

No.A.12011/2/2015-DP&AR/GC/U.I
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated: 30.12.2016

I.D.NOTE/MEMORANDUM

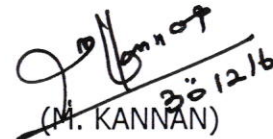
Sub: Public Services – Regularisation of Ad-hoc appointment of Record Clerk/Keeper – Service Particulars – Called for – Reg.

Ref: This Department's Memorandum of even No. dated 11.10.2013, 08.11.2013, 02.01.2014, 06.06.2014 & 31.12.2015

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It is informed that vide this Department's Memorandum cited under reference 92 Multi Tasking Staff employees were promoted as Record Clerk/Keeper on ad-hoc basis. It is further informed that the aforesaid Record Clerk/Keeper mentioned in the Annexure enclosed who were appointed on ad-hoc basis are to be considered now for regular appointment in the post of Record Clerk/Keeper.

2. Hence, it is requested to furnish the service particulars in respect of the aforesaid employees as required in the **Proforma-I** enclosed along with Integrity Certificate, Certificate of No Disciplinary Proceedings Pending Contemplated and Performance Report **(Proforma-II to IV) on or before 20.01.2017.**


(M. KANNAN)
30/12/16

UNDER SECRETARY TO GOVERNMENT

Encl: As above.

To
The Heads of Departments/Offices concerned.

ANNEXURE

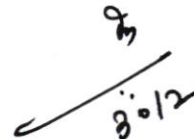
Sl. No.	Name of the Record Clerk/Keeper	Department/Office in which working
(1)	(2)	(3)
1	Sivasankaran .J	Thiruvalluvar Govt. Girls Hr. Sec. School, Puducherry.
2	Kumar .P	Registration Department, Puducherry.
3	Oudayakumar .C	Adi Dravidar Welfare Department, Puducherry
4	Calaimady .V	Govt. Girls Higher Secondary School, Kadirkamam, Puducherry.
5	Ramaradje .P	Directorate of School Education, Puducherry.
6	Ganesan .P	O/o the Deputy Director (FW & MCH), Puducherry.
7	Pavadairayan .K (Retired)	Thanthai Periyar Govt. Hr. Sec. School, Karaikal
8	Konappan .P	Department of Fisheries & Fishermen Welfare, Puducherry.
9	Soundararajan Lachaud .E	Social Welfare Department, Puducherry.
10	Karunakaran .M	Arignar Anna Govt. Hr. Sec. School, Kunichempet, Puducherry.
11	Koumaravel .C	Commercial Taxes Department, Puducherry.
12	Periassamy .G	Thanthai Periyar Govt. Hr. Sec. School, Ariyankuppam, Puducherry.
13	Rajam .V	Annai Theresa Govt. Girls Hr. Sec. School, Karaikal.
14	Koothandan @ Krishnamurthy .V	Electricity Department, Puducherry.
15	Sivakumar .G	Special Building Division –II, Public Works Department, Puducherry.
16	Thota Surya Prakasa Rao	Govt. General Hospital, Yanam
17	Govindarassou .V	Govt. Hr. Sec. School, Sulthanpet, Puducherry.
18	Murre Naguri Meera Saheb	S.T.P.P. Govt. Junior College, Yanam
19	Manikandan .K	O/o the Council of Ministers, Puducherry.
20	Loganathan .S	Govt. Hr. Sec. School, Korkadu, Puducherry
21	Varadarassou .G	Govt. Hr. Sec. School, T.R. Pattinam, Karaikal.
22	Parthiban .R	Fire Service Department, Puducherry.
23	Irudayan Julian Francois .A	Govt. Girls Hr. Sec. School, Thirunallar, Karaikal
24	Palani .V (Retired)	Department of Revenue & Disaster Management, Puducherry.
25	Bezawada Vijaya Kumar	Electricity Department, Yanam.

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3

30/12

(1)	(2)	(3)
26	Dhananjayan .S	Soucilabai Govt. Girls Hr. Sec. School, Puducherry
27	Sandiran .V	Local Administration Department, Puducherry.
28	Artchounane .A	Transport Department, Puducherry.
29	Manney Venkateswara Rao	PWD, Yanam
30	Gandhi .A	Department of Civil Supplies and Consumer Affairs, Puducherry.
31	Sakthivel .S	Elections Department, Puducherry.
32	Susairaj .L	Electricity Department, Puducherry.
33	Vijaya .S	Kannagi Govt. Hr. Sec. School, Villianur, Puducherry.
34	Oubagaramarie .D	Ilango Adigal Govt. Hr. Sec. School, Muthiraiyarpalayam, Puducherry.
35	Selvarangam .K	Kamban Govt. Hr. Sec. School, Nettapakkam, Puducherry
36	Subramanian .G	Legislative Assembly Secretariat, Puducherry (post created in PWD)
37	Veerappan .K (Expired)	O/o the Special Secretary to Govt. (Revenue), Puducherry.
38	Djealatchoumy .K	Directorate of Information & Publicity, Puducherry.
39	Arumugam .K.P.	Registration Department, Puducherry.
40	Jaya .A.R. (Retired)	Hindu Religious Institution, Puducherry.
41	Calianasundiram .P	O/o the Deputy Director of Accounts & Treasuries, Karaikal.
42	Velmurugan .S	O/o the Sub-Collector (Revenue), Karaikal.
43	Balaramane D. (Retired)	National Highways Division, Public Works Department, Puducherry.
44	Rajendiran .R	O/o the Executive Engineer, Division-IX, Electricity Department, Puducherry.
45	Radhakrishnan .P	Govt. Hr. Sec. School, Nerevy, Karaikal.
46	Veeraragavalu .K	Police Department, Puducherry
47	Murugesan .K	O/o the Deputy Director of Accounts & Treasuries, Karaikal.
48	Shanmugam .P	Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry
49	Chandirasekaran .D	Central Office, PWD, Puducherry.
50	M.D.Mohamed Abdul Kader	O/o the Sub-Collector (Revenue), Karaikal.



 30/12

(1)	(2)	(3)
51	Muthuraman .M	Port Department, Puducherry.
52	Kaliappan .I	Indira Gandhi Govt. Hr. Sec. School, Indira Nagar, Puducherry.
53	Muniammalle .M	Electricity Department, Puducherry.
54	Kaliaperumal .N.G.	Thiruvalluvar Govt. Hr. Sec. School, Ambagarathur, Karaikal.
55	Dhanalakshmi .D	Jawaharlal Nehru Govt. Hr. Sec. School, Nedungadu, Karaikal.
56	Annakili .D	Calve College French High School, Puducherry
57	Dhanalakshmi .V	Annai Sivagami Govt. Girls Hr. Sec. School, Mudaliarpeth, Puducherry.
58	Subramanian .K	Tourism Department, Puducherry.
59	Chokkalingam .S	Department of Survey & Land Records, Puducherry.
60	Kumarasamy .K	Electricity Department, Puducherry.
61	Kaliaperumal .A	Police Department, Puducherry.
62	Babu .S	Registration Department, Puducherry.
63	Selvavinayagam .P	Indian System of Medicine & Homoeopathy, Puducherry.
64	Sellapandiane M	Elections Department, Puducherry.
65	Amardeen .A (Retired)	Commercial Taxes Department, Puducherry.
66	Nagalingam .P	B & R (Central), PWD, Puducherry.
67	Gopy .A	Electricity Department, Puducherry.
68	Baskaran .G	Department of Science, Technology & Environment, Puducherry
69	Sivagnanam .R	Directorate of Health & Family Welfare Services, Puducherry.
70	Daffini Fernandez	Directorate of School Education, Puducherry.
71	Dasaradjane .R	Department of Art & Culture, Puducherry
72	Thangamani .A	Department of Fisheries & Fishermen Welfare, Puducherry.
73	Kannan .T	Department of Animal Husbandry & Animal Welfare, Puducherry
74	Saravana Coumar .S	Department of Revenue & Disaster Management, Puducherry
75	Beruth .G	Department of Survey & Land Records, Puducherry.
76	Ganessin .R	Vallalar Govt. Hr. Sec. School, Lawspeth, Puducherry.

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 3/12

(1)	(2)	(3)
77	Jeane D' Arc .D	O/o the Chief Educational Officer, Karaikal
78	Menon .G	O/o the Registrar of Cooperative Societies, Puducherry.
79	Mariammalle .C	Legislative Assembly Secretariat, Puducherry (post created in PWD)
80	Ganesan .V	Directorate of Higher & Technical Education, Puducherry
81	Gouthaman .M	Govt. Hr. Sec. School, Koodapakkam, Puducherry
82	Candane .M	Sinnatha Govt. Girls Hr. Sec. School, Muthialpet, Puducherry
83	Arivasagan .K	Department of Science, Technology & Environment, Puducherry.
84	Sivakumar .E	Police Department, Puducherry.
85	Vengadessane .P	Manimegalai Govt. Hr. Sec. School, Puducherry
86	Tamijearassin. A	Special Buildings Division-I, PWD, Puducherry.
87	Habibulla Khan	Labour Department, Puducherry.
88	Kausalya. R	Ansari Duraisamy Govt. Hr. Sec. School, Thondamanathan, Puducherry.
89	Kannan. J	Govt. Automobile Workshop, Puducherry.
90	Manickavasagam. M	V.O.C. Govt. Hr. Sec. School, Puducherry.
91	Selvam. V	Kasthuribai Gandhi Govt. Girls Hr. Sec. School, Bahour, Puducherry.
92	Kajamuga. K	Bharathi Govt. Hr. Sec. School, Bahour, Puducherry

2/4
30/2/16
(M. KANNAN)
UNDER SECRETARY TO GOVERNMENT

PROFORMA - I

01. Name of the Record Clerk/Keeper ::
02. Name of the Department/Office ::
03. Date from which working in the present office ::
04. Date of Birth ::
05. Date of initial appointment in the erstwhile Group 'D' post of Attender/Peon/Watchman/Sanitary Assistant/Sanitary Helper etc. ::
06. Date of regular appointment in the entry grade (erstwhile Group 'D') post of Attender/Peon/Watchman/ Sanitary Assistant/Sanitary Helper etc. ::
07. Date of absorption in the erstwhile Group 'D' post of Peon ::
08. Date of Promotion to the post of Attender ::
09. Date of appointment as Record Clerk/Keeper **(on ad-hoc basis)** ::
10. Whether SC/PH ::
11. Whether the official declared to have successfully completed the period of probation in the entry grade post ::
12. Whether any break-in-service ::
13. Whether any Disciplinary proceeding in pending. If so, the details thereof. ::
14. Whether currently undergoing any punishment inflicted as a result of a disciplinary case? If so, the details thereof. ::
15. Whether under suspension ::
16. Whether on long leave/unauthorized absence etc. (Specify period) ::
17. Whether Integrity/Disciplinary Proceedings pending Certificate enclosed ::
18. Whether performance Certificate enclosed ::

SIGNATURE OF THE HEAD OF
DEPARTMENT/OFFICE
SEAL

PROFORMA – II

The records of services of Thiru/Tmt/Selvi.....
.....(Name & Designation)
who is to be considered for regularisation of ad-hoc appointment in the post of Record Clerk/Keeper 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./Selvi

- (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:

PROFORMA – IV

Certified that the performance of duties of Thiru/Tmt./Selvi.....
.....(Name & Designation)
during the period from..... to is Very Good/Good/Fair/Poor

Date: Signature of Head of Department/Office
SEAL: