

MOST URGENT
TRAINING PROGRAMME

F.No.A.33021/1/2022-23/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 25/07/2022.

I.D.NOTE

Sub: AR Wing – Conduct of periodical refresher training programmes on July and August, 2022 – Nomination of Officers/Officials – called for – Reg.

As approved by Chief Secretary to Government(ARW) it is proposed to conduct refresher training programmes on the forenoon/afternoon session at the training hall of AR Wing, Block 'C', 1st Floor, Chief Secretariat, Puducherry as detailed below :-

Sl. No.	Name of the Training	No. of Days	Date
1.	Manual of Procurement	½ day	29.07.2022(FN)
2.	Records Management	½ day	29.07.2022(AN)
3.	Introduction under CCS(CCA) Rules, 1965 & Disciplinary Proceedings	1 day	05.08.2022
4.	Right to Information Act, 2005	1 day	12.08.2022
5.	(i) U.T Act of Puducherry (ii) Rules of Business & High Court Proceedings	1 day	19.08.2022
6.	Pay fixation on 7 th CPC/MACP	½ day	26.08.2022(FN)
7.	Time and Stress Management	½ day	26.08.2022(AN)

2. The Heads of Departments are requested to give priority for the training and nominate officials from the departments/subordinate departments by email usar.pon@nic.in. The officials nominated therein should be present in the training hall at 9.15 AM. The Officials will be accommodated on first come first serve basis since, the maximum seating capacity of the training hall is 50.

/BY ORDER/


(R. SRIDHARAN)

UNDER SECRETARY TO GOVT.(ARW)

To

The Heads of Departments