

MOST URGENT

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

Puducherry, dated 31/05/2018

CIRCULAR / I.D.NOTE

Sub: AR Wing – AR Wing – Conduct of Induction Training Programme to the
left out LDCs – Details called for - Reg.
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It is informed that it is proposed to conduct induction training programme to the Lower Division Clerks who have not undergone the induction training programme earlier conducted by AR Wing.

2. In this connection, it is stated that the directly recruited Lower Division Clerk of Government of Puducherry has to undergo the induction training programme which is mandatory for declaration of probation and confirmation. It is ascertained that, some of the LDCs have yet not completed the induction training programme who have crossed more than 2 years of service. As such, it is proposed to call the details of eligible LDCs who had not undergone the induction training programme in order to arrive the exact list of pending LDCs for whom training is yet to be given.

2. The Heads of Departments are therefore requested to furnish the details of the eligible LDCs who had been recruited directly / compassionate grounds and have not undergone the induction training programme so far.

3. This may be treated as “Most Urgent” and the details may be sent to this department in the proforma enclose on or before **14th June, 2018.**

/BY ORDER/

P. P. Verbina Layanaj
31/5/18
UNDER SECRETARY TO GOVT.(ARW)

Encl: As above.

To

All Heads of Departments.

PROFORMA

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