

MOST URGENT
TRAINING PROGRAMME

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

Puducherry, 26-08-2024

CIRCULAR/I.D.NOTE

Sub: AR Wing - Conduct of refresher training programmes -
Nomination Called for - Reg.

The AR Wing has proposed to conduct the following refresher training programmes as detailed below, during the month of September and October, 2024:

Sl. No.	Name of the Programme
1.	Receipts & Payment Rules
2.	Noting & Drafting
3.	Procurement Policy, Preparation of Tenders, Tender Processing under GFR, 2017
4.	Procurement of Goods and Services through GeM portal
5.	Pay fixation on 7th CPC/MACP
6.	Framing of Recruitment Rules & Procedure for Amendment of Recruitment Rules

2. The Heads of Department are requested to send maximum 2 nominations of dealing Official for each training programme and also ensure that the nomination for Sl.No.4 shall be from newly directly recruited UDCs/LDCs/Storekeepers alone dealing with GeM portal.

3. The details of nominations should reach this Wing **by 30.08.2024.**

//By Order//

Signed by

N Udayakumar

Date: 26-08-2024 12:25:04

N. UDAYAKUMAR
UNDER SECRETARY

To

All Heads of Departments