

No.A.32012/1/2019-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

.0.

Puducherry, dated the 27.11.2019

I.D.NOTE / MEMORANDUM

Sub: Public Services – Regularisation of Ad-hoc services of Private  
Secretaries – Service Particulars & APARs – Called for.

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The Private Secretaries mentioned in the Annexure to this I.D.Note/  
Memorandum are to be considered for regularisation of their ad-hoc services in  
the post of Private Secretary.

2. Hence, it is requested that the Service Particulars as required in the  
Proforma enclosed alongwith the APARs for the period mentioned against them  
may be sent to this Department on or before 10.12.2019.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: As stated.

To

The Heads of Departments/Offices concerned.

P R O F O R M A

01. Name of the Private Secretary :
02. Name of the Dept./Office in which working & date from which working :
03. Date of Birth :
04. Date of appointment as Stenographer Grade-I (regular) :
05. Date of appointment as Private Secretary (ad-hoc) :
06. Educational Qualification :
07. Whether belongs to Scheduled Caste :  
[A copy of fresh caste certificate obtained as per "The Constitution (Puducherry) Scheduled Castes Order, 1964" should be enclosed]
08. Whether undergone the "Professional Development Training for Private Secretaries" conducted by AR Wing, Chief Secretariat, Puducherry. :
09. Whether any Break-in-service :
10. Whether under suspension? :
11. Whether Disciplinary proceedings pending/ Contemplated? If so, provide the details :
12. Whether currently undergoing any punishment :
13. Whether on long leave (with period)/ unauthorized absence etc.? :
14. Whether Integrity certificate enclosed :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL:

Sl. No.	Name of the Official and designation Thiru./Tmt./Selvi.	Department / Office	ACR/ APAR required
1	S. Rajalakshmi, Sr. Private Secretary (Retired)	Chief Secretariat, Puducherry	2007-12
2	R. Gandhi Dharmaraj, Private Secretary (Retired)	Chief Secretariat, Puducherry	2007-12
3	V. Nandakumar, Sr. Private Secretary (Retired)	O/o Council of Ministers, Puducherry	2008-13
4	T. Subramanian, Pvt. Secretary (Retired)	O/o FC, Electricity Dept., Puducherry	2010-15
5	N. Calavady, Pvt. Secretary (Retired)	Public Health Div., PWD, Puducherry	2010-15
6	Valantine Alphonse, Pvt. Secretary	Central Office, PWD, Puducherry	2010-15
7	D. Lakshmi, Pvt. Secretary	Dept. of Stationery and Printing, Puducherry	2010-15
8	S. Poongodai, Pvt. Secretary (Vol. retired)	Law Department, Puducherry	2010-15
9	R. S. Palaniappan, Pvt. Secretary	Lt. Governor's Secretariat, Puducherry	2010-15
10	S. Calaiselvi, Pvt. Secretary	Dte. of Agriculture, Puducherry	2010-15
11	R. Alamelu, Pvt. Secretary	Chief Secretariat, Puducherry	2010-15
12	D. Caliamurthy, Pvt. Secretary	O/o FC, Electricity Dept., Puducherry	2010-15
13	R. Seethalakshmi, Pvt. Secretary	Local Administration Dept., Puducherry	2010-15
14	T. Pandian, Pvt. Secretary (Retired)	Local Administration Dept., Puducherry	2010-15
15	P. Malliga, Pvt. Secretary	O/o the SE-III, Electricity Dept., Puducherry	2010-15
16	K. Srisaradha, Pvt. Secretary	Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry	2010-15
17	B. Ramane, Pvt. Secretary (Retired)	Police Department, Puducherry	2010-15
18	A. Latha, Pvt. Secretary	Collectorate, Karaikal	2010-15
19	Sarojini Kundora, Pvt. Secretary	Dte. of Rural Development, Puducherry	2010-15
20	Rathinavalli Nurichan, Pvt. Secretary	Buildings & Roads, Circle-I, PWD, Puducherry.	2010-15
21	S. Geetha, Pvt. Secretary	Dept. of Industries & Commerce, Puducherry.	2010-15
22	T. Velvizhi, Pvt. Secretary	Co-operative Department, Puducherry	2010-15
23	R. Buvaneswari, Pvt. Secretary (Vol. retired)	O/o OSD, Electricity Dept., Puducherry	2010-15
24	D'sylva Roysten, Pvt. Secretary (Vol. retired)	Transport Department, Puducherry	2010-15
25	K. Vasandy Manganayaguy, Pvt. Secretary	Planning & Research Department, Puducherry	2010-15





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26	D. Rethina, Pvt. Secretary	Dte. of Health & Family Welfare Services, Puducherry	2010-15
27	S. Mini, Pvt. Secretary	O/o Chief Educational Officer, Puducherry	2010-15
28	V. Loganathan, Pvt. Secretary (Retired)	Chief Secretariat, Puducherry	2010-15
29	B. Amoudame, Pvt. Secretary (Retired)	Chief Secretariat, Puducherry	2010-15
30	R. Jayanthi, Pvt. Secretary	Dte. of School Education, Puducherry	2010-15
31	A. Dhanalakshmi, Pvt. Secretary	Dte. of Health & Family Welfare Services, Puducherry	2010-15
32	R. Sethuraman, Pvt. Secretary	Chief Secretariat, Puducherry	2010-15
33	K. Lilian Amalorpavam, Pvt. Secretary (Retired)	State Election Commission, Puducherry	2010-15
34	R. Tamilselvi, Pvt. Secretary	Dept. of Animal Husbandry & Animal Welfare, Puducherry	2010-15
35	V. Thirunavukkarasu, Pvt. Secretary	State Election Commission, Puducherry	2010-15
36	S. Djealatchoumy, Pvt. Secretary	Chief Secretariat, Puducherry	2010-15
37	M. Sreedharan, Pvt. Secretary (Retired)	Dte. of Accounts & Treasuries, Puducherry	2010-15
38	R. Saraladevi, Pvt. Secretary (Retired)	O/o the O.S.D., Electricity Department, Puducherry	2010-15
39	M. Vyjayanthi, Pvt. Secretary	Local Administration Dept., Puducherry	2010-15
40	C. Panneerselvam, Pvt. Secretary (Retired)	Dte. of Accounts & Treasuries, Puducherry	2010-15
41	P. Chitra, Pvt. Secretary	Dept. of Civil Supplies & Consumer Affairs, Puducherry	2010-15
42	R. M. Sukumaran, Pvt. Secretary(Retired)	Circle-II, PWD, Puducherry	2010-15
43	A. Gomathy, Pvt. Secretary	Dte. of School Education, Puducherry	2010-15
44	A. Vijayakumari, Pvt. Secretary (expired)	Chief Secretariat, Puducherry	2010-15
45	S. Soruparani, Pvt. Secretary	Dept. of Town & Country Planning, Puducherry	2010-15
46	S. Siva, Pvt. Secretary	Dte. of Social Welfare, Puducherry	2010-15
47	V. Jayakumar, Pvt. Secretary	Commercial Taxes Dept., Puducherry	2010-15
48	T. Mohandassee, Pvt. Secretary	Police Department, Puducherry	2010-15
49	P. Kumaran @ Prabakaran, Pvt. Secretary	O/o S.E.-II, Electricity Dept., Puducherry	2010-15
50	P. Rajenderan, Private Secretary	Chief Secretariat, Puducherry	2010-15
51	K. Pandyan, Private Secretary	Police Department, Puducherry	2010-15

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52	I. Venkatesan, Pvt. Secretary	Police Department, Puducherry	2011-16
53	B. Maivizhi, Pvt. Secretary	Chief Secretariat, Puducherry	2011-16
54	K. Maheswari @ Palaniammal, Pvt. Secretary	Labour Dept., Puducherry	2011-16
55	P. Manoharan, Pvt. Secretary	Dte. of Agriculture, Puducherry	2011-16

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)