

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

Puducherry, dated: 20.03.2020

**I.D.NOTE**

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

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It is proposed to consider the names of Office Receptionist-cum-Telephone Operator Gr.III as detailed in the Annexure enclosed for promotion to the post of Office Receptionist-cum-Telephone Operator Gr.II and Grade-I as per the Recruitment Rules notified vide this Department's G.O.Ms.No.20, dated 12.03.2020 as follows:

**Office Receptionist-cum-Telephone Operator Gr.II:**

By promotion from the post of Office Receptionist-cum-Telephone Operator Grade-III who have completed 8 years service rendered in the grade after appointment thereto on regular basis.

**Office Receptionist-cum-Telephone Operator Gr.I:**

By promotion from the post of Office Receptionist-cum-Telephone Operator Grade-II who have completed 5 years service rendered in the grade after appointment thereto on regular basis.

***failing which:-***

Office Receptionist-cum-Telephone Operator Gr.II with 13 years of combined service in the grade of Office Receptionist-cum-Telephone Operator Gr.III in Level-2 of Pay Matrix and Office Receptionist-cum-Telephone Operator Gr.II, out of which minimum 2 years of regular service in the grade of Office Receptionist-cum-Telephone Operator Gr.II.

*Note-1: At the initial constitution of these rules, promotion from the post of erstwhile Telephone Operator who have completed 13 years of service rendered in the grade after appointment thereto on regular basis.*

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 Office Receptionist-cum-Telephone Operator Gr.III as detailed in the Annexure enclosed to this Department **on or before 10.04.2020.**

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl.: 1) Annexure  
2) Proforma

To

The Heads of Department/Offices concerned.

## ANNEXURE

Sl. No.	Name of the Telephone Operator and office in which working
1	Balasubramaniam .E Legislative Assembly Secretariat, Puducherry
2	Senthilkumar .A, Electricity Department, Puducherry
3	Rajendiran .C, Department of Animal Husbandry & Animal Welfare, Puducherry.
4	Gowri .S, O/o the Deputy Collector (Revenue) South, Villianur, Puducherry
5	Lourdusamy .D, Department of Survey & Land Records, Puducherry
6	Jacintha Mary .S, Department of Survey & Land Records, Puducherry
7	Tamaraiselvan .S, Department of Survey & Land Records, Puducherry
8	Pradavathy .K, Directorate of School Education, Puducherry
9	Mani .J, IGGGH&PGI, Puducherry
10	Anil Kumar .P, IGGGH&PGI, Puducherry
11	Radjasegarene .S, Directorate of School Education, Puducherry
12	Thamizhselvi .R, Police Department, Puducherry
13	Vijayalakshmi .R, Public Works Department, Puducherry
14	Veeramani .R, Legislative Assembly Secretariat, Puducherry
15	Couppammalle .A, Chief Secretariat, Puducherry
16	Muruganandam .V, Electricity Department, Puducherry
17	Natarajan .E, Chief Secretariat, Puducherry

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

**PROFORMA -I**

**NAME OF THE DEPARTMENT:**

Sl. No.	Name and Designation	Date of Birth	Date of engagement as		Date of initial appointment in the erstwhile Group 'D' post of Peon/Watchman/ Sanitary Assistant/Sanitary Helper now redesignated as Multi Tasking Staff (Security) and Multi Tasking Staff (House Keeping).		Date of Regular appointment in the entry grade post.	Date of satisfactory completion of the period of probation in the entry grade post.	Date of promotion to the post of Telephone Operator	Period of service as on date Y M D	Whether the official belong 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.)	Ad-hoc (Date)	Regular (Date)								
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**

## **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/Grade-I 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