CIRCULAR


This Directorate proposes to conduct Three Months part time certificate course on "Office Automation" to the Government Officials in the UT of Puducherry Administration for the year 2017-2018 through Pondicherry Institute of Co-operative Management (PICM), Puducherry.

2. The course fee for the training program will be borne by this Directorate. The course will be conducted between 6.00 pm and 9.00 pm for three days a week in their respective regions. The commencement of the course will be in 3rd week of July 2017. The Heads of Department are requested to circulate among all the Government Officials working in their departments and sub-offices under their control and sponsor the willing officials for the above said course in the prescribed application format given in the overleaf.

3. The nominations should reach this Directorate on or before 10.07.2017. The officials selected for the course should attend the course regularly without fail. The detailed training schedule with selected officials will be communicated later.

To
1. All Heads of Departments, Puducherry
2. District Collector, Karaikal
3. Regional Administrator, Mahe/Yanam.
4. The Deputy Secretary, DP & AR, Chief Secretariat, Pondicherry – kindly sponsor the list of LDCs, UDCs and Stenos for the above training.
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY

THREE MONTHS PART TIME CERTIFICATE COURSE ON OFFICE AUTOMATION
FOR THE YEAR 2017-18

APPLICATION

1. Name of the Official* :

2. Designation* :

3. Name of the Department*
   Working at present with Ph. Number :

4. Office Address (full) with
   Phone number :

5. Residential Address with Ph. Number :

6. GPF Number* / Employee Code :

7. Date of Birth* :

8. Date of entry into service* :

9. Educational Qualification :

*Marked fields are mandatory. Applications are considered rejected if found empty/improper

UNDERTAKING BY THE OFFICIAL

I hereby assure that I have not attended the course previously and if I am
selected for the course, I will attend the classes regularly without fail.

Place: Puducherry
Date: SIGNATURE OF THE OFFICIAL

Endt.No.

Certified that the above particulars furnished by the candidate have been
checked and are found correct.

Signature of Head of Department / Office

To
The Director
Dte. of Information Technology, Puducherry.