

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

No. 31016/DP&AR/CC/UIII

Puducherry, dated

I.D. Note/Office Memorandum

25 JUL 2018

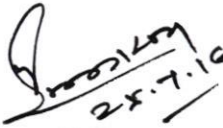
Sub: Confirmation proposals – Common category staff –
Submission of service book along with confirmation
Proposals – Instructions issued – Reg.

The Heads of Departments / Offices of this administration are submitting confirmation proposals in respect of common category staff (Upper Division Clerk, Stenographer Gr.II, Lower Division Clerk, Driver Gr.III & Multi Tasking Staff) to the DP&AR (PW) along with the Service Book. Very often, the offices concerned request for return the Service Books for various purposes like making leave entry, grant of increment, availing LTC, etc, which ultimately delay the process of confirmation. Hence, the existing procedure of confirmation has been reviewed and it has been decided that, hereafter, the confirmation proposal may be sent along with the attested copies of the following pages/entries made in the service book along with the other required certificates and vigilance clearance. **The service book need not be sent with the confirmation proposal.**

1. First two pages of the Service Book containing the Bio-data of the Official.
2. Entry regarding Medical fitness with no. and date of the certificate.
3. Entry regarding Character and Antecedents. Copy of letter issued by DP&AR to be enclosed along with the opinion from Law Department, wherever necessary.
4. Initial appointment entry containing date of appointment, designation, regular/ad-hoc service and period of probation.
5. Entry towards Regularization of ad-hoc service, if any.
6. Probation extension entry, if any / Declaration of probation entry.
7. Dept. exams passed / Training attended as per relevant Recruitment Rules.
8. Special relaxation entry if any.

2. The service book will have to be submitted, whenever it is called for by the DP&AR (PW).

// By Order //


25.7.18

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

All Heads of Departments / Offices