

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

Puducherry, dated 24.02.2022

**MEMORANDUM**

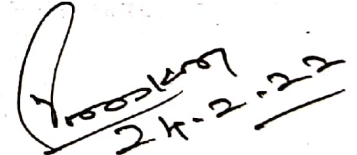
Sub: Public Services – Promotion to the post of Office Receptionist  
- cum-Telephone Operator Gr.II – Orders – Issued.

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Tmt. A. Couppammalle, Office Receptionist-cum-Telephone Operator Gr.III, Chief Secretariat, Puducherry is promoted to the post of Office Receptionist-cum-Telephone Operator Gr.II on regular basis and posted in the Directorate of School Education, Puducherry vice S. Radjasegarane retired, with immediate effect.

2. She will draw pay in Level-4 in the Pay Matrix plus usual allowances as admissible under the rules in force from time to time.
3. She is directed to report for duty **on or before 04.03.2022**, failing which it will be presumed that she has declined the offer and she will not be considered for promotion for a period of one year or next DPC, whichever is later, from the date of issue of this order.
4. The Head of Department/Office concerned is requested to relieve the official without waiting for substitute and request for retention/modification of promotion orders will not be entertained.

// BY ORDER //



**(V. JAISANKAR)**  
**UNDER SECRETARY TO GOVERNMENT**

To  
Tmt. A. Couppammalle,  
O.R.-cum-T.O. Gr-III,  
Chief Secretariat,  
Puducherry.

... "Through proper channel"

Copy to:

1. The Heads of Departments/Offices concerned:-  
.....Before issuing promotion order it shall be ensured that no disciplinary proceedings is pending against the Government Servant. If any case is pending, the order need not be served and the fact may be intimated to this department.
2. The Director of Accounts & Treasuries, Pondicherry.
3. The PA to Secretary (Personnel), Chief Secretariat, Puducherry.
4. Spare copy.