

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

Puducherry, dated 11/11/2022

CIRCULAR / I.D.NOTE

Sub: ARW – Conduct of Office Automation Training Programme to the
Left out LDCs / UDCs– Details called for - Reg.
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It is informed that the directly recruited Lower Division Clerk / Upper Division Clerks of Government of Puducherry have to undergo the Office Automation Training programme which is mandatory for declaration of probation and confirmation. As such, it is proposed to invite nomination from the eligible LDCs / UDCs who had not undergone the Office Automation training programme for giving Office Automation training by the Directorate of Information Technology, Government of Puducherry.

2. The Heads of Departments are therefore requested to furnish the details of the eligible LDCs / UDCs who had been recruited directly / compassionate grounds and have not undergone the Office Automation Training programme so far to this wing for consolidation and onward transmission to the Directorate of Information Technology, Government of Puducherry.

3. This may be treated as “Most Urgent” and the nominations may be sent to this wing in the proforma enclosed on or before **25th November, 2022.**

/BY ORDER/


(R. SRIDHARAN)

UNDER SECRETARY TO GOVT.(ARW)

Encl: As above.

To

All Heads of Departments

PROFORMA

Sl. No.	Name	Date of appointment as LDC/UDC	Whether Directly recruited or compassionate appointment