

GOVERNMENT OF PUDUCHERRY  
PLANNING AND RESEARCH DEPARTMENT

No. 2447/PRD/DD(PF)/2023/2546

Puducherry, dt. 31.07.2023

**CIRCULAR**

Sub: Third National Conference of Chief Secretaries (NCCS) –  
Nomination of Nodal Officers for sub-themes and Communication  
of Template I and II – Reg.

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The Third National Conference of Chief Secretaries is proposed to be held during the month of October/ November 2023. The overarching theme of the Conference is “Promoting Ease of Living” having 5 sub-themes viz., land and property, electricity, drinking water, health & wellness and schooling.

2. As per the direction of Chief Secretary the following Nodal Officers are nominated for the sub-themes:

Sl.No.	Sub -theme	Nodal Officer
1	Land and Property	<b>Shri E. Vallavan IAS,</b> Secretary (Revenue)
2	Electricity	<b>Dr. A. Muthamma IAS,</b> Secretary (Power)
3	Drinking Water	<b>Dr. D. Manikandan IAS,</b> Secretary (Public Works)
4	Health and Wellness	<b>Shri. C. Udayakumar, IAS,</b> Secretary (Health)
5	Schooling	<b>Shri. P. Jawahar IAS,</b> Secretary (Education)


3. In this connection NITI Aayog has communicated two Templates viz., Template I for preparation of State Specific Note and Template II for preparation of Feedback Note (copy enclosed). The Nodal Officers of each sub-theme are required to prepare 5 page **State/UT's Specific Note** as per the **Template I**. Further, 2 Page Feedback Note is to be prepared as per **Template II** by the IAS Officers/ Department Officers.

4. The State Specific Note is to be prepared based on the inputs drawn by the respective States/ UTs from the

- (i) 2 page **Feedback Note** from IAS officers and State/ UT Department Officers on the sub-schemes as per the **Template II**
- (ii) Workshops with Stakeholders and Experts

4. It is learnt that the Ministries dealing with the above sub-schemes are conducting workshops for preparation of Concept Note pertaining to their sub-scheme and sharing the same to States/ UTs for addressing the key themes in preparation of State Specific Note on each sub-theme with focus on "Promoting Ease of Living". The Nodal Officers of each sub-theme are requested to get in touch with the respective Ministry for obtaining the Concept Note and submit the State Specific Note to the concerned Ministry at the earliest.

5. This issues with the approval of Secretary (Plg.)

  
(R. Sheela)  
Director  
4/5

Encl: As stated.

To

- 1 All Secretaries to Govt.
- 2 Head of Departments concerned

Copy to

1. P.S. to Chief Secretary
2. P.S. to Secretary (Plg.)

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Third National Conference of Chief Secretaries  
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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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 Third National Conference of Chief Secretaries

**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)*

**3. Potential Solutions**

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

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#### 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 :

- 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