

**MOST URGENT
TRAINING PROGRAMME**

F.No.A.33019/7/A2/ARW/2018
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 18/01/2019.

MEMORANDUM

Sub: AR Wing – Conduct of Induction Training Programme to the directly recruited Lower Division Clerks during the year 2013 - Intimated – Reg.

It is informed that, as approved by the Chief Secretary to Government, it is proposed to conduct Induction Training programme to the directly recruited Lower Division Clerks 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 29.01.2019 to 15.02.2019.**

2. The 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, since the training programme is a mandatory one, for the directly recruited Lower Division Clerks.

5. The candidates should report at **8.45 A.M. on 29.01.2019 (Tuesday)** at the above venue, with the relieving order issued by the Head of Departments/Offices concerned, for registration.

/BY ORDER/

AP Rebena Jayaraj 18/1/19
UNDER SECRETARY TO GOVT.(ARW)

Encl:- As above

To

1. The Individual concerned – through proper channel

2. The Head of Departments } 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.