

MOST URGENT

A.33021/1/2023/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING
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Puducherry, dated 13/03/2023

CIRCULAR/ I.D.NOTE

Sub: AR Wing – Providing Reference Books to Government Servants for
writing Departmental Test – Instructions – Issued - Reg.
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It is informed that the A.R. Wing is conducting various Training/Coaching classes to Government Servants to improve their efficiency in Government Service periodically.

2. It has been brought to the notice of this Wing that most of the Departments do not have updated reference books. Further some of the Departments have reference books but they were not issued to the participants for attending Coaching Classes/Departmental tests whenever necessary.

3. In this regard, it is brought to the notice that all Heads of Office are having full powers to purchase reference books (Official Publications) according to the G.O.Ms. No. 47/F3/2014, dated 09.12.2014 vide item No. II 15(i) issued by the Finance Department.

4. All the Heads of Departments/Attached Offices/Sub-ordinate Offices are therefore requested to purchase sufficient no. of updated reference books for their Official use. They may also take a lenient view to issue the Reference Books to their Staff on loan basis, whenever they attend Coaching/training Classes or Departmental Tests.

5. These instructions may be adhered to immediately.

/BY ORDER/



(M.V. HIRAN)

UNDER SECRETARY TO GOVT.(ARW)

To

All the Heads of Departments/Attached Offices/Sub-ordinate Offices