

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

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No. A.32017/3/2018-DPAR/GC/UIV/HG(HK)

dt. 11.12.2018

**I.D. NOTE/MEMORANDUM**

Sub: Public Services – Regularisation of ad-hoc services of  
Multi Tasking Staff (House Keeping) – Orders – Issued.

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The ad-hoc services of Multi Tasking Staff (House Keeping) mentioned in the annexure who were appointed vide this department's Memorandum referred to against them are **regularized with effect from the date of their initial appointment on ad-hoc basis.**

2. Individual orders may be issued to them by the Heads of Department/Office concerned appointing them on regular but on temporary basis with effect from the initial date of their joining in the post of Multi Tasking Staff (House Keeping). Necessary orders placing them on deemed probation and satisfactory completion thereof may be issued by the Heads of Department/ Office concerned in accordance with the orders/instructions of the Government in this regard. If any of the Head of Department/ Office faces any difficulty in regularizing the services of the officials given in the annexure, the same may be reported to this department immediately.

3. The Heads of Department/Office concerned shall ensure that employees are in service and they are not under suspension/no disciplinary proceedings are pending against them before issuing regularisation orders.

4. In case any of the MTS (House Keeping) employee shown in the annexure is not working at present in the Office as indicated against their name, a copy of this I.D.Note/Memorandum may be sent to the Department/ Office wherein she has been transferred / is working at present under intimation to this Department.

5. The regularisation order should be issued as early as possible and a copy of the individual orders issued by the Head of Department / Office should be endorsed to this Department.

//BY ORDER//

  
11.12.18

(V.JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: As above

To  
All Heads of Departments/ Offices concerned.

**ANNEXURE**

TO THE I.D.NOTE/MEMORANDUM No.A.32017/3/2018-DPAR/GC/UV/HG(HK) Dt. 11-12-2018

Sl. No.	Name of the Multi Tasking Staff (House Keeping)	Department / Office in which working	Order No. & Date
1.	Tmt.J.Rajapakkiam	Irrigation & Public Health Division, Public Works Department, Karaikal	Memo.No.A.12011/1/2015 -DP&AR/GC/UIV dt.03.10.2017.
2.	Tmt.S.Indira	Office of Superintendent of Police(Headquarters), Police Department, Puducherry	Memo.No.A.12011/1/2015 -DP&AR/GC/UIV dt.02.07.2018.

  
11.12.18

(V.JAISANKAR)  
UNDER SECRETARY TO GOVERNMENT