

GOVERNMENT OF PUDUCHERRY  
PLANNING AND RESEARCH DEPARTMENT

No. 90/PRD/2022-23/DD(PF) /4346

Puducherry, dt. 08.11.2022

**CIRCULAR**

Sub: Preparation of State Specific Note in connection with  
2<sup>nd</sup> Conference of Chief Secretaries – Communication of  
Template I and II – Reg.

Ref : D.O. Letter No. M.12017/8/2022-S-Co dated 2<sup>nd</sup> Nov, 2022  
received from CEO, NITI Aayog.

\* \* \*

Kind reference is invited to the Letter cited on the above mentioned subject.

2. In this connection NITI Aayog has communicated the Instruction Manual for the Second CS Conference regarding preparation of Template I and Template II. As per the direction, Template I (format enclosed) has to be prepared by Nodal Officers of Pillar I and Pillar II **before 10<sup>th</sup> November 2022**. All Secretaries to Govt., all PCS Officers and Heads of Departments has to prepare Two Pager Feedback Note as per the Template II (format enclosed).

3. In this regard, it is submitted that Ms. Rishita Gupta, OSD to Chief Secretary and Shri. Romil Singh Donk, Assistant Collector (Training) will co-ordinate and collect the Template II requirements and submit the same to Commissioner-cum-Secretary(Plg.) **before 10<sup>th</sup> November 2022**.

Encl: As stated above

  
(V. Aroulmoji)  
Joint Director i/c.

To

1. All Secretaries to Government.
2. All PCS Officers, Government of Puducherry.
2. Heads of Departments concerned.

Copy to :

1. PS to Chief Secretary
2. PS to Commissioner-cum- Secretary(Plg.)



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National Institute for Transforming India

## Second National Chief Secretary Conference Templates : State Specific Note & Feedback Note

### Template 1: State Specific Note

#### **I. Introduction**

*(Why is this topic important for the States/ UTs ? Highlight the data evidence to support the same)*

#### **II. Current Situation**

*(Current policy landscape, programmes, schemes and their progress)*

#### **III. Challenges**

*(Major policy, programmatic and capacity building gaps affecting the working of the States/ UTs Administration)*

#### **IV. Possible Solutions**

*(Proposed ideas, actions that can be undertaken by different stakeholders. Scope for convergence with other schemes/ programmes)*



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**V. Best Practices**

*(International (if any), Major Initiatives undertaken by States/ UTs Administration. May also include initiatives for training and capacity-building that have been taken for effective implementation; Strategic communication campaigns undertaken to disseminate the programme; convergence; new technologies used for effective implementation)*

**VI. Priority Areas**

*(Selected for implementation by the States in the next 5 years)*

**VII. Way Forward – Strategy for Implementation**

*(Modality for implementation – Legal, Administrative, Technological, Budgetary reforms required for implementation)*



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**Instructions for writing the State Specific note:**

1. References :
  - In-text citing as well as the listing of all the references used for compiling the data and information.
  - Hyperlinks can be added in the document
2. Documentation style:
  - Microsoft Word - Paper Size A4 with one inch margin from all four sides
  - Font: Times New Roman
  - Font Size: Title 14 pt; Section Heading - 12 pt; Body Text 11 Pt ;
  - Line Spacing : 1.25
  - Use additional spacing for section heading with spacing (After) - 6 pt
3. Any case study on the impact of the initiatives (District/State level) undertaken may be shared (along with high resolution photographs). Alternatively, short films on the initiatives may be shared.
4. Photographs and snapshots/Screenshots of the Virtual Conferences along with broad participant list may be shared.
5. If the State has worked out any long term vision for the next 25 years, details of the same along with Implementation strategy may be shared.



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**Template 2: Feedback Note (by all IAS officers / State Department Officers)**

**Section 1: Officer Name and Details :**

- Name
- Designation
- Batch
- Current Posting

**Section 2: Feedback for Second Chief Secretary Conference**

**1. Name of the topic**

*(Choose from the topics of the conference)*

**2. Policy Gaps and Challenges**

*(Current policy challenges, administrative and implementing challenges with respect to the topic selected)*



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**3. Potential Solutions**

*(Can potentially highlight new technology solutions, scope for convergence with other schemes/ programmes etc.)*

**4. Best Practices**

*(Highlights the practices which are sustainable, replicable, scalable, monitorable etc. Can also highlights the block/district/ State level practices)*

**Instructions for filing feedback note:**

1. References :



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