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P.P.

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY

No. 884/DIT/D5/2012

739

Puducherry, dt 03/02/20

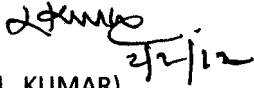
CIRCULAR

Sub: DIT – Part Time Certificate Course on “Office Automation”
during the year 2012-13 – Sponsoring of Officials – Reg.

This Directorate proposes to conduct Three Months part time certificate course on “Office Automation” to the Government Officials in the Puducherry Administration for the year 2012-2013.

2. The course fee for the training program will be borne by this Directorate. The duration of the course is three months. The course will be conducted between 6.00 pm to 8.00 pm for four days a week. The tentative date of commencement of the course is in April 2012. The Heads of Department are requested to circulate among all the Government Officials working under their control and sponsor the willing officials for the above said course in the prescribed application format which is enclosed herewith.

3. The nominations should reach this Directorate on or before 20.02.2012. The officials selected for the course should attend the course regularly without fail.


(L. KUMAR)
DIRECTOR (IT)

Encl: As above.

To
All Heads of Departments

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY**

TRAINING PROGRAMME FOR THE YEAR 2012-13

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 retirement from service* :
8. *Educational Qualification* :
9. *Course applying* :
10. *Batch Number* : *1st Batch – 2012-13*

**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