

GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARAIT
ADMINISTRATIVE REFORMS WING

OFFICE OF THE SP(HQ)
DESPATCH SECTION
PUDUCHERRY.
No: 783
Date: 2 JAN 2018

No.1968/A2/ARW/2017

Puducherry, dated 18/01/2018

CIRCULAR

Sub: ARW - Meeting to review the progress on (a) CPGRAMS; (b) SCPGRAMS; (c) Updation of Citizen Charter; (d) Installation of Bio-Metric Attendance; (e) Uploading of Quarterly Returns in CIC Website (f) Adoption of Self-Attestation and Self Affidavits; (g) Training Calendar by the Department to equip the staff on the Departmental Activities; (h) Effective disposal and tracking of references from HCM/HLG Portal - Minutes of meeting - Communicated - Reg.

Minutes of the meeting held on 08.01.2018 under the Chairmanship of Chief Secretary to Government in connection with review of issues related to Heads of Departments is sent herewith for necessary follow-up action.

V.P. Prabha Jayaraj
21/1/18
UNDER SECRETARY TO GOVT.(ARW)

Encl: As stated.

To

1. All Heads of Departments.
2. SIO, NIC, Puducherry.

The SP (HQ)

Police Dept

PD

Copy to:

The P.S. to C.S

SP HQ
ETI (A)
web office
22/1/18

Minutes of the Review Meeting held under the Chairmanship of
the Chief Secretary to Government on 08.01.2018 at 11.00A.M.
in the Conference Hall, Chief Secretariat, Puducherry

The meeting was chaired by Chief Secretary. The list of participants in enclosed.
The action to be taken on the issues reviewed is as follows:

Sl. No.	Issue	Action to be Taken
a.	Review of Public Grievance portal on - CPGRAMS - SCPGRAMS	The 228 grievances in SCPGRAMS and 51 grievances in CPGRAMS should be disposed of by the departments within 15 days. NIC shall ensure that SCPGRAMS are merged with CPGRAMS so as to have single portal for grievance redressal.
b.	Updation of Citizen Charter	33 Departments should update their Citizen Charter and also upload it on their website.
c.	Installation of Bio-Metric Attendance System in Offices	Heads of Department shall review use of Bio-Metric Attendance system and take action against absentees / non punctualities.
d.	Uploading of Quarterly Returns in CIC Website	The quarterly Returns in the central information common website should be uploaded immediately.
e.	Adoption of Self Attestation and Self Declaration	The departments which are still following the Affidavits instead of Self declaration may report the justification for the same. Unless mandatory by statutory provisions, the departments should switch to self declaration.
f.	Training Calendar by the Department to equip the staff on the Departmental Activities	All the Department should prepare Training Calendars to train their staff. Common Training required for all staff on topics such as Financial Rules, Laws, Administrative issues can be organized by Departments like ARW, DP&AR, Finance Department and Law Department. Department such as Electricity, Public Works Revenue, Health, Animal Husbandry, Agriculture etc., which are Technical in nature should have proper training plan. All Departments shall finalize their Training Calendar within 10 days.
g.	Effective disposal and tracking of references from HCM/HLG through a portal	The references received from Hon'ble LG/Hon'ble CM should be attended immediately. The grievances in http://lgredressal.py.gov.in should be disposed of online. SIO, NIC may come out with a mechanism for handling VIP references at a single point.

V. P. Velma Jayaraj
12/1/18

UNDER SECRETARY TO GOVT. (ARW)
CHIEF SECRETARIAT
PUDUCHERRY

The list of participants:

1. Director, Higher & Technical Education
2. Director, Industries & Commerce
3. Deputy Director, Agriculture
4. Director, School Education
5. Commissioner, Commercial Taxes
6. Managing Director, District Industries Centre
7. Director, Labour
8. Under Secretary to Govt., Law
9. Director, Art & Culture
10. Superintending Engineer, Electricity
11. Director, Port
12. Director, Stationery & Printing
13. Director, Accounts & Treasuries
14. Commissioner, Transport
15. Director, Animal Husbandry & Animal Welfare
16. Director, Social Welfare
17. Chief Engineer, Public Works
18. Editor of Debates, Legislative Assembly Secretariat
19. Commissioner, Hindu Religious Institutions
20. Divisional Fire Officer, Fire Service
21. Director, Economics & Statistics
22. Superintendent, Civil Supplies & Consumer Affairs
23. Director, Women & Child Development
24. Director, Adi-Dravidar Welfare
25. Director, Planning & Research
26. Superintendent of Police(HQ), Police
27. Junior Accounts Officer, Social Welfare
28. Welfare Officer, Social Welfare
29. Superintendent, Legislative Assembly Secretariat
30. Junior Accounts Officer, Information & Publicity
31. Senior Accounts Officer, Office of Council Ministers
32. Superintendent, Port
33. Tahsildar, Survey & Land Records
34. Joint Director, Animal Husbandry & Animal Welfare
35. Assistant Director, Industries & Commerce
36. Junior Accounts Officer, Tourism

V. P. Verbina Laxaraj 12/11/12
UNDER SECRETARY TO GOVT. (ARW)
CHIEF SECRETARIAT
PUDUCHERRY