

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

Puducherry, dated: 25.07.2025

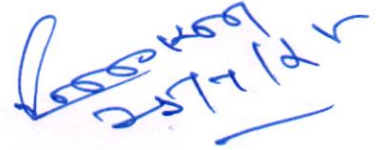
I. D.NOTE

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

It is proposed to consider the following Office Receptionist-cum-Telephone Operators (O.R.T.O.) Grade-II for promotion to the post of Office Receptionist-cum-Telephone Operator Grade-I.

Sl. No.	Name of the O.R.T.O. Gr-II	Department/Office in which working
1.	Prabavathy .K	Directorate of Survey & Land Records, Puducherry
2.	Mani .J	IGGG Hospital & PG Institute, Puducherry
3.	Anil Kumar .P	IGGG Hospital & PG Institute, Puducherry
4.	Veeramani .R	Police Department, Puducherry
5.	Couppammalle. A	Directorate of School Education, Puducherry.

2. The Heads of Departments / Offices concerned are therefore requested to furnish the service particulars and Integrity Certificate in the Proforma I - IV enclosed, along with the APARs for the last five years (2019-2024) in respect of the said officials to this Department **on or before 08.08.2025.**



(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT

Encl.: As above.

To

The Heads of Departments / Offices concerned.

PROFORMA - I

Sl. No.	Name of the O.R.T.O. Gr.II	Date of Birth	Date of initial appointment in the erstwhile Group 'D' post of Watchman/ Sanitary Assistant/Sanitary Helper now re-designated as MTS (Security) and MTS (House Keeping).		Date of satisfactory completion of the period of probation in the entry grade post.	Date of promotion to the post of Telephone Operator / O.R.T.O. Gr.III	Date of promotion to the post of O.R.T.O. Gr.II	Period of combined service in the post of Telephone Operator / O.R.T.O. Gr.III / O.R.T.O Gr.II as on 01.01.2025 Y M D	Whether the official belongs to SC/ST/ PwBD	Whether integrity certificate is enclosed	Whether last 5 years APARs (2019-24) enclosed	Remarks
			Ad-hoc (Date)	Regular (Date)								
01	02	03	04	05	06	07	08	09	10	11	12	13
									[Copy of the latest Original Caste/ Disability Certificate obtained on or after 01.07.2024 should be enclosed]			

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.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

PROFORMA – IV

Certified that the performance of duties of Thiru /Tmt.....
.....(Name & Designation) is Very Good / Good / Fair / Poor.(*).

(*) Strike out which is not applicable.

Date:

Signature of Head of Department/Office
Seal