

MOST URGENT
TRAINING PROGRAMME

F.No.33018/1/2022/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 05/12/2022.

I.D.NOTE/MEMORANDUM

Sub: AR Wing – Conduct of induction/capsule training programme to Upper Division Clerks and Lower Division Clerks recruited directly/compassionate grounds - Intimated – Reg.

It is informed that, as approved by the Chief Secretary to Government, it is proposed to Conduct of induction/capsule training programme to Upper Division Clerks and Lower Division Clerks recruited directly/compassionate grounds of this Administration in batches in the Training Hall of AR Wing, Block 'C', Chief Secretariat, Puducherry. The training programme for the 2nd Batch is scheduled to be held **from 19.12.2022 to 06.01.2023.**

2. The Upper Division Clerks/Lower Division Clerks mentioned in the “**Annexure**” to this memorandum, are nominated for the 2nd Batch of the said training programme. The training programme will be conducted, on both sessions (Forenoon and Afternoon). Hence, they are directed to attend the full day training, without fail. The period of training shall be treated as “on duty” under FR9 (6) (b) (i).

3. The Officials attending training from outlying regions are eligible for TA / DA as per rules.

4. The Heads of Departments/Offices concerned are, therefore requested to relieve their official(s) concerned to attend the training classes for the above mentioned period at the right time.

5. The candidates should report at **8.45 A.M. on 19.12.2022 (Monday)** at the above venue, with the relieving order issued by the Head of Departments/Offices concerned, for registration.

/BY ORDER/

(M.V. HIRAN)

UNDER SECRETARY TO GOVT.(ARW)

Encl:- As above

To

1. The Individual concerned – through proper channel

2. The Head of Departments/
Offices } In case the official is transferred to some other
department, the memo may be forwarded directly to
the department concerned, under intimation to this wing.

Copy to:

The Under Secretary to Government,
Dept., of Personnel & Administrative Reforms (CC),
Chief Secretariat,
Puducherry.

} for information.

ANNEXURE

**LIST OF UDCs/LDCs NOMINATED FOR THE INDUCTION/CAPSULE TRAINING PROGRAMME
BATCH - II**

Period: 19.12.2022 to 23.12.2022, 26.12.2022 to 30.12.2022, 02.01.2023 to 06.01.2023.

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

Sl. No.	Name of the Candidate Tvl./Tmt./Selvi	Designation	Department in which working at present
1.	Sini. P.S	LDC	O/o the Insurance Medical Officer, Mahe.
2.	Manjusha. M	LDC	Dept. of Civil Supplies & Consumer Affairs, Mahe
3.	K. Elangovan	LDC	O/o the Deputy Director (ESI), Puducherry
4.	E. Karthik	LDC	O/o the Deputy Director (ESI), Puducherry
5.	K. Vidjea	LDC	IGGGH & PG Institute, Puducherry
6.	P. Irisappan	LDC	IGGGH & PG Institute, Puducherry
7.	A. Francis	UDC	Electricity Department, Karaikal
8.	L. Premnathan	UDC	Jail Department, Puducherry
9.	K. Vidya	UDC	Dept. Animal Husbandry & Animal Welfare, Puducherry
10.	Sushina. G.P	UDC	Mahatma Gandhi Govt. Arts College, Mahe
11.	A. Arunkumar	UDC	National Highways Division, PWD, Puducherry
12.	M. Sangeetha	UDC	Directorate of Social Welfare, Puducherry
13.	Venkateswari Potula	UDC	O/o the Delegate to DSE, Yanam
14.	Saritha. K.P	UDC	Public Works Department, Mahe
15.	M. Vivek	UDC	Labour Department, Puducherry
16.	M. Abirami	UDC	O/o the Deputy Collector (Revenue), Karaikal
17.	Mangaiyarkarasi. V	UDC	Directorate of Accounts & Treasuries, Puducherry
18.	S. Yogesvaran	UDC	Transport Department, Puducherry
19.	S. Sathish	UDC	Transport Department, Puducherry
20.	S. Puviyarasu	UDC	MRT & MMC(Division - VII) Electricity Department, Pdy
21.	J. Anbarasan	UDC	Special Buildings Div-II, PWD, Puducherry
22.	R. Arunprasad	UDC	Special Buildings Div-II, PWD, Puducherry
23.	S. Purushothaman	UDC	Special Buildings Div-II, PWD, Puducherry
24.	P. Jayaprakash	UDC	District Industries Centre, Puducherry
25.	S. Revathy	UDC	NCC Group Headquarters, Lawspet, Puducherry
26.	M. Sadhish	UDC	Govt. Automobile Workshop, Transport Dept., Puducherry
27.	Sajeendran. C.K	UDC	I.K. Kumaran Govt. Hr. Sec.School, Pandakkal, Mahe
28.	R. Gilbertine	UDC	Electricity Department, Division - R(S) O & M, Puducherry
29.	B. Balaaravindhan	UDC	O/o the Additional Director of Agriculture, Karaikal
30.	S. Poovarasan	UDC	Police Department, Puducherry.
31.	K. Sarojini	UDC	Directorate of Accounts & Treasuries, Puducherry
32.	M.B. Balaeswari	UDC	Directorate of Survey & Land Records, Puducherry
33.	K. Sugumaran	UDC	O/o the Commercial Tax Officer, Karaikal.
34.	M. Gilbert	UDC	O/o the Commercial Tax Officer, Karaikal.

TIME SCHEDULE

FORENOON SESSION			LUNCH BREAK	AFTERNOON SESSION		
Session - 1	Tea Break	Session - 2		Session - 3	Tea Break	Session - 4
09.30 AM to 11.00 AM	11.00 AM to 11.15 AM	11.15 AM to 12.45 PM	12.45 PM to 02.30 PM	02.30 PM to 04.00 PM	04.00 PM to 04.15 PM	04.15 PM to 05.45 PM


(M.V. HIRAN)
UNDER SECRETARY TO GOVT.(ARW)