

No.A.48011/13/2013/DPAR/CCD(2)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 07.03.2013

**I. D. NOTE / OFFICE MEMORANDUM**

Sub: Public Services – Referring of files to D.P. & A.R. (Personnel Wing) for advice / clarification – Procedure to be followed.

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Department of Personnel and Administrative Reforms (Personnel Wing) renders advice / clarification on various service matters sought by various Secretariat Departments / Departments / Public Sector Undertakings / Societies / Boards. Of late, it is noticed that certain Secretariat Departments are referring the files to this Department without analyzing the facts of the case and in some cases, even if there is a clear rule position, the proposals are referred to this Department for advice. This practice has resulted in the increase of workload of D.P. & A.R. (Personnel Wing) and causes delay in the disposal of proposals. Further, certain Boards, Societies, PSUs are not routing their files through their concerned Secretariat Department.

2. In order to regulate the references, it is advised that all the Secretariat Departments shall refer only the files on service matters which needs clarification in the interpretation of rules stating clearly the difficulty (ies) faced in its interpretation which necessitates the referral to this Department. These proposals should be examined only on file and not through letter, I.D. Note, etc., and should invariably be routed with the views of the concerned Secretariat Departments.

/ By order of the Chief Secretary to Government /

  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT  
DP & AR-II (CCD)

To

1. All Secretaries to Government / Secretary to Lieutenant Governor / Special Secretary to Government (Personnel), Puducherry.
2. All Secretariat Departments.
3. All Heads of Departments / Offices.

Copy to:

1. The Private Secretary to Chief Minister / Speaker, Puducherry.
2. The Private Secretary to all Ministers / Senior P.A. to Deputy Speaker, Puducherry.
3. The Collector, Karaikal / Regional Administrator, Mahe / Yanam.
4. The Senior Technical Director, National Informatics Centre, Puducherry.
5. The Private Secretary to Chief Secretary, Puducherry.
6. Stock file / C.R.B.