

**MOST IMMEDIATE/TIME BOUND**

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

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No.A.49011/06/2024/DPAR/CCD(2)

Puducherry, dated 27.12.2024

**I.D. NOTE**

Sub: Public Services – Details of Service of officials/staff in all  
Departments/Autonomous Bodies/Corporations/Societies  
– Particulars called for.

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The up-to-date details of staff who are working in other Departments/Offices on service placement basis are required to be furnished to the Hon'ble Lt. Governor.

2. All the Heads of Departments are therefore requested to furnish the particulars of staff working under their control including those working on daily wages, NMRs, contract staff, etc. whose services are placed in other Departments/Offices in the following format immediately not later than **10.01.2025** to this Department for furnishing the same to the Hon'ble Lt. Governor, Puducherry.

Name of the Department/Autonomous Body/Public Sector Undertaking/Society:

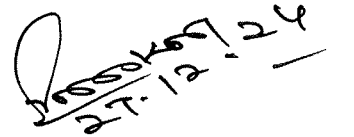
Sl. No	Name and Designation of the official on service placement	Department/ Office to which service placed	Date from which Service placed	Remarks
1.	2.	3.	4.	5.

3. The Heads of Departments shall collect the said particulars from the Sub-ordinate Offices and furnish a consolidated reply pertaining to their Department. The particulars in respect of the Autonomous Bodies/ Corporations/ Societies/ Boards/ Undertakings under their administrative control may also be collected in a time-bound manner and sent separately to this Department. Attached/ Sub-ordinate Offices/ Institutions should not send any piecemeal reply to this Department directly.

4. A soft copy of the aforesaid particulars in 'MS-EXCEL' format only may also be sent to the official e-mail "**dpar-ccd@py.gov.in**".

5. The time limit shall be strictly adhered to.

//BY ORDER//



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To

1. All Heads of Departments/Offices.
2. The Collector, Puducherry/Karaikal.
3. The Regional Administrator, Mahe/Yanam.
4. The Head of all Autonomous Bodies/Corporations/ Societies/ Boards/ Undertakings of Govt. of Puducherry.

Copy to:

1. The Development Commissioner/ Commissioners-cum-Secretaries / Secretaries/ Special Secretary to Government, Puducherry.
2. The Private Secretary to Lt. Governor, Puducherry.
3. The Private Secretary to Chief Secretary, Puducherry.