

MOST URGENT
TRAINING PROGRAMME

F.No.A.33019/1/2024-25/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 11/06/2026.

MEMORANDUM

Sub: AR Wing – Conduct of training programme on “Noting & Drafting” to the directly recruited Assistants in U.T. of Puducherry Administration on 18th June, 2026 – Nomination of Officials – Intimated – Reg.

It is proposed to conduct ‘half-a-day’ refresher training programme on “Noting & Drafting” to the newly directly recruited Assistants (**Batch-IV**) on the forenoon of **18.06.2026** from **9.30 AM to 1.00 PM** at the **Training Hall, Block ‘C’, 1st Floor, Chief Secretariat, Puducherry.**

2. The Officials nominated therein as detailed in the Annexure enclosed are requested to attend the training programme as per the specified schedule of date and time. The period of training shall be treated as “on duty” under FR 9 (6)(b)(i).
3. The Officials attending the training programme from outlying regions are entitled for TA/DA as per rules in force.
4. The Heads of Departments/Offices concerned are, therefore requested to relieve their Official(s) concerned to attend the training classes as per the schedule without fail.

/BY ORDER/



(P. ALAGESAN)

UNDER SECRETARY TO GOVT.(ARW)

To

The Heads of Department/Offices concerned

Copy to: The Officials concerned – through proper channel

ANNEXURE

Training programme on "Noting & Drafting"
to the directly recruited Assistants

BATCH - IV

Date: 18.06.2026 (F/N) & Time: **9.30 AM to 1.00 PM**

Venue: Training Hall, Block 'C', 1st Floor, Chief Secretariat, Puducherry.

Sl. No.	Name of the Officials Tvl./Tmt./Selvi	Department
1	ANANTHI K	Dte. of Accounts & Treasuries, Puducherry
2	MOUTTOU VIGNESH M	Dte. of Accounts & Treasuries, Puducherry
3	PAVETHRAA U	Dte. of Accounts & Treasuries, Puducherry
4	MERLYN THEEBA A	Dte. of Accounts & Treasuries, Puducherry
5	SINDUJAAH A	Dte. of Accounts & Treasuries, Puducherry
6	MANOJ U	Deputy Director, Directorate of Accounts and Treasuries - Karaikal
7	RAMKUMAR S	Deputy Director, Directorate of Accounts and Treasuries - Karaikal
8	BHUVANA V	Deputy Director, Directorate of Accounts and Treasuries - Karaikal
9	SIVAGAME P	Deputy Director, Directorate of Accounts and Treasuries - Karaikal
10	SHUTHARSAN B	Adi-Dravidar Welfare Dept., Karaikal
11	SHEELA S	O/o. Addl. Director of Agriculture & Farmers Welfare, Karaikal
12	KIRUTHIGA R	O/o. Addl. Director of Agriculture & Farmers Welfare, Karaikal
13	VIGNESH G	Dept. of Civil Supplies & Consumer Affairs, Karaikal
14	H. FARVESH	Dept. of Civil Supplies & Consumer Affairs, Karaikal
15	SRINIVASA PRABU V	Commercial Taxes Department, Karaikal
16	PARKAVI A	O/o. Chief Educational Officer, Karaikal
17	BAKIAVATHY D	O/o. Dy. Inspector of Schools, Zone-II, Karaikal
18	BANUPRIYA K	O/o. Dy. Director (Secondary Education), Karaikal (post transferred from DD(French), Puducherry.
19	NITHYA G	Murugathal Achi Govt. Girls High School, Karaikal
20	JAYASREE P	Annai Theresa Govt. Girls He. Sec. School, Karaikal
21	SANTHOSH SIVAN S	Govt. Girls Hr. Sec. School, Thirunallar, Karaikal
22	MANOKARI @ MANJU K	College De Enseignement Secondaire, Karaikal
23	THARANEATHARAN P	Govt. High School, Kurumbagaram, Karaikal
24	JEEVAANAND LINGAM N	Govt. High School, Sethur, Karaikal
25	SUBASH S	Govt. Hr. Sec. School, Neravy, Karaikal
26	BOJAHAN V	Govt. Hr. Sec. School, T.R. Pattinam, Karaikal
27	Sivasubramanian. K	Govt. Hr. Sec. School, Thenur, Thirunallar, Karaikal
28	VIGNESH N	National Cadet Corps, Karaikal
29	SOENA	Avvaiyar Govt. Arts College for Women, Karaikal
30	AGALYA P	Avvaiyar Govt. Arts College for Women, Karaikal
31	HARIKRISHNA N	Elections Department, Karaikal
32	KANNADASAN M	Elections Department, Karaikal
33	MANIKANDAN S	O/o. EE-V, Electricity Dept., Karaikal
34	YOGANANDAMUTHU K	O/o. EE-V, Electricity Dept., Karaikal
35	PRASANNA T	Dept. of Fisheries & Fishermen Welfare, Karaikal
36	AGALYA K	Govt. General Hospital, Karaikal
37	DHARMENDRAN N	Govt. ITI (Men), T.R. Pattinam, Karaikal
38	NITHEYASREE M	Govt. ITI (Women), T.R. Pattinam, Karaikal
39	MARI ANSY S	Irrigation & Public Health Division, PWD, Karaikal
40	NIVEDHA	Irrigation & Public Health Division, PWD, Karaikal
41	SRIRAMAN S	Buildings & Roads Division, PWD, Karaikal
42	SOUNDARIAN B	Collectorate, Karaikal
43	Balaji K	O/o. Sub-Collector(Revenue), Karaikal
44	KARTHIKESAVAN C	O/o. Sub-Collector(Revenue), Karaikal
45	KISHORE KUMAR S	O/o. Sub-Collector(Revenue), Karaikal
46	JEEVITHA N	Circle-III, PWD, Karaikal
47	MUTHUBALAN R	Dept. of Women & Child Development, Karaikal
48	Hemachandiran. G	Police Department, Karaikal


(P. ALAGESAN)

UNDER SECRETARY TO GOVT.(ARW)