

MOST URGENT

F. No. 33018/1/2022/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING
&&&

Puducherry, dated 02/03/2023

CIRCULAR/ I.D.NOTE

Sub: AR Wing – Office Automation Training – Forwarding of Application -
Reg.

&&&

It is informed that the Directorate of Information Technology, Puducherry has proposed to conduct three months part time certificate course on Office Automation Training programme to the left out LDCs/UDCs of this Administration in the second week of March, 2023.

2. In this regard, it is requested that the left out LDCs/UDCs as listed in the annexure may submit their filled applications in the format enclosed herewith and send directly to the Directorate of Information Technology, Puducherry on or before 08/03/2023.



(M.V. HIRAN)

UNDER SECRETARY TO GOVT.(ARW)

Encl.: As above.

To

1. The Individual concerned – through proper channel

2. The Head of Departments/
Offices } In case the official is transferred to some other
department, the circular may be forwarded directly
to the department concerned.

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION TECHNOLOGY

**THREE MONTHS PART TIME CERTIFICATE COURSE ON OFFICE AUTOMATION
FOR THE YEAR 2022-23**

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

Endf.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.

ANNEXURE**Nomination List**

Sl. No.	Name	Designation	Department
1	S. Gnanasekaran	LDC	DHFWS, Puducherry.
2	S. Selvam	LDC	Special Buildings Division – II, PWD, Puducherry.
3	K.P. Saritha	UDC	PWD, Mahe.
4	J. Prabavathy	LDC	Circle – II, PWD, Puducherry.
5	R. Bascarane	UDC	Buildings & Roads (Central) Division, PWD, Pdy.
6	G. Saravanan	LDC	Buildings & Roads (Central) Division, PWD, Pdy.
7	N. Jeyanthi	UDC	Special Buildings Division – I, PWD, Puducherry.
8	K.S. Srinivasan	UDC	Special Buildings Division – I, PWD, Puducherry.
9	P. Vinayagamurthy	UDC	Circle –I, PWD, Puducherry.
10	S. Vasam	UDC	Circle – III, PWD, Karaikal.
11	M. Danasegar	UDC	Buildings & Roads (South) Division, PWD, Pdy.
12	K. Sarojini	UDC	DAT, Puducherry.
13	J. Mohan	UDC	DAT, Puducherry.
14	Gella Swarana Kumari	UDC	DDAT, Yanam.
15	K. Palanisamy	LDC	DAT, Puducherry.
16	Venkateswari Potula	UDC	Office of the Delegate to DSE, Yanam
17	C. Vadivukarasi	LDC	Co-operative Department, Puducherry.
18	S. Damodaran	LDC	Dept. of Animal Husbandry & Animal Welfare, Pdy
19	R. Kalpana	LDC	Dept. of Women & Child Development, Puducherry
20	P. Mouttal Rattiname	UDC	O/o the Financial Controller, Electricity Dept., Pdy.
21	K. Senthilkumar	UDC	AD Welfare & ST Welfare Department, Puducherry
22	P. Ragini	LDC	Law Department, Puducherry. (Working as LDC in the O/o the Government Pleader for Puducherry in the High Court of Judicature at Madras, Chennai.
23	K. Durai Raju	UDC	O/o the EE, Rural(North) O & M, Electricity Dept., Puducherry.
24	V. Manivannane	UDC	Commercial Taxes Department, Puducherry.
25	P. Suman	LDC	Commercial Taxes Department, Puducherry.
26	G. Vijayakumar	LDC	Avvaiyar Government College for Women, Karaikal
27	D. Deivanayaga Chettiar	LDC	NCC Group Headquarters, Lawspet, Puducherry.
28	V. Ponnurangame	LDC	NCC Group Headquarters, Lawspet, Puducherry.
29	D. Suresh	UDC	Dept. of Civil Supplies & Consumer Affairs, Pdy.
30	M. Dinakaran	Junior Clerk	Judicial Department, Puducherry.
31	S. Vuda Maria Francis	Junior Clerk	Judicial Department, Puducherry.
32	J. Surya	Junior Clerk	Judicial Department, Puducherry.
33	K. Baskar	LDC	Directorate of Forests & Wildlife, Puducherry.
34	M. Tirkasoundary	LDC	O/o the EE, Urban- O & M, Electricity Dept., Pdy.
35	I. Lakshmikandan	LDC	Jail Department, Kalapet, Puducherry.

36	L. Premnathan	UDC	Jail Department, Kalapet, Puducherry.
37	K. Bakyalakshmi	LDC	O/o the Chief Educational Officer, Puducherry.
38	M. Vivek	UDC	Labour Department, Puducherry.
39	C. John Britto	LDC	O/o the Deputy Inspector of Schools, Zone - I, Karaikal.
40	R. Kanimozhi	LDC	IGGGH & PGI, Puducherry.
41	S. Aruna Duvizert	LDC	IGGGH & PGI, Puducherry.
42	S. Murugavel	LDC	IGGGH & PGI, Puducherry.
43	K. Vidjea	LDC	IGGGH & PGI, Puducherry.
44	P. Irisappan	LDC	IGGGH & PGI, Puducherry.
45	M. Abirami	UDC	Port Department, Puducherry.
46	Gella Swarna Kumari	UDC	DAT (Branch Office), Yanam.
47	A. Francis	UDC	Electricity Department, Karaikal.