

No. B. 1011/1/2023/A2/ARW
GOVERNMENT OF PUDUCHERRY
ADMINISTRATIVE REFORMS WING
CHIEF SECRETARIAT

Puducherry, dt. 13.03.2023

CIRCULAR/ORDER

Sub: ARW- Observance of "**Meeting Free Hour**" – Redressal of Public Grievance - Reg.

Ref.: i) Note no. 672/ARW/A2/2016, dt. 30.05.2016 of AR Wing, Chief Secretariat, Puducherry
ii) I. D. Note no. 1011/ARW/A2/2020 dt.29/10/2020 of AR Wing, Chief Secretariat, Puducherry

As per the existing instructions issued in the references cited above, the personal grievances of the citizens should be redressed with during "meeting free hour" between 5 to 6 PM on all working days by Officers of this Administration without prior appointment.

2. The Officers should make themselves available during the "meeting free hour" for listening to personal grievance of citizens.
3. This issues for information and strict compliance by all concerned.

/By Order /



(M.V. HIRAN)

UNDER SECRETARY TO GOVT. (ARW)

To

1. All Administrative Secretaries to Govt., Government of Puducherry
2. All Heads of Departments
3. The District Collector, Puducherry/Karaikal
4. The Regional Administrator, Mahe/Yanam

SP Vigilance & Anti-Corruption, Pdy

Copy to

1. The P.S. to Chief Secretary to Govt.

MOST URGENT

A.33021/1/2023/A2/ARW
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT
ADMINISTRATIVE REFORMS WING
&&&

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