

MOST URGENT  
TRAINING PROGRAMME

F.N.33019/3/A2/ARW/2018  
GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT  
ADMINISTRATIVE REFORMS WING

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Puducherry, dated 22/03/2018.

CIRCULAR/I.D.NOTE

Sub: AR Wing – Conduct of training programmes as per training calendar 2018 of AR Wing – Modification of training programmes scheduled on 23<sup>rd</sup> March and 6<sup>th</sup> April, 2018 – Intimated – Reg.

Ref: Circular/I.D.Note of even no. dated 15.02.2018.

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Kind attention is drawn to the circular cited, wherein the Calendar of Training has been communicated.

2. It is informed that the training programmes scheduled on 23.03.2018 and 06.04.2018 are modified as below:

Sl. No.	Date	Name of the training programme as per calendar	Name of the training programme modified	Venue
1.	23.03.2018	Noting & Drafting	Office Procedure/Management	Training Hall of AR Wing, Chief Sectt., Pdy
2.	06.04.2018	Pay fixation on implementation of 7 <sup>th</sup> CPC	a) Disciplinary Proceedings b) Project Management ie Preparation of DPR c) Records Management	Conference Hall, 3 <sup>rd</sup> Floor, Block- 'B' Chief Sectt., Pdy

2. The participants for Sl.No.1 will be at the level of Superintendents. Nominations for this programmes may be sent to the undersigned immediately by return of post.

3. All Heads of Departments and PCS Officers are requested to attend the training programme mentioned at Sl.No.2. The training program will be from 10.30 Am to 1.00 PM and the concluding session of the training will be attended by Hon'ble Lt. Governor, Puducherry.

//By Order//

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

To

The Heads of Departments / PCS Officers