, Shri C Narendra, Director (Industrial Engineering) from National Productivity Council, Bangalore. Speaking on the occasion, Shri Venkateswarlu said, "We need to embrace

simulation and future technologies for achieving enhanced productivity and implement various enablers for productivity improvement such as digitalization, mechanization and automation". Shri C Narendra, Director, NPC delivered an insightful talk on 'Productivity Enhancement Tools and Techniques'.

ITI Limited Organizes Training Program on Machine Learning

A five-day training program on Machine Learning for technical professionals of ITI Limited was organized by Corporate HR&ED Department in association with IIT-Dharwad from February 24 to 28, 2020 at R&D Seminar Hall, ITI Bangalore Plant. Shri D. Venkateswarlu, Director (Production) inaugurated the program in the presence of Shri A K Bajoria, GM-BG & R&D, Unit Head, ITI Bangalore Plant, Shri Y Muralidhar, GM-HR&ED, Shri Prabhaskar Singh, Principal Advisor (Technology) and Professor S R Mahadeva Prasanna, IIT Dharwad.



In his keynote address to technical professionals, Shri Venkateswarlu urged them to learn the concepts, scope, technical aspects and manage with responsibility to reach their career goals and work for overall development of the organization. Professor S R Mahadeva Prasanna, Assistant Professor Prabuchandran K J and Shri Jagabandhu Mishra, IIT Dharwad imparted training on topics covering Overview of Machine Learning (ML), Probability Primer, Fundamentals of Matlab/ Python/ R session, Linear Algebra & Optimization Primer, Reinforcement Learning (RL), Classification

and Regression, Bandits Value Based Methods, Dimensionality Reduction, Bandit Algorithms, Bandits Policy Based Methods, Clustering, Markov Decision Processes, Time Series Modeling, Solution to MDPs, Application of ML and RL Algorithms to technical professionals.



Shri Shashi Prakash Gupta, Director (HR) presided over the valedictory function in the presence of Shri A K Bajoria, GM-BG & R&D, Unit Head, ITI Bangalore Plant, Shri Y Muralidhar, GM-HR&ED, Professor S R Mahadeva Prasanna, Assistant Professor Prabuchandran K J and Shri Jagabandhu Mishra, IIT Dharwad. Speaking on the occasion, Shri S P Gupta urged professionals to initiate new ideas and develop new products using latest concepts and technology of Machine Learning. He further reiterated that the

company would extend all support for conducting hands-on training on new technology in the near future. The program was attended by over 80 technical professionals from manufacturing plants/units of ITI.

ITI Bangalore Plant Wins First Prize for Ornamental Gardens

ITI Bangalore Plant won First Prize for the best Ornamental Gardens at the Republic Day Flower Show held on January 24, 2020 at Dr. M. H. Marigowda Memorial Hall, Glass House, Lalbagh, Bengaluru. The flower show was organized by Horticulture Department, Government of Karnataka in association with Mysuru Udyanakala Sangha, Lalbagh, Bengaluru. ITI Bangalore Plant has the past history of winning awards every year for maintaining the best flower and horticultural gardens in its campus at Bengaluru.



संचार मंत्रालय, दूरसंचार विभाग द्वारा दिनांक 22.01.2020 को आईटीआई लिमिटेड, पंजीकृत एवं निगमित कार्यालय, राजभाषा विभाग का राजभाषा कार्यान्वयन नीति से संबंधित रिपोर्ट की समीक्षा की गई।

भारत सरकार, संचार मंत्रालय, दूरसंचार विभाग, नई दिल्ली के प्रतिनिधि श्री आर.के.खंडेलवाल, उप महानिदेशक(समन्वय एवं प्रशासन) एवं श्री पी.सी.विश्वकर्मा, परामर्शदाता(राजभाषा) द्वारा दिनांक 22.01.2020 को पूर्वाह्न 11.30 बजे अध्यक्ष एवं प्रबंध निदेशक के सम्मेलन कक्ष में निगमित कार्यालय, राजभाषा विभाग का राजभाषा कार्यान्वयन नीति से संबंधित रिपोर्ट की समीक्षा की गई। समीक्षा के दौरान एन.एस.यू., इकाई प्रमुख, श्री ए.के.बाजोरिया एवं निगमित कार्यालय से श्री सुनील कुमार, महाप्रबंधक-प्रचालन, श्री एस.सोम, महाप्रबंधक-सतर्कता, श्री टी. कृष्णादास रै, अपर महाप्रबंधक-मा.सं. एवं जनसंपर्क, श्री संतोष कुमार, अपर महाप्रबंधक, श्री बी.आर.रमेश, अपर महाप्रबंधक, श्री सुरेश गस्ती, मुख्य प्रबंधक-विधि, श्री शिव कुमार स्वामी, प्रबंधक-मा.सं. एवं राजभाषा विभाग से श्री संजय कुमार गुप्ता, अपर महाप्रबंधक-राजभाषा और श्री जोनाथन व्हीलर, सहायक प्रबंधक-राजभाषा उपस्थित थे। समीक्षा के दौरान उप महानिदेशक(समन्वय एवं प्रशासन) ने राजभाषा विभाग को निर्देश प्रदान किया कि कार्यालय में जितने भी अधिकारी एवं कर्मचारियों को कार्यसाधक ज्ञान प्राप्त है उन्हें जल्द-से-जल्द हिंदी में प्रवीण किया जाए और इसके लिए एक लक्ष्य निर्धारित किया जाए कि अगले 2 तिमाहियों के दौरान लगभग इतने अधिकारियों को प्रवीण कर दिया जाएगा। चर्चा को आगे बढ़ाते हुए श्री पी.सी.विश्वकर्मा, परामर्शदाता(राजभाषा) ने समिति सदस्यों को सूचित किया कि निगमित कार्यालय के कुछ विभागों/अनुभागों का मैंने स्वयं निरीक्षण किया और पाया कि सभी विभागों/अनुभागों द्वारा हिंदी के प्रचार-प्रसार एवं हिंदी को बढ़ावा देने हेतु सराहनीय काम किए जा रहे हैं। मैं समिति सदस्यों को यह भी सूचित करना चाहता हूँ कि निगमित कार्यालय, राजभाषा विभाग द्वारा इस वर्ष तीन और विभागों/अनुभागों को हिंदी में अपना पूरा काम करने हेतु चयनित किया है जो कि गर्व का विषय है।

समीक्षा के अंत में श्री आर.के.खंडेलवाल, उप महानिदेशक(समन्वय एवं प्रशासन) एवं श्री पी.सी.विश्वकर्मा, परामर्शदाता(राजभाषा) ने निगमित कार्यालय, राजभाषा विभाग से जुड़े सभी कार्मिकों की सराहना की एवं आशा व्यक्त की कि राजभाषा नीति के कार्यान्वयन से संबंधित जो भी कार्य अभी तक पूर्ण रूप से निष्पादित नहीं हो पाए हैं उन्हें शीघ्र पूरा करने का लक्ष्य निर्धारित किया जाए।

आईटीआई लिमिटेड के बेंगलूर स्थित इकाईयों व क्षेत्रीय कार्यालयों के लिए हिंदी कार्याशाला का आयोजन।



भारत सरकार, संचार मंत्रालय, दूरसंचार विभाग के श्री पी.सी. विश्वकर्मा, परामर्शदाता(राजभाषा) द्वारा आईटीआई लिमिटेड के बेंगलूर स्थित यूनिटों व क्षेत्रीय कार्यालयों एवं बीएसएनएल-सीजीएम और सी-डॉट के वरिष्ठ अधिकारी एवं कर्मचारियों के लिए दिनांक 24.01.2020 को बेंगलूर प्लांट के अनुसंधान एवं विकास सम्मेलन कक्ष में अपराह्न 2.00 बजे एक विशेष हिंदी कार्यशाला का आयोजन किया गया।

कार्याशाला में मुख्य अतिथि के रूप में भारत सरकार, संचार मंत्रालय, दूरसंचार विभाग के श्री आर.के.खंडेलवाल, उप महानिदेशक(समन्वय एवं प्रशासन), अध्यक्ष के रूप में श्री डी.वेंकटेश्वरलू, निदेशक-उत्पादन एवं भारी संख्या में बेंगलूर स्थित इकाईयों व क्षेत्रीय कार्यालयों के वरिष्ठ अधिकारी एवं कर्मचारीगण उपस्थित रहे। कार्यशाला में उपस्थित मुख्य अतिथियों एवं विभिन्न उपक्रमों/संस्थानों से आए वरिष्ठ अधिकारियों, हिंदी अधिकारियों एवं समस्त कर्मचारियों का स्वागत श्री जोनाथन व्हीलर, सहायक प्रबंधक-राजभाषा द्वारा किया गया।

हिंदी कार्यशाला का संचालन श्री पी.सी.विश्वकर्मा, परामर्शदाता(राजभाषा) ने किया और कार्यशाला में उपस्थित सभी अधिकारियों व कर्मचारियों को राजभाषा से संबंधित नियमों व अधिनियमों के बारे में विशेष जानकारी दी। उन्होंने राजभाषा के प्रगामी प्रयोग से संबंधित प्रमुख बिन्दुओं पर प्रकाश डालते हुए कहा कि हमें अपने दैनिक कार्यों में



अधिक-से-अधिक सरल एवं सुगम भाषा का प्रयोग करना चाहिए जिससे दूसरे व्यक्ति को पढ़ने व समझने में आसानी हो सके। कार्यशाला के दौरान उन्होंने सभी हिंदी प्रेमियों से आग्रह किया कि यदि हम अपने प्रतिदिन के कार्यों में थोड़ा सा भी हिंदी का प्रयोग करते हैं जैसे फाइलों पर टिप्पणी लिखना, हिंदी में मसौदा तैयार करना, हिंदी पत्रों का जवाब हिंदी में देना तथा हिंदी में हस्ताक्षर करना तो वह समय दूर नहीं जब हम राजभाषा को राष्ट्रभाषा का रूप प्रदान कर सकें हैं। कार्यशाला के अंत में श्री एम.डी.द्विवेदी अपर महाप्रबंधक-मा.सं.(एनएसयू) ने अपने धन्यवाद ज्ञापन में कार्यक्रम में उपस्थित मुख्य अतिथियों एवं विभिन्न उपक्रमों/संस्थानों से आए हुए वरिष्ठ अधिकारियों, हिंदी अधिकारियों एवं बंगलूरु स्थित इकाईयों एवं क्षेत्रीय कार्यालय के सभी अधिकारियों एवं कर्मचारियों को अपना बहुमूल्य समय देने के लिए धन्यवाद किया।



भारत सरकार के संचार मंत्रालय, दूरसंचार विभाग के श्री पी सी विश्वकर्मा जी परामर्शदाता राजभाषा ने संस्थान में दिनांक 27.01.2020 से 28.01.2020 तक भ्रमण किया। इस दौरान हिन्दी के प्रगामी प्रयोग तथा राजभाषा नीति के कार्यान्वयन की स्थिति का निरीक्षण आईटीआई लिमिटेड, नैनी प्लांट में किया गया और राजभाषा से संबंधित नियमों व प्रावधानों की जानकारी दी गई जिससे सरकारी कार्यों में हिन्दी के प्रयोग में उसकी झिझक व कठिनाइयों को दूर किया जा सके। इस दौरान, दिनांक 27.01.2020 को श्री पी सी विश्वकर्मा जी ने ग्रेड 4 और उसके ऊपर के सभी अधिकारियों को विस्तार से हिन्दी के उपयोग के संबंध में एवं केंद्र सरकार की नीतियों के संबंध में संबोधित किया। अंत में महाप्रबंधक महोदय श्री संजय सत्यप्रिय

ने उपस्थित अधिकारियों को निर्देश जारी किए कि सभी अपने दैनिक कार्यों में राजभाषा हिन्दी का ज्यादा से ज्यादा उपयोग करें।

Official Hindi Sentences/कार्यालयीन हिंदी के वाक्य साँचे

क्रम सं.	अंग्रेजी में	हिंदी में
1	A chronological summary of the case is placed below	इस मामले का तारीखवार सारांश नीचे दिया गया है।
2	A revised draft memorandum is put up, as desired by you	आप की इच्छानुसार ज्ञापन का संशोधित प्रारूप प्रस्तुत है।
3	A short history of the case under consideration is given	विचाराधीन मामले का संक्षिप्त वृत्त दिया गया है।
4	Action has already been taken in the matter	इस मामले में कार्रवाई की जा चुकी है।
5	Action has not yet been initiated	कार्रवाई अभी शुरू नहीं की गई है।
6	Action may be taken as proposed	यथाप्रस्तावित कार्रवाई की जाए।
7	Administrative approval may be obtained	प्रशासनिक अनुमोदन प्राप्त किया जाए।
8	Application may be rejected	आवेदन अस्वीकार कर दिया जाए।
9	As in force for the time being	जैसा कि फिलहाल लागू है।
10	Call for an explanation	स्पष्टीकरण माँगा जाए।
11	Call upon to show cause	कारण बताने को कहा जाए।
12	Competent authority's sanction is necessary	सक्षम प्राधिकारी की मंजूरी आवश्यक है।
13	Consolidated report may be furnished	समेकित रिपोर्ट प्रस्तुत की जाए।
14	Day-to-day administrative work	दैनंदिन प्रशासनिक कार्य।
15	Deduction at source	स्रोत पर कटौती।
16	Delay in returning the file is regretted	फाइल को लौटाने में हुई देरी के लिए खेद है।
17	Discrepancy may be reconciled	विसंगति का समाधान कर लिया जाए।

18	Draft has been amended accordingly	प्रारूप तदनुसार संशोधित कर दिया गया है ।
19	Draft reply on the lines suggested above may be put up	ऊपर के सुझावों के आधार पर उत्तर का मसौदा प्रस्तुत किया जाए ।
20	Explanation may be called for	स्पष्टीकरण माँगा जाए ।
21	Extracts from the notes will be kept on our file on return	वापसी पर टिप्पणियों के उद्धरण अपनी मिसिल में रख लिए जाएंगे ।
22	I have been directed to inform you/request you/ask you	मुझे निदेश हुआ है कि मैं आपको सूचित करूँ/आपसे निवेदन करूँ/आपसे पूछूँ ।
23	Necessary notification as per draft placed below for approval	नीचे रखे मसौदे के अनुसार आवश्यक अधिसूचना अनुमोदनार्थ प्रस्तुत है ।
24	No assurance in the matter can be given at this stage	इस मामले में इस समय कोई आश्वासन नहीं दिया जा सकता ।
25	No decision has so far been taken in the matter	इस मामले पर अभी तक कोई निर्णय नहीं हुआ है ।
26	Please put up a self-contained note(summary)	स्वतः पूर्ण टिप्पणी(सारांश) प्रस्तुत करें ।
27	Please see the preceding notes	कृपया पिछली टिप्पणियाँ देख लें ।
28	Retrospective effect cannot be given on this order	इस आदेश को पीछे की तारीख से लागू नहीं किया जा सकता ।
29	The bill is returned herewith with the following objection	बिल निम्नलिखित आपत्तियों के साथ वापस किया जाता है ।
30	The proposal is self-explanatory. It may be accepted	प्रस्ताव अपने आप में स्पष्ट है । इसे मान लिया जाए ।
31	The receipt of the letter has been acknowledged	पत्र की पावती भेज दी गई है ।
32	This may be kept pending till a decision is taken on the main file	मुख्य मिसिल पर निर्णय होने तक इसे रोके रखें ।
33	We agree as a very special case. This should not, however, be quoted as a precedent	इसे बहुत विशेष मामला मानकर हम सहमति देते हैं । परंतु इसका आगे उदाहरण के रूप में उल्लेख न किया जाए ।
34	We hope that you will not force us to take untoward steps against you	आशा है, आप हमें कोई अप्रिय कदम उठाने के लिए बाध्य नहीं करेंगे ।
35	His unchanged behavior in this regard may compel the organization to initiate disciplinary action	इस संबंध में यदि वे अपना रवैया नहीं बदलेंगे तो संस्थान को उनके विरुद्ध अनुशासनत्मक कार्रवाई करनी पड़ेगी ।
36	We have no remarks to offer	हमें कोई टिप्पणी नहीं करनी है ।

Write TO DOORVANI



The magazine invites contributions from readers and employees to add value to the publication. The editor reserves the right to edit/select/reject the article. Please send your write-ups/articles/information/suggestions to doorvani_crp@itiltld.co.in

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