

**GOVERNMENT OF PONDICHERRY  
DEPARTMENT OF INFORMATION TECHNOLOGY**

No.884/DIT/D5/2018-19/ 1156

Pondicherry, dt. 23 /11/2018

**I.D NOTE**

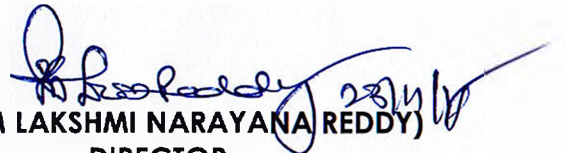
Sub : DIT – Conduct of three months Part time Certificate Course on "Office Automation" – Sponsoring of officials – Reg.

Ref : 1. Circular No.884/DIT/D5/2018-19-792 dated 30/04/2018 of this Directorate.  
2. Nominations of Applicants.

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With reference to the circular cited above, it is informed that the three months Part Time Certificate Course on "**OFFICE AUTOMATION**" is scheduled in batches and will be conducted by the Pondicherry Institute of Co-operative Management through their Knowledge Partner M/s. The Mahe Co-operative Centre for Information Technology Ltd. No.P.689, Cemetery Road, Mahe – 673 310. The course will commence from **28/11/2018**. The timing of the course is from 6.00 pm to 9.00 pm and classes will be held on the days as scheduled by the training institute. The list of officials to be trained for the course is given in the Annexure.

**2. The officials concerned are instructed to attend the course without fail. The officials who fail to obtain the required attendance should repay the course fee to the Government.**

  
(YASAM LAKSHMI NARAYANA REDDY)  
DIRECTOR

To  
The individuals concerned - thro' proper channel.

Copy to:

1. All Heads of Departments, Puducherry.
2. Regional Administrative Officer, Mahe.
3. The Managing Director, Pondicherry Institute of Co-operative Management, Puducherry
4. D1 Unit, DIT – with a request to upload in the department website.

**OFFICE AUTOMATION - MAHE REGION**

<b>Sl.</b>	<b>Name of the officials</b>	<b>Designation</b>	<b>Department</b>
1	Aravindakshan AV	LDC	Accounts and Treasuries
2	Athira J	UDC	Chief Educational Officer
3	Ajayakumar V P	UDC	Commercial Taxes
4	Vigesh K	UDC	Deputy Collector
5	Premkumar K P	SK Gr III	Education Department
6	Jayabalamuralidharan V	LDC	GGH
7	Sanjay C K	UDC	GGH
8	Priya V K	LDC	Govt Ayurvedha Hospital
9	Sajeevan PV	UDC	Govt Press
10	Darshana	Sr Clerk	Judicial
11	Lijurajan T K	Jr Clerk	Judicial
12	Rejnish	Sr Clerk	Judicial
13	Semira Kakot Manoli	Steno Gr III	Judicial
14	Sreeja K	Typist	Judicial
15	Sruthi M	Jr Clerk	Judicial
16	Subashini M	Sr Clerk	Judicial
17	Twinkle K	LDC	Labour
18	Rijumon P	UDC	Regional Administrator
19	Sajeendran C K	UDC	Superindent of Police
20	Lisha K P	UDC	Taluk Office