

**MOST URGENT
TRAINING PROGRAMME**

F.No.1968/A2/ARW/2017
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

Puducherry, dated 29/05/2018.

CIRCULAR / I.D.NOTE

Sub: AR Wing – Conduct of regular refresher/training programmes to the officers/officials of U.T of Puducherry – Intimated – Reg.

As directed by the Chief Secretary to Government of Puducherry, it is proposed to conduct regular/refresher training programmes to the Officers of Government of Puducherry, on various subjects as per the training calendar enclosed. In this regard, the following guidelines are issued to all the Heads of Departments for information and adherence.

- a) The training calendar would be strictly followed for the schedule of programmes to be organized by ARW.
- b) The venue of the programme will be Training Hall, Block 'C', Chief Secretariat, Puducherry and duration is 10.00 AM to 1.00 PM.
- c) The maximum number of participants for any program would be forty five to fifty. The Heads of Departments are requested to depute adequate number of Officials for the programmes.
- d) The training programme will be conducted with the assistance of resource persons. The period of training will be treated as on 'Duty' under FR 9(6)(b)(i).
- e) The Heads of Departments may kindly ensure that training programmes are made best use of.



(S.D. SUNDARESAN)
ADDITIONAL SECRETARY TO GOVT.(ARW)

Encl: Training Calendar 2019-20

To

All Heads of Departments.

Copy to:

1. The DC-Cum-Secretary to Govt., Chief Secretariat, Puducherry.
2. The Commissioner-cum-Secretary to Government, Puducherry.
3. All Secretaries to Government, Chief Secretariat, Puducherry.
4. The Additional Secretary to Government(Home), Chief Secretariat, Puducherry.
5. The P.S to Lieutenant Governor, Raj Nivas, Puducherry.
6. The P.S to Chief Secretary to Government, Puducherry.
7. The P.S to AS(Home), Chief Secretariat, Puducherry

GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING

TRAINING CALENDAR FOR THE YEAR 2019-20

Venue: Training Hall, Block 'C', 1st Floor, Chief Secretariat, Puducherry.

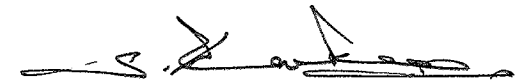
SL. No.	Course Title	Course Capacity	Level of Participants	Date & Time	Resource Persons
1.	Refresher training programme on Store Management and Disposal of Goods	50	Storekeepers / Dealing Assistants	7 th June, 2019 10.00 AM to 1.00 PM	A. Gunasekaran, Store Superintendent (Retd), PWD
2.	Right to Information Act, 2005	50	PIOs/APIOS/ Dealing Assistants	14 th June, 2019 10.00 AM to 1.00 PM	R. Muralidharan, MD(Retd), SPINCO
3.	Drafting of Charge Sheet for instituting disciplinary proceedings under CCS(CCA) Rules	50	Superintendents/ Dealing Assistants	21 th June, 2019 10.00 AM to 1.00 PM	R. Sridharan, Pvt. Secty to L.G
4.	Procurement Policy, Preparation of Tenders & GFR, 2017	50	Superintendents/ Dealing Assistants	28 th June, 2019 10.00 AM to 1.00 PM	K. Shankar, SAO(Retd)
5.	Workshop on Pension (including New Pension Scheme)	50	Officers / Superintendents/ Dealing Assistants	5 th July, 2019 10.00 AM to 1.00 PM	P. Rajendiran, Dy. Director (Retd.), DAT
6.	Public Debt & Fiscal Parameters	50	Officers / Superintendents/ Dealing Assistants	12 th July, 2019 10.00 AM to 1.00 PM	V. Amirthalingam, Director (Retd.), DAT
7.	Records Management	50	Superintendents/ Dealing Assistants	19 th July, 2019 10.00 AM to 1.00 PM	Md. Mustafa Kamal, Dy. Director (Retd)
8.	Establishment Rules	50	Assistants/UDCs/LDCs	26 th July, 2019 10.00 AM to 1.00 PM	S. Murugesan, Superintendent, DP&AR(CCD)

9.	Reservation in Services	50	Assistants/UDCs/LDCs	2 nd August, 2019 10.00 AM to 1.00 PM	S.Kuberasivakumaran, Superintendent, DP&AR(PW)
10.	Procurement of Goods and Services through GeM portal	50	Dealing Assistants	9 th August, 2019 10.00 AM to 1.00 PM	A. Gunasekaran, Store Superintendent (Retd),PWD/ Md. Jajitha Parveen, UDC, IGGH&PGI
11.	Stress & Time Management	50	Superintendents/ Assistants/UDCs/LDCs	23 rd August, 2019 10.00 AM to 1.00 PM	R. Muralidharan, MD(Retd), SPINCO
12.	Introduction and Application of Conduct Rules in Government Services	50	Superintendents/ Dealing Assistants	30 th August, 2019 10.00 AM to 1.00 PM	K. Shankar, SAO(Retd)
13.	Deputation, Foreign Services and Lien	50	Officers/ Superintendents/ Dealing Assistants	6 th September, 2019 10.00 AM to 1.00 PM	V. Amirthalingam, Director (Retd.), DAT
14.	Conduct of Audit by CAG, IA & LFA w.r. to Vertical Audit, Performance Audit and Annual Audit	50	Superintendents/ Dealing Assistants	13 th September, 2019 10.00 AM to 1.00 PM	Md. Mustafa Kamal, Dy. Director (Retd)
15.	Refresher training programme on Store Management and Disposal of Goods	50	Storekeepers/ Dealing Assistants	20 th September, 2019 10.00 AM to 1.00 PM	A. Gunasekaran, Store Superintendent (Retd), PWD
16.	Right to Information Act, 2005	50	PIOs/APIOS/ Dealing Assistants	27 th September, 2019 10.00 AM to 1.00 PM	R. Muralidharan, MD(Retd), SPINCO
17.	Drafting of Charge Sheet for instituting disciplinary proceedings under CCS(CCA) Rules	50	Superintendents/ Dealing Assistants	4 th October, 2019 10.00 AM to 1.00 PM	R. Sridharan, Pvt. Secty to L.G
18.	Procurement Policy, Preparation of Tenders & GFR, 2017	50	Superintendents/ Dealing Assistants	11 th October, 2019 10.00 AM to 1.00 PM	K. Shankar, SAO(Retd)
19.	Workshop on Pension (including New Pension Scheme)	50	Officers / Superintendents/ Dealing Assistants	18 th October, 2019 10.00 AM to 1.00 PM	P. Rajendiran, Dy. Director (Retd.), DAT

20.	Public Debt & Fiscal Parameters	50	Officers / Superintendents/ Dealing Assistants	25 th October, 2019 10.00 AM to 1.00 PM	V. Amirthalingam, Director (Retd.), DAT
21.	Records Management	50	Superintendents/ Dealing Assistants	8 th November, 2019 10.00 AM to 1.00 PM	Md. Mustafa Kamal, Dy. Director (Retd)
22.	Establishment Rules	50	Assistants/UDCs/LDCs	15 th November, 2019 10.00 AM to 1.00 PM	S. Murugesan, Superintendent, DP&AR(CCD)
23.	Reservation in Services	50	Assistants/UDCs/LDCs	22 nd November, 2019 10.00 AM to 1.00 PM	S.Kuberasivakumaran, Superintendent, DP&AR(PW)
24.	Procurement of Goods and Services through GeM portal	50	Dealing Assistants	29 th November, 2019 10.00 AM to 1.00 PM	A. Gunasekaran, Store Superintendent (Retd), PWD/Md. Jajitha Parveen, UDC, IGGH&PGI
25	Stress & Time Management	50	Superintendents/ Assistants/UDCs/LDCs	6 th December, 2019 10.00 AM to 1.00 PM	R. Muralidharan, MD(Retd), SPINCO
26.	Introduction and Application of Conduct Rules in Government Services	50	Superintendents/ Dealing Assistants	13 th December, 2019 10.00 AM to 1.00 PM	K. Shankar, SAO(Retd)
27.	Deputation, Foreign Services and Lien	50	Officers /Superintendents/ Dealing Assistants	20 th December, 2019 10.00 AM to 1.00 PM	V. Amirthalingam, Director (Retd.), DAT
28.	Conduct of Audit by CAG, IA & LFA w.r. to Vertical Audit, Performance Audit and Annual Audit	50	Superintendents/ Dealing Assistants	27 th December, 2019 10.00 AM to 1.00 PM	Md. Mustafa Kamal, Dy. Director (Retd)
29.	Refresher training programme on Store Management and Disposal of Goods	50	Storekeepers / Dealing Assistants	3 rd January, 2020 10.00 AM to 1.00 PM	A. Gunasekaran, Store Superintendent (Retd), PWD
30.	Right to Information Act, 2005	50	PIOs/APIOS/ Dealing Assistants	10 th January, 2020 10.00 AM to 1.00 PM	R. Muralidharan, MD(Retd), SPINCO

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31.	Drafting of Charge Sheet for instituting disciplinary proceedings under CCS(CCA) Rules	50	Superintendents/ Dealing Assistants	24 th January, 2020 10.00 AM to 1.00 PM	R. Sridharan, Pvt. Secty to L.G
32.	Procurement Policy, Preparation of Tenders & GFR, 2017	50	Superintendents/ Dealing Assistants	31 st January, 2020 10.00 AM to 1.00 PM	K. Shankar, SAO(Retd)
33.	Workshop on Pension (including New Pension Scheme)	50	Officers / Superintendents/ Dealing Assistants	7 th February, 2020 10.00 AM to 1.00 PM	P. Rajendiran, Dy. Director (Retd.), DAT
34.	Public Debt & Fiscal Parameters	50	Officers / Superintendents / Dealing Assistants	14 th February, 2020 10.00 AM to 1.00 PM	V. Amirthalingam, Director (Retd.), DAT
35.	Records Management	50	Superintendents/ Dealing Assistants	21 st February, 2020 10.00 AM to 1.00 PM	Md. Mustafa Kamal, Dy. Director (Retd)
36.	Establishment Rules	50	Assistants/UDCs/LDCs	28 th February, 2020 10.00 AM to 1.00 PM	S. Murugesan, Superintendent, DP&AR(CCD)
37.	Reservation in Services	50	Assistants/UDCs/LDCs	6 th March, 2020 10.00 AM to 1.00 PM	S.Kuberasivakumaran, Superintendent, DP&AR(PW)
38.	Procurement of Goods and Services through GeM portal	50	Dealing Assistants	13 th March, 2020 10.00 AM to 1.00 PM	A. Gunasekaran, Store Superintendent (Retd), PWD/Md. Jajitha Parveen, UDC, IGGH&PGI
39.	Stress & Time Management	50	Superintendents/ Assistants/UDCs/LDCs	20 th March, 2020 10.00 AM to 1.00 PM	R. Muralidharan, MD(Retd), SPINCO
40.	Introduction and Application of Conduct Rules in Government Services	50	Superintendents/ Dealing Assistants	27 th March, 2020 10.00 AM to 1.00 PM	K. Shankar, SAO(Retd)



(S.D. SUNDARESAN)
ADDITIONAL SECRETARY TO GOVT.(ARW)