

**No.A.32011/3/2002/DP&AR/CC2**  
**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**  
**(PERSONNEL WING)**

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Puducherry, dt.: 11.05.2026

**I.D. NOTE / MEMORANDUM**

Sub: Public Services – Promotion to the post of Tractor  
Driver Grade-I – Service particulars and Confidential  
Reports of Tractor Drivers Grade-II – Called for.

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It is requested to furnish the service particulars of Tractor Drivers Grade-II listed in the Annexure, in the prescribed proforma, for the purpose of promotion to the post of Tractor Driver Grade-I.

2. It is also requested to furnish the Annual Performance Reports for the period as prescribed in the annexure to the I.D. Note with the following certificates:-

(i) Integrity Certificate

(ii) Certificates to the effect that :

- a. the official concerned is not under suspension;
- b. no disciplinary proceedings are pending/being contemplated against the official concerned;
- c. no prosecution for a criminal charge is pending or no sanction for prosecution has been issued or no decision has been taken to accord sanction for prosecution against the official concerned; and
- d. no investigation on serious allegations of corruption, bribery or similar grave misconduct is in progress either by the CBI or by any other agency (Departmental or otherwise) against the official concerned.
- e. Caste certificate issued as per the Scheduled Caste under the constitution (Pondicherry) Scheduled Caste Order, 1964 and in respect of "Puthirai Vannan" The Constitution(Scheduled Caste) orders (Second Amendment) Act, 2002.

3. The particulars along with the above certificates and Annual Performance reports may be furnished **on or before 22-05-2026** without fail.



**(S. MURUGESAN)**  
**UNDER SECRETARY TO GOVERNMENT**  
**(PERSONNEL)**

To  
The Heads of Departments / Offices concerned.

PROFORMA

SERVICE PARTICULARS OF TRACTOR DRIVER GRADE-II

1. Name and Designation :
2. Father's Name :
3. Dept./Office in which working :
4. Date of Birth :
5. Date of initial appointment as  
Tractor Driver Grade-III :
6. Date of promotion as Tractor Driver  
Grade-II on regular basis :
7. Whether belongs to SC  
(if so, furnish attested copy of  
fresh community certificate) :
8. Reference to I.D. Note/Memo. No. &  
Date wherein disciplinary action was  
required by CVO to be taken against  
the individual if any, pending in the  
Department/Office as on date :
9. Remarks :

It is certified that the above particulars have been verified with service book and other records and found correct.

Place :

Date :

SIGNATURE OF HEAD OF DEPARTMENT/OFFICE

**Annexure to I.D. Note/Memorandum No.A.32011/3/2002/DP&AR/CC2,**  
**dt. 11.05.2026**

Sl. No.	Name of Tractor Driver Grade II Tvl.	Department / Office in which working	C.R. called for period
1.	K. Gunasegaran	State Ground Water Unit, Puducherry.	01.04.2020 to 31.03.2025
2.	K. Radhakrishnan	State Ground Water Unit, Puducherry.	01.04.2020 to 31.03.2025
3.	P. Karthigueyan	State Ground Water Unit, Puducherry.	01.04.2020 to 31.03.2025
4.	P. Radjou	Port Department, Puducherry	01.04.2020 to 31.03.2025
5.	K. Karunakaran	Port Department, Puducherry	01.04.2020 to 31.03.2025



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