

MOST URGENT

F.No.33019/8/2018/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING
&&&

Puducherry, dated 13/06/2018

CIRCULAR / I.D.NOTE

Sub: AR Wing – AR Wing – Conduct of Training Programme to the
Stenographers – Details called for - Reg.
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It is informed that it is proposed to conduct training programme to the Stenographers who have not undergone the training programme earlier conducted by AR Wing.

2. In this connection, it is stated that on perusal of Recruitment Rules of Stenographers/Private Secretaries it is observed that stenographers have to undergo the training programme on "Professional Development Training for Stenographers" conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry. As such, it is proposed to call for the details of Stenographers who had not undergone the training programme in order to arrive at the list of Stenographers for whom training is yet to be given.
3. The Heads of Departments are therefore requested to furnish the details of the Stenographers who have not undergone the induction training programme so far.
4. This may be treated as "Most Urgent" and the details may be sent to this department in the proforma enclosed on or before 29/06/2018.

/BY ORDER/

P.P. Verbina Jayaraj 13/6/18

UNDER SECRETARY TO GOVT.(ARW)

Encl: As above.

To

All Heads of Departments.

PROFORMA

Sl.No.	Name	Designation	Date of appointment