

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

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No. A.32017/3/2013-DPAR/GC/UIV/2/HG(HK)

dt. 29.11.2018

**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) as detailed in the annexure who were appointed in March, 2015 as such and posted in various departments of this administration vide this department's Memorandum No. shown against them are hereby **regularized with effect from the date of their initial ad-hoc appointment.**

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 as deemed fit may be issued by the Heads of Department/ Office concerned in conformity with the orders/instructions of the Government in this regard. If any of the Head of Department/ Office faces with any difficulty in regularizing the services of the officials as detailed 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.

  
(V.JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: As above

To  
All Heads of Departments/ Offices concerned.

**ANNEXURE**

TO THE I.D.NOTE/MEMORNADUM No.A.32017/3/2013-DPAR/GC/UV/HG(HK) Dt.29-11-2018

Sl. No.	Name of the Multi Tasking Staff (House Keeping)	Department / Office in which working	Order No. & Date
1.	S.Valarmathi	Tagore Arts & Science College, Lawspet, Puducherry	Memo.No.A.12011/1/2010-DP&AR/GC/UII dt.24.03.2015.
2.	G.Sridevi	Govt. High School, Keezhur, Puducherry	

  
29.11.18

(V.JAISANKAR)  
UNDER SECRETARY TO GOVERNMENT