

**MOST URGENT**  
**TRAINING PROGRAMME**

F.No.33019/3/A2/ARW/2018  
GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT  
ADMINISTRATIVE REFORMS WING

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Puducherry, dated 15/02/2018.

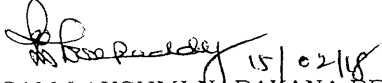
**CIRCULAR / I.D.NOTE**

Sub: AR Wing – Conduct of regular refresher/training programmes to the  
Officers/Officials of U.T of Puducherry – Intimated – Reg.

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As directed by the Chief Secretary to Government of Puducherry, it is proposed to conduct regular/refresher training programmes to the Officers of Government of Puducherry, on various subjects as per the training calendar enclosed. In this regard, the following guidelines are issued to all the Heads of Departments for information and adherence.

- a) The training calendar would be strictly followed for the schedule of programmes to be organized by ARW.
- b) The venue of the programme will be Training Hall, Block 'C', Chief Secretariat, Puducherry and duration is 10.00 AM to 12.00 Noon.
- c) The maximum number of participants for any program would be forty to forty five. The Heads of Departments are requested to depute adequate number of Officials for the programmes.
- d) The Heads of Departments may nominate one Nodal Officer as a contact person for AR Wing. The contact details of the Nodal Officer may be furnished to AR Wing for reference/record.
- e) The training programme will be conducted with the assistance of resource persons. The period of training will be treated as on 'Duty' under FR 9(b)(i).
- f) The Heads of Departments may kindly ensure that training programmes are made best use of.

  
(YASAM LAKSHMI NARAYANA REDDY)  
ADDITIONAL SECRETARY TO GOVT.(ARW)

Encl: Training Calendar 2018

To

All Heads of Departments.

Copy to:

1. The DC-Cum-Secretary to Govt., Chief Secretariat, Puducherry.
2. The Commissioner-cum-Secretary to Government, Puducherry.
3. All Secretaries to Government, Chief Secretariat, Puducherry.
4. The Additional Secretary to Government(Home), Chief Secretariat, Puducherry.
5. The P.S to Lieutenant Governor, Raj Nivas, Puducherry.
6. The P.S to Chief Secretary to Government, Puducherry.
7. The P.S to AS(Home), Chief Secretariat, Puducherry.

**GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT  
ADMINISTRATIVE REFORMS WING**

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**TRAINING CALENDAR FOR THE YEAR 2018**

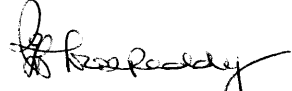
SL. No.	Name of the Programme	Course Capacity	Level of Participants	Date & Time	Venue	Resource Persons
1.	Preparation of Cabinet Note	40	Dy. Secty /Under Secy/Supdt.	29 <sup>th</sup> January, 2018 9.45 AM to 12.00 Noon	Training Hall, Block 'C', Chief Secretariat, Puducherry	M. Sivapragasam, Secy(Leg. Assembly)(Retd)
2.	"Procurement Policy & GFR 2017; Recruitment Rules & Promotion; Conduct Rules & Vigilance"	600	Heads of Purchase Committees/ /HODs/Heads of Offices/Addl. Sectys/Jt. Sectys/Dy. Sectys/ Secretaries / Under Sectys/SAOs/JAOs/ Superintendents	1 <sup>st</sup> Feburay, 2018 9.00 AM to 2.00 PM	Kamban Kalai Arangam, Puducherry.	M. Sivapragasam K. Shankar V. Amirthalingam
3.	Induction training programme to the directly recruited UDCs/LDCs	110	UDCs/LDCs	Yet to be decided	Training Hall, Block 'C', Chief Secretariat, Puducherry	Local
4.	Procurement Policy & GFR 2017	40	Heads of Purchase Committees/ /HODs / Heads of Offices / SAOs /JAOs/ Superintendents/Dealing Assts	16 <sup>th</sup> February, 2018 10.00 AM to 12.00 Noon	-do -	K. Shankar, SAO(Retd)
5.	Conduct Rules	40	Superintendents/Dealing Assts	23 <sup>rd</sup> February, 2018 10.00 to 12.00 Noon	- do-	M. Sivapragasam, Secy(Leg. Assembly)(Retd)
6.	Recruitment Rules & Promotion	40	Heads of Offices / Superintendents/Dealing Assistants	9 <sup>th</sup> March, 2018 10.00 AM to 12.00 Noon	-do -	V. Amirthalingam, Director(Retd)
7.	Right to Information Act, 2005	40	Public Information Officers/Asst Public Information Officers/Dealing Assistants	16 <sup>th</sup> March, 2018 10.00 AM to 12.00 Noon	-do -	R. Muralidharan, M.D(Retd)/ R.Ramakrishnan, Director
8.	Noting & Drafting	40	Assistants/UDCs/LDCs	23 <sup>rd</sup> March, 2018 10.00 AM to 12.00 Noon	-do -	R. Nendunchezian, Supdt.,

9.	Pay Fixation on implementation of 7 <sup>th</sup> CPC	40	Superintendents/Dealing Assistants	6 <sup>th</sup> April, 2018 10.00 AM to 12.00 Noon	Training Hall, Block 'C', Chief Secretariat, Puducherry	V. Amirthalingam, Director(Retd)
10.	Refresher Training Programme to the Storekeeping Personnel	40	Storekeepers Grade-I, II & III	13 <sup>th</sup> April, 2018 10.00 AM to 12.00 Noon	-do-	Local
11.	Training Programme on Office Administration & Financial Management	40	Superintendents/Dealing Assistants	20 <sup>th</sup> April, 2018 10.00 AM to 12.00 Noon	-do-	K. Shankar, SAO(Retd)/ V.Amirthalingam, Director(Retd)
12.	Reservation in Services	40	Liasion Officers/Superintendents/ Dealing Assistants	27 <sup>th</sup> April, 2018 10.00 AM to 12.00 Noon	-do-	S. Kuberasivakumaran, Supdt
13.	Professional Development program to the Stenographers	40	Stenographers Grade – II & I	4 <sup>th</sup> May, 2018 10.00 AM to 12.00 Noon	-do-	Gandhi Dharamarjan, Pvt Secy(Retd)
14.	Administrative Vigilance and Role of Inquiring Authority/Presenting Officers	40	Heads of Offices/Superintendents	11 <sup>th</sup> May, 2018 10.00 AM to 12.00 Noon	-do-	R. Sridharan/ Md Mustafa Kamal
15.	Preparation of Cabinet Note	40	Dy. Secty /Under Secy/Supdt.	18 <sup>th</sup> May, 2018 10.00 AM to 12.00 Noon	-do-	M. Sivapragasam, Secy(Leg. Assembly)(Retd)
16.	Procurement Policy & GFR 2017	40	Heads of Purchase Committees/ /HODs/Heads of Offices/SAOs/JAOs/ Superintendents/Dealing Assts.	25 <sup>th</sup> May, 2018 10.00 AM to 12.00 Noon	-do -	K. Shankar, SAO(Retd)

17.	Recruitment Rules & Promotion	40	Heads of Offices/Superintendents/ Dealing Assistants	1 <sup>st</sup> June, 2018 10.00 AM to 12.00 Noon	Training Hall, Block 'C', Chief Secretariat, Puducherry	V. Amirthalingam, Director(Retd)
18.	Conduct Rules	40	Superintendents/Dealing Assts	8 <sup>th</sup> June, 2018 10.00 to 12.00 Noon	- do -	M. Sivapragasam, Secy(Leg. Assembly)(Retd)
19.	Right to Information Act, 2005	40	Public Information Officers/Asst Public Information Officers/Dealing Assistants	22 <sup>nd</sup> June, 2018 10.00 AM to 12.00 Noon	-do -	R. Muralidharan, M.D(Retd)/ R.Ramakrishnan, Director
20.	Noting & Drafting	40	Assistants/UDCs/LDCs	29 <sup>th</sup> June, 2018 10.00 AM to 12.00 Noon	-do -	R. Nendunchezian, Supdt.,
21.	Pay Fixation on implementation of 7 <sup>th</sup> CPC	40	Superintendents/Dealing Assistants	6 <sup>th</sup> July, 2018 10.00 AM to 12.00 Noon	-do -	V. Amirthalingam, Director(Retd)
22.	Refresher Training Programme to the Storekeeping Personnel	40	Storekeepers Grade-I, II & III	13 <sup>th</sup> July, 2018 10.00 AM to 12.00 Noon	-do-	Local
23.	Training Programme on Office Administration & Financial Management	40	Superintendents/Dealing Assistants	20 <sup>th</sup> July, 2018 10.00 AM to 12.00 Noon	-do-	K. Shankar, SAO(Retd)/ V.Amirthalingam, Director(Retd)
24.	Reservation in Services	40	Liasion Officers/Superintendents/ Dealing Assistants	27 <sup>th</sup> July, 2018 10.00 AM to 12.00 Noon	-do-	S. Kuberasivakumaran, Supdt

25	Professional Development program to the Stenographers	40	Stenographers Grade – II & I	3 <sup>rd</sup> August, 2018 10.00 AM to 12.00 Noon	Training Hall, Block 'C', Chief Secretariat, Puducherry-	Gandhi Dharamarjan, Pvt Secy(Retd)
26.	Administrative Vigilance and Role of Inquiring Authority/Presenting Officers	40	Heads of Offices/Superintendents	10 <sup>th</sup> August, 2018 10.00 AM to 12.00 Noon	-do-	R. Sridharan / Md Mustafa Kamal
27.	Preparation of Cabinet Note	40	Dy. Secty /Under Secy/Supdt.	24 <sup>th</sup> August, 2018 10.00 AM to 12.00 Noon	-do-	M. Sivapragasam, Secy(Leg. Assembly)(Retd)
28.	Procurement Policy & GFR 2017	40	Heads of Purchase Committees/ /HODs/Heads of Offices/SAOs/JAOs/ Superintendents/Dealing Assts	31 <sup>st</sup> August, 2018 10.00 AM to 12.00 Noon	-do -	K. Shankar, SAO(Retd)
29.	Recruitment Rules & Promotion	40	Heads of Offices/Superintendents/ Dealing Assistants	7 <sup>th</sup> September, 2018 10.00 AM to 12.00 Noon	-do -	V. Amirthalingam, Director(Retd)
30.	Conduct Rules	40	Superintendents/Dealing Assts	14 <sup>th</sup> September, 2018 10.00 to 12.00 Noon	- do-	M. Sivapragasam, Secy(Leg. Assembly)(Retd)
31.	Right to Information Act, 2005	40	Public Information Officers/Asst Public Information Officers/Dealing Assistants	21 <sup>st</sup> September, 2018 10.00 AM to 12.00 Noon	-do -	R. Muralidharan, M.D(Retd)/ R.Ramakrishnan, Director
32.	Noting & Drafting	40	Assistants/UDCs/LDCs	28 <sup>th</sup> September, 2018 10.00 AM to 12.00 Noon	-do -	R. Nendunchezian, Supdt.,
33.	Pay Fixation on implementation of 7 <sup>th</sup> CPC	40	Superintendents/Dealing Assistants	5 <sup>th</sup> October, 2018 10.00 AM to 12.00 Noon	-do -	V. Amirthalingam, Director(Retd)
34.	Refresher Training Programme to the Storekeeping Personnel	40	Storekeepers Grade-I, II & III	12 <sup>th</sup> October, 2018 10.00 AM to 12.00 Noon	-do-	Local
35.	Training Programme on Office Administration & Financial Management	40	Superintendents/Dealing Assistants	26 <sup>th</sup> October, 2018 10.00 AM to 12.00 Noon	-do-	K. Shankar, SAO(Retd) / V.Amirthalingam, Director(Retd)

36.	Reservation in Services	40	Liasion Officers/Superintendents/ Dealing Assistants	9 <sup>th</sup> November, 2018 10.00 AM to 12.00 Noon	Training Hall, Block 'C', Chief Secretariat, Puducherry	S. Kuberasivakumaran, Supdt
37.	Professional Development program to the Stenographers	40	Stenographers Grade – II & I	16 <sup>th</sup> November, 2018 10.00 AM to 12.00 Noon	-do-	Gandhi Dharamarjan, Pvt Secy(Retd)
38.	Administrative Vigilance and Role of Inquiring Authority/Presenting Officers	40	Heads of Offices/Superintendents	23 <sup>rd</sup> November, 2018 10.00 AM to 12.00 Noon	-do-	R. Sridharan / Md Mustafa Kamal
39.	Preparation of Cabinet Note	40	Dy. Secty /Under Secy/Supdt.	30 <sup>th</sup> November, 2018 10.00 AM to 12.00 Noon	-do-	<b>M.Sivapragasam,</b> Secty(Retd), <i>Leg.</i> <i>Assembly.</i>
40.	Procurement Policy & GFR 2017	40	Heads of Purchase Committees/ /HODs/Heads of Offices/SAOs/JAOs/ Superintendents/Dealing Assts	7 <sup>th</sup> December, 2018 10.00 AM to 12.00 Noon	-do -	K. Shankar, SAO(Retd)
41.	Recruitment Rules & Promotion	40	Heads of Offices/Superintendents/ Dealing Assistants	14 <sup>th</sup> December, 2018 10.00 AM to 12.00 Noon	-do -	V. Amirthalingam, Director(Retd)
42.	Conduct Rules	40	Superintendents/Dealing Assts	21 <sup>st</sup> December, 2018 10.00 to 12.00 Noon	- do-	<b>M.Sivapragasam,</b> Secty(Retd), <i>Leg</i> <i>Assembly.</i>
43.	Right to Information Act, 2005	40	Public Information Officers/Asst Public Information Officers/Dealing Assistants	28 <sup>th</sup> December, 2018 10.00 AM to 12.00 Noon	-do -	R. Muralidharan, M.D(Retd)/ R.Ramakrishnan, Director

  
 (YASAM LAKSHMI NARAYANA REDDY)  
 ADDITIONAL SECRETARY TO GOVT.(ARW)