

No.A.32017/2/2020-DP&AR/GC/U.I  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

Puducherry, dated: 22.07.2021

**I.D.NOTE**

Sub: Public Services – Filling up of the post of Office Receptionist- cum-Telephone Operator Gr.II by promotion – Service Particulars – Called for – Reg.

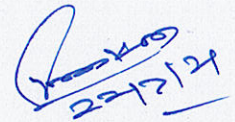
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It is proposed to consider the following Office Receptionist-cum-Telephone Operator Gr.III for promotion to the post of Office Receptionist -cum-Telephone Operator Gr.II as per the Recruitment Rules notified vide this Department's G.O.Ms.No.20, dated 12.03.2020.

Sl. No.	Name of the Office Receptionist-cum-Operator Gr.III and office in which working
1	Couppammalle .A Chief Secretariat, Puducherry
2	Muruganandam .V Electricity Department, Puducherry
3	Natarajan .E Chief Secretariat, Puducherry

2. The Heads of Departments/Offices are therefore requested to furnish the service particulars in the proforma enclosed along with Integrity Certificate, No Disciplinary Case Pending Certificate and last 5 years APARs in respect of the above Office Receptionist -cum-Telephone Operator Gr.III to this Department **on or before 30.07.2021.**

Encl.: Proforma (I to III)



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

To  
The Heads of Departments/Offices concerned.

**PROFORMA -I**

Sl. No.	Name and Designation	Date of Birth	Date of engagement as		Date of initial appointment in the erstwhile Group 'D' post of Watchman/ Sanitary Assistant/Sanitary Helper now redesignated as Multi Tasking Staff (Security) and Multi Tasking Staff (House Keeping).	Date of satisfactory completion of the period of probation in the entry grade post.	Date of absorption in the post of MTS (General).	Date of promotion to the post of Telephone Operator	Period of service in the post of Telephone Operator as on date Y M D	Whether the official belongs to SC/ST/PH	Whether integrity certificate is enclosed	Whether last 5 years APARs enclosed	Remarks	
			Part Time (Date & Sty. No.)	Full Time (Date & Sty. No.)										
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15

Certified that the above particulars have been verified with reference to the Service Book and Original Certificates.

**SIGNATURE OF HEAD OF DEPARTMENT/OFFICE**  
**SEAL:**

**PROFORMA – II**

The records of services of Thiru/Tmt. ....  
.....(Name & Designation)  
who is to be considered for promotion to the post of Office Receptionist  
-cum-Telephone Operator Gr.II have been carefully scrutinized and it is certified  
that there is no doubt about his/her integrity.

Date:

Signature of Head of Department/Office  
Seal

**PROFORMA – III**

Certified that Thiru/Tmt. ....

- (i) is not under suspension.
- (ii) no disciplinary proceedings are pending/contemplated against the official.
- (iii) no prosecution for a criminal charge or no sanction for prosecution has been issued or no decision has been taken to accord sanction for prosecution against the official concerned.
- (iv) no investigation on serious allegations of corruption, bribery or similar grave misconduct is in progress either by the CBI or any other agency/Department against the official concerned.

Date:

Signature of Head of Department/Office  
Seal