

**No.A.22015/1/2024/DP&AR/CCUI**  
**GOVERNMENT OF PUDUCHERRY**  
**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS**  
**(PERSONNEL WING)**

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Puducherry, dt. 27/12/2024

**MEMORANDUM**

Sub: Public Services – Promotion and Posting of Multi Tasking  
Staff as Lower Division Clerks – Orders – Issued.

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The Multi Tasking Staff mentioned in the Annexure to this Memorandum are promoted as Lower Division Clerks on Regular basis and posted in the Departments / Offices noted against them with immediate effect.

2. They will draw pay in the Level 2 of the Pay Matrix (Pre-revised Pay Band Rs. 5200-20200 Grade Pay Rs. 1900/-) plus usual allowances admissible under rules.

3. They should also work as Cashier, if they are so directed by the Head of Department / Office, for which they should furnish necessary Fidelity Bond / Cash Security.

4. The promotees should pass the prescribed departmental tests and Typewriting Exam (Lower Grade) within two years from the date of promotion.

5. They shall report for duty on or before **03/01/2025**, failing which it will be presumed that he/she has declined the promotion offered and he/she will not be considered for promotion for a period of one year or next DPC, whichever is later, from the date of issue of the promotion order.

6. The Heads of Department/Offices concerned are requested to relieve the officials without waiting for substitute and request for retention / modification of promotion orders will not be entertained.

// By Order //



**(V. JAISANKAR)**  
**UNDER SECRETARY TO GOVERNMENT**

To

The Individuals concerned. ....Through proper channel

Copy to:-

1. The Heads of Departments/Offices concerned. – with a request not to Issue promotion order in case of any disciplinary proceedings are pending against the Government Servant and intimate the fact to this department.
2. The Director of Accounts & Treasuries, Puducherry.
3. The Grievances Cell, DP&AR, Chief Secretariat, Puducherry.

## ANNEXURE TO THE MEMORANDUM No. A.22015/1/2024/DPAR/CCUI dated 27/12/2024

Sl. No.	Name of the Multi Tasking Staff & Department/Office in which working Tvl.	Name of the Deptt./ Office to which posted on promotion as LDC	Vacancy against which posted
1	Ulagaratchagan J Dept of Animal Husbandry and Animal Welfare, Puducherry.	Dept of Animal Husbandry and Animal Welfare, Puducherry.	Existing vacancy
2	Kajendiran G Rural (South) O&M, Electricity Dept, Puducherry.	Rural (South) O&M, Electricity Dept, Puducherry.	Existing vacancy
3	Stephen Raj V O/o the DD(ESI), Puducherry.	O/o the Deputy Director(ESI), Puducherry.	Raja. J transferred.

// By Order//

Handwritten signature and date: 27.12.24

(V. JAISANKAR)  
UNDER SECRETARY TO GOVERNMENT