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# புதுச்சேரி மாநில அரசிதழ்

## La Gazette de L'État de Poudouchéry

### The Gazette of Puducherry

#### PART - II

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No. }	Puducherry	Thursday	19th	June	2025	
(29 Jyaistha 1947)						

GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT  
(ADMINISTRATIVE REFORMS WING)

(G.O. Ms. No. 04/A2/ARW/2025, Puducherry, dated 19th June 2025)

#### NOTIFICATION

The Lieutenant-Governor, Puducherry, is pleased to establish the Administrative Training Institute of Puducherry, as functional autonomous Society.

2. The Society shall be registered under the Societies Registration Act, 1860 (Central Act 21 of 1860).

3. The Memorandum of Association along with the rules and regulation of the Aid Society shall be appended to this order.

MEMORANDUM OF ASSOCIATION OF THE  
ADMINISTRATIVE TRAINING INSTITUTE OF PUDUCHERRY

1. *Name*.— The name of the Society shall be the “Administrative Training Institute of Puducherry”.

2. *Office*.— The registered office of the Society shall be situated at the 1st Floor, C-Block, Training Hall, Chief Secretariat, Puducherry-605 001.

3. *Objects*.— (1) The main objects of the Society shall be.-

(i) to implement the National Training Policy and the Union territory of Puducherry Training Policy and to perform the roles assigned under the aforesaid training policies and to recommend appropriate training policies to the Government;

(ii) to develop a professional, impartial and efficient Civil Service that is responsive to the needs of the Citizens by conducting the required training programmes to the employees working in the various Government Departments/Undertakings/Local Bodies *etc.*, of this Administration;

(iii) to emphasize the development of proper ethics and commitment to work;

(iv) to play a key role in assisting the Departments in the process of shifting to a competency based-framework for training (as applicable); the competency framework shall be used to ensure that the Civil Servants have the requisite knowledge, skills and attitude to effectively perform the functions, they are entrusted with;

(v) to network with the other International/National/State Training Institutions to share the learning resources, experience and expertise;

(vi) to serve as the policy making body to work out, test, validate and implement training strategies for all employees of the Government of Puducherry, including those at the administrative and the managerial level;

(vii) to set up different centres to provide training and academic inputs in different areas of the Governance/Administration and public policy;

(viii) to develop training programme for competency based training framework and provide digital training content on the online platform of iGOT under Mission Karmayogi;

(ix) to develop foundational, induction, mid-career mandatory training programme prescribed for various services/posts in a combination of online/offline blended mode training; and

(x) to provide advisory and/or consultancy services to the Government, other autonomous Government organisation and other Institutions.

For the purpose of achieving the above objects, the Society shall function as the Apex Training Institute for the Union territory of Puducherry under the National Training Policy, 2012 and the Union territory of Puducherry Training Policy, 2012. The Society shall carry out the following activities, namely:-

(i) Conduct of various Training Programmes to the Ministerial Staff on the Administrative and the Financial matters and other Technical Training to the Departments on need basis;

(ii) Provide induction training to the new entrants to the Government Service;

(iii) Ensure that all Trainers who join the Institute are deputed at the earliest possible opportunity to undergo programmes for "Training of Trainers";

(iv) Organize conference, seminars, workshops *etc.*, on the relevant subjects;

(v) Establish collaborative linkage with other International/ National Level/State Level Training Institutes in India and abroad;

(vi) To develop training infrastructure and manpower in the Union territory of Puducherry;

(vii) Maintain database of trained manpower for future reference;

(viii) To tie up with iGoT Karmayogi and Capacity Building Commission whenever required for development of online digital training materials; and

(ix) To deal with any other matters entrusted by the Government or as may be decided by the Governing Body.

4. *Governing Body.*— (1) The signatories to this Memorandum of Association shall constitute the first Governing Body of the Society, and shall hold office as such till the Governing Body is constituted, as provided in this clause.

(2) The Governing Body of the Society shall consist of the following Members, namely:-

- |   |                |  |
|---|----------------|--|
| 1. Chief Secretary to Government  | .. Chairperson | .. <i>Ex Officio</i><br>Chairperson          |
| 2. Secretary to Government (Finance)  | .. Member      | .. <i>Ex Officio</i><br>Member               |
| 3. Secretary to Government<br>(Administrative Reforms Wing).  | .. Member      | .. <i>Ex Officio</i><br>Member               |
| 4. Secretary to Government<br>(Personnel).  | .. Member      | .. <i>Ex Officio</i><br>Member               |
| 5. District Collector, Puducherry<br>and Karaikal/Regional<br>Administrators, Mahe and Yanam.                                   | .. Members     | .. <i>Ex Officio</i><br>Members              |
| 6. Director (Planning)  | .. Member      | .. <i>Ex Officio</i><br>Member               |
| 7. Additional Secretary/Joint<br>Secretary/Deputy Secretary/<br>Under Secretary to Government<br>(Administrative Reforms Wing). | .. Member      | .. <i>Ex Officio</i><br>Member<br>Secretary. |

8. Three Non-official Members from the Academic and Administrative field who are experts in the field of Public Administration/Public Policy/Good Governance/Finance/Development, to be nominated by the Government of Puducherry.

Provided that,-

(i) The Members appointed to the Governing Body by virtue of their office shall cease to be the Members, when they cease to hold such office; and

(ii) Non-official Member shall cease to hold office, if, he resigns or becomes of unsound mind or is adjudged as an insolvent or is convicted of a criminal offence involving moral turpitude;

(iii) Full time Non-official Members shall be paid honorarium as may be decided by the Governing Body;

(iv) The Governing Body may co-opt any other person, who is an expert in the specific subject and may perform ably as a Resource person, as a Member of the Governing Body;

(v) The Non-official Members appointed to the Governing Body, shall hold office for three years from the date of the order nominating them to the Governing Body, subject to the proviso under sub-clause (2) above.

5. *Amendment of the Memorandum.*— Any amendment in the Memorandum of Association shall be subject to the approval of the Governing Body and the approval of the Government.

6. *Signatories of the Memorandum of Association.*— We, the several persons whose names and addresses are given below having associated ourselves for the purposes as described in the Memorandum of Association and set out our several and respective hands hereunder, form ourselves into a Society registered under the Societies Registration Act, 1860 of this day.

Sl. No.	Name	Occupation	Address
(1)	(2)	(3)	(4)
1.	Dr. Sharat Chauhan, I.A.S.	Chief Secretary to Government.	Chief Secretariat, Puducherry.
2.	Shri. Ashish Madhaorao More, I.A.S.	Secretary to Government (Finance).	Chief Secretariat, Puducherry.
3.	Shri. Pankaj Kumar Jha, I.A.S.	Secretary to Government (Administrative Reforms Wing).	Chief Secretariat, Puducherry.
4.	Dr. A. Muthamma, I.A.S.	Secretary to Government (Works).	Chief Secretariat, Puducherry.
5.	Shri. S.D. Sundaresan, I.A.S.	Secretary to Government (Welfare).	Chief Secretariat, Puducherry.
6.	Shri. R. Kesavan, I.A.S.	Secretary/Special Secretary to Government (Personnel).	Chief Secretariat, Puducherry.

(1)	(2)	(3)	(4)
7.	Shri. A. Kulothungan, District Collector, I.A.S. Puducherry.		Department of Revenue and Disaster Management, Puducherry.

Place : Puducherry

Date :

We, the above named persons, whose signatures are subscribed hereunder desire to form ourselves into Society under the Societies Registration Act, 1860.

1. Signed  
Chief Secretary to Government
2. Signed  
Secretary to Government (Finance)
3. Signed  
Secretary to Government (Administrative Reforms Wing)
4. Signed  
Secretary to Government (Works)
5. Signed  
Secretary to Government (Welfare)
6. Signed  
Secretary/Special Secretary to Government (Personnel)
7. Signed  
District Collector, Puducherry

Witnesses:-

1. Signed  
Under Secretary to Government (Administrative Reforms Wing),  
Chief Secretariat, Puducherry.
2. Signed  
Superintendent, Administrative Reforms Wing, Chief Secretariat,  
Puducherry.

RULES AND REGULATIONS OF THE ADMINISTRATIVE  
TRAINING INSTITUTE OF PUDUCHERRY

1. *Short title.*— These rules and regulations shall be called, ‘The Administrative Training Institute of Puducherry Rules and Regulations, 2025’.

2. *Definitions.*— In these rules, unless the context otherwise requires, --

(a) “Act” means, the Societies Registration Act, 1860 (Central Act 21 of 1860) as in force in the Union territory of Puducherry;

(b) “Chairperson” means, the Chairperson of the Governing Body;

(c) “Governing Body” means, the Governing Body of the Society;

(d) “Government” means, the Administrator of the Union territory of Puducherry appointed under Article 239 of the Constitution;

(e) “Member” means, the Member of the Governing Body or the Society

(f) “Meeting” means, a Meeting of the Governing Body

(g) “Member-Secretary” means, the Member-Secretary of the Governing Body,

(h) “Society” means, the Administrative Training Institute of Puducherry.

3. (a) *Office.*— The Office of the Society shall be situated at the 1st Floor, C- Block, Chief Secretariat, Puducherry-605 001.

(b) *Working hours.*— Subject to the control of the Governing Body, the working hours of the Society shall be as prescribed by the Member-Secretary and as per the requirements.

4. *Register of Members.*— (1) The Governing Body shall maintain a Register wherein, the address and occupation of all the Members shall be entered. Change of address shall be notified by the Member concerned to the Chairperson of the Governing Body, who shall enter the new address in the Register. If, a Member fails to notify his new address, the address in the Register of Members shall be deemed to be his correct address.

(2) The Governing Body shall make the Bye-Laws not inconsistent with the objects of the Society for enrolment of the Members of the Society.

5. *Authorities of the Society.*— The following shall be the Authorities of the Society, namely:-

The Governing Body and such other Committee or Committees, as may be appointed under these rules or by the Governing Body from time to time, specifying their duties, powers and functions.

6. *Governing Body.*— (1) The Governing Body/Board of Governance shall include all the Members as are specified in clause 4 of the Memorandum of Association. The Governing Body shall meet at least once in a year.

(2) The Governing Body shall co-opt. from time to time for such period as may be deemed fit, the representatives of other organisations or institutions which may be concerned with the work or programme of the Society and individuals with special knowledge or interest in such work or programmes.

(3) The following are the functions of the Governing Body/Board of Governance, namely:-

(a) The Board shall be responsible for laying down the training policies of the Administrative Training Institute and making its operational guidelines.

(b) The Board shall also conduct the periodical review of implementation of the training policy and if, necessary give its suitable recommendations for the best implementation of the policy.

(c) The Board shall be empowered to constitute Committees for different aspects of the Governance of Administrative Training Institute and training related matters and oversee the affairs of the Institute.



7. *The Executive Committee.*— (1) Without prejudice to the provisions of rule 5, there shall be an Executive Committee, and they shall meet at least once in a quarter. The Executive Committee shall consist of the following Members of the Governing Body, namely:-

- |  |  |
|--|--|
| 1. Secretary to Government<br>(Administrative Reforms Wing).   | . . <i>Ex Officio</i><br>Chairperson.          |
| 2. Secretary to Government (Personnel)   | . . <i>Ex Officio</i><br>Member.               |
| 3. Director(Planning)  | . . <i>Ex Officio</i><br>Member.               |
| 4. Additional Secretary/Joint Secretary/<br>Deputy Secretary/Under Secretary to Government<br>(Administrative Reforms Wing). | . . <i>Ex Officio</i><br>Member-<br>Secretary. |
| 5. One Non-official Member by rotation for a period<br>of one year.  | . . <i>Non Official</i><br>Member.             |

(2) The Executive Committee shall exercise all the powers and functions of the Governing Body as specified in clauses (1), (3), (4), (5), (7) and (10) of rule 10.

The following are the functions of the Executive Committee, namely:-

(a) The Committee shall be responsible for implementing the training policy as per the Guidelines framed by the Governing Body.

(b) The Committee is empowered to make and approve the Administrative and Financial decision, as and when required for the smooth functioning of the Training Institute.

(c) The Committee is empowered to constitute sub-Committees to discharge its different functions and delegate powers to it.

All the administrative decisions and the financial decisions shall be taken by the Executive Committee only, when the Secretary to Government (Finance)/Additional Secretary to Government (Finance) is present. Additional/Joint/Deputy Secretary to Government (Finance) shall function as the Financial Advisor to the Administrative Training Institute.

**Director-General (Training).—** The Chief Secretary to Government shall be the Director-General (Training) and Secretary, Administrative Reforms Wing shall be the Head and Additional Director General (Administration) of the Administrative Training Institute of Puducherry.

The Collector of Puducherry/Karaikal shall be the Additional Director-General (Training) and the Regional Administrator, Mahe /Yanam shall be the Deputy Director-General (Training).

**Financial Powers.—** (i) Opening of Account: A separate Account shall be opened for the Administrative Training Institute and all the grants/monies received by the Administrative Training Institute shall be credited to it.

(ii) Departments may request the Administrative Training Institute to conduct training to their technical officials as decided by the Department.

(iii) **Accounts.**— Administrative Training Institute shall maintain accounts which shall be audited by the Chartered Accountant and approved by the Executive Committee. The Account shall be open for auditing by the Comptroller and Auditor-General.

Provided that when the exigencies of situation so warrants, the Executive Committee shall exercise the powers and functions not specified in clause (2) above, subject however to the ratification by the Governing Body in its next Meeting:

Provided further that in every Meeting of the Governing Body, the Executive Committee shall place before the Governing Body a report of the action taken by it under the sub-rule(2) of rule 7.

8. *Meeting of the Governing Body.*— (1) The Governing Body shall hold Meeting at least once in a year or as and when required.

(2) The following business shall be transacted at such Meeting, namely:-

(a) Confirmation of the Minutes of the previous Governing Body Meeting;

(b) Consideration and approval of the Annual Report on the management of the Association for the preceding year together with an audited copy of the balance sheet, income and expenditure statement and the Audit Report;

(c) Appointment of Auditors; and

(d) Consideration of any other matter or matters that may be brought before it with the permission of the Chairperson.

(3) The Governing Body shall also hold extraordinary Meetings whenever the Chairperson thinks it necessary to convene.

(4) (a) Written notice of every Meeting shall be sent to all the Members either personally or through post to the address of the Member as entered in the roll of Members. Where, the notice is sent by post, due service shall be presumed if, the cover containing the notice properly addressed is posted.

(b) The accidental omission to give notice to or the non-receipt of notice by any Member or other person to whom it shall be given shall not invalidate the proceedings of the Meeting.

(c) Every notice shall be sent,

(i) in the case of Annual Meetings, not less than 15 days before the date fixed for the Meetings;

(ii) in the case of Ordinary Meetings, not less than 7 days before the date fixed for the Meeting; and

(iii) in the case of Extraordinary Meetings, not less than 2 days before the date fixed for the Meeting.

(5) The quorum for any Meeting shall be four.

(6) Every Meeting shall be presided over by the Chairperson and if, the Chairperson is absent, by the Secretary to Government (Finance) and if, the Chairperson and Secretary to Government (Finance) are absent, by any other Member, as the Members present at the Meeting, shall elect.

9. *Record of business.*— (1) A record shall be maintained of all business transacted by the Society.

(2) All the decisions of the Governing Body shall, as far as possible, be recorded in the form of a resolution and any entry of such decision in the minutes book of the Society shall be conclusive evidence of the fact that such decisions were taken by the Governing Body.

(3) The minutes of every Meeting of the Governing Body shall be circulated to all its Members.

10. *Powers and functions of the Governing Body.*— With a view to promote all the objects as specified in the Memorandum of Association, the Governing Body shall,-

(a) maintain and carry on the administration and management of the Society and to approve the Annual budget of the Society for the purpose and to decide the quantum of Grant-in-Aid and submit the proposal to the Government;

(b) approve the annual training calendar of the Administrative Training Institute;

(c) make subsidiary Rules and Bye-laws, as and when deemed necessary for the management of the Society and for incidental purposes of the objects of the Society;

(d) create administrative, technical and ministerial, and other posts in the Society and make appointments thereto and frame the Rules and Bye-laws for regulating their service conditions;

(e) construct buildings and structures of whatever nature or kind as are found to be necessary or expedient and to demolish, alter, repair renovate, improve, extend, develop and buildings or parts of them in furtherance of the object of the Society;

(f) appoint and hire services or discharge/terminate the services of the personnel and to pay them in return for the services rendered to the Society, salaries, wages, gratuities, provident funds, pension and other allowance or remuneration in accordance with the Rules and Regulations and Bye-laws of the Society;

(g) frame such Rules and Regulations and Bye-laws for the conduct of the business of the Society for the achievement of the objects of the Society as aforesaid;

(h) appoint and engage a qualified Auditor to audit the accounts of the Society as approved by the Governing Body and to pay him such remuneration as the nature of the work warrants;

(i) constitute such Committee or Committees as it may deem fit for the disposal of any business of the Society or for tendering advice in the matter pertaining to the Association;

(j) delegate any of its powers to any other Committee or Committees constituted by it or Officers of the Society; and

(k) do all such lawful acts and things either alone or in conjunction with other organisations or persons as the Governing Body may consider necessary incidental or conducive to any or all of the objects.

11. *Powers and functions of the Member-Secretary.*— (1) The Member-Secretary shall be the Principal Executive Officer of the Society and shall exercise the administrative control over the day to day affairs of the Society and exercise the disciplinary powers over the staff of the Society.

(2) The Member-Secretary shall exercise such other powers as may be delegated to him by the Governing Body/Executive Committee.

12. *Other Committees.*— (1) The Governing Body shall provide for other Committees consisting of the Members and Non-Members for any purpose as it considers necessary on such terms as it may fix.

(2) The Governing Body shall make the Bye-laws from time to time regulating the functions of the Committee and also the procedure that shall be followed by them in conducting their business.

(3) Casual vacancies in the Committees shall be filled up by the Chairperson of the Governing Body by nomination and the Chairperson of a Committee may also co-opt. any Member, as and when necessary.

(4) Save as otherwise provided by the Governing Body and these rules, all Committees shall be Advisory Bodies to the Governing Body and shall function subject to the control of the Governing Body.

13. *Funds.*— (1) The Society shall maintain a Fund to which shall be credited,-

- (a) all fees and other charges received by the Society;
- (b) all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers; and
- (c) all moneys received by the Society in any other manner or from any other source;
- (d) moneys, if any provided by the Central or Union Territory Government.

(2) All moneys credited to the Fund shall be deposited in such Banks or invested in such manner as the Governing Body may decide, with the prior approval of the Government.

(3) The Fund shall be applied towards meeting the expenses of the Society including expenses incurred in the exercise of its powers and discharge of its functions.

14. *Audit of accounts.*— (1) The Society shall maintain proper and regular accounts of all its transactions.

(2) Once at least in every financial year, the accounts of the Society shall be examined and the correctness of the said accounts ascertained by one or more Auditors, who have been granted a certificate under the Chartered Accountants Act, 1949.

15. *Properties of the Society.*— (1) The Society shall be the owner of all its properties, movable and immovable.

(2) The Governing Body shall be the custodian of the properties and funds of the Society and shall manage the same prudently for the purpose of the Society.

(3) The moneys of the Society shall be credited to an account opened in the name of the Society with any of the Nationalised Banks and withdrawals therefrom shall only be by way of cheques signed by the Chairperson or such other person or persons as may be authorised by the Governing Body.

16. *Travelling and daily allowance to be paid to the members of the Governing Body and the Committees.*— (1) The Chairperson and Members of the Governing Body and the Members of any Committee shall be paid travelling allowance and daily allowance for attending the Meeting of the Governing Body or the Committees at such rates as are applicable to the posts held by them in the Government and, where they are not *Ex Officio* Members, at the rates applicable to Group-A Officers of the Government of Puducherry.

(2) The Chairperson of the Governing Body may for special reasons sanction journeys by air, not otherwise admissible, by Members of the Governing Body or the Committees.

17. *Authentication of orders, instruments etc.*— (1) All orders and decisions of the Governing Body shall be authenticated by the Member-Secretary.

(2) For the purpose of section 6 of the Societies Registration Act, 1860, the person by whose name, the Society may sue or be sued, shall be the Member-Secretary.

18. *Validation.*— No Act done or proceedings taken by the Governing Body shall be questioned on the ground merely of the existence of any vacancy in or defect in appointment of the Members thereof.

19. *Financial Year.*— For the purpose of these Rules and Regulations, the term “Financial year” shall mean the year commencing with the 1st April in any year and ending with the 31st March of the next year.

20. *Amendment of Memorandum of Association or the Rules and Regulations.*— Governing Body shall be empowered to amend the Memorandum of Association or the rules and regulations, provided that no amendment in the name, the Memorandum of Association or the rules and regulations of the Society shall be made except in accordance with the provision of section 12 of the Societies Registration Act, 1860.

21. This issues with the concurrence of the Finance Department vide I.D No. E-8527/FC/FD/F3/A3/2025-26, dated 16-06-2025.

(By order of the Lieutenant-Governor)

**PANKAJ KUMAR JHA**, I.A.S.,  
Secretary to Government (ARW).