

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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No.A.49011/7/2022/DPAR/CCD(2)

Puducherry, dated 16.03.2022

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

Sub: Public Services – Mentioning Name, Contact Number and e-mail address of the Officers, in the correspondences with the Ministry of Home Affairs, New Delhi – Instructions – Issued.

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The Ministry of Home Affairs, Government of India, New Delhi has informed this Administration that the communications received from various Offices / Departments of this Union Territory does not contain the Name, Contact Number and e-mail address of the Officers sending the communication, in the absence of which, the Ministry could not seek immediate clarification wherever required to process the proposals.

2. Hence, the Ministry of Home Affairs, has requested this Administration to issue suitable instructions to all concerned. It is therefore requested that the Name, Contact Number and e-mail address of the Officers sending communication shall invariably be indicated in all the correspondences with the Ministry of Home Affairs / other Ministries of Government of India / Union Public Service Commission.

/ BY ORDER /



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

All Secretariat Departments / Head of Departments.

Copy to:

1. The Development Commissioner-cum-Principal Secretary to Government / Commissioner-cum-Secretaries / all Secretaries / Special Secretary to Government, Puducherry.
2. The Secretary to Lieutenant Governor, Puducherry.
3. The Officer on Special Duty to Chief Minister / Home Minister, Puducherry.
4. The Private Secretary to All Ministers / Speaker / Sr. P.A. to Deputy Speaker, Puducherry.
5. The Collector, Karaikal ; Regional Administrator, Mahe / Yanam.
6. The Private Secretary to Chief Secretary, Puducherry.
7. Stock file / C.R.B.