

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY

C I R C U L A R

Sub: DIT – Part Time Certificate Course on “**Office Automation**” - 2026-27 – Sponsoring of Officials
– Reg.

* * * *

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 2026-27 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 in a week in their respective regions. 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. The application may also be downloaded from <https://dit.py.gov.in>.

3. The nominations should reach this Directorate on or before 15/07/2026. The officials selected for the course should attend the course regularly without fail. The detailed training schedule with selected officials will be communicated later.

Digitally signed by
Aman Sharma
Date: 30-06-2026
16:17:44

(AMAN SHARMA)
DIRECTOR (IT)

To

1. All Heads of Departments, Puducherry
2. District Collector, Karaikal
3. Regional Administrator, Mahe/Yanam.

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY**

**THREE MONTHS PART TIME
CERTIFICATE COURSE ON OFFICE AUTOMATION
FOR THE YEAR 2026-27**

Space for
photo

APPLICATION

1. Name of the Official* :
2. Designation* :
3. Name and address of the Department*
working at present with Phone Number :
4. Residential Address :
5. E-mail id and **Mobile Number***
(for official communication) :
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.