

**GOVERNMENT OF PONDICHERRY
DEPARTMENT OF INFORMATION TECHNOLOGY**

No.884/DIT/D5/2018-19/1155

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.

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. Sri Sai Infosys, at No. 7-9-010A, Yerragunta Street, Beside Government General Hospital, Yanam – 533 464. 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, Yanam.
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 - YANAM REGION

Sl.	Name of the officials	Designation	Department
1	Jogiraju CH	Agri Off	Agriculture
2	Ibrahim Khalilulla Khan	Demo Asst	Agriculture
3	Adi Satya Muralidhar N	UDC	PWD
4	Mellam Gowtham Raj	UDC	PWD
5	Chandrasekhar K	LDC	Electricity Department
6	Malladi Vijaya Prasada Rao	LDC	Market Committee
7	Ramakrishna	Sr Clerk	Judicial