

No.A.32017/1/2021-DP&AR/GC/U.I (PF)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 28.03.2022.

I.D.NOTE / MEMORANDUM

Sub: Public Services – Promotion to the post of LDC – Service Particulars of Common category employees of Multi Tasking Staff (General/Security/ House Keeping) – Called for – Regarding.

It is proposed to draw a select list of common category employees of Multi Tasking Staff (General), Multi Tasking Staff (Security) and Multi Tasking Staff (House Keeping), who have passed S.S.L.C. or its equivalent examination and appointed as on 31.12.2010 for considering promotion to the post of L.D.C. in the Pay Level 2.

2. All the Heads of offices are, therefore, requested to bring this to the notice of all the Multi Tasking Staff working in their offices and in the subordinate offices/institutions and to furnish the list in a consolidated manner the service particulars of such of those common category staff who have completed 3 years of regular service in the respective grade and possess S.S.L.C. (10th class pass) or equivalent, in the proforma I – IV so as to reach this Department **on or before 29.04.2022.**

3. If no eligible officials in the above common categories is available as per the conditions at para 2 above, a NIL report shall be furnished. If no reply is received from the Department / office, it will be construed that no eligible employee is available.

4. It may also be noted that the Department / Office concerned should also intimate about the retirement/resignation/death/dismissal of the staff whose particulars are furnished as and when such contingency occurs after sending their particulars.

//BY ORDER //


(V.JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

To
The Head of Departments/Offices concerned.

Copy to
The Collectorate, Karaikal.
The Regional Administrator, Mahe / Yanam.

PROFORMA -I

NAME OF THE DEPARTMENT:

Sl. No.	Name and Designation	Date of Birth	Date of initial appointment in the entry grade post.	Designation at the time of initial appointment	Date of Regular appointment in the entry grade	Date of absorption in the post of Peon	Date of absorption in the post of Attender	Educational qualification (photo copies of certificates dully attested to be enclosed)	Whether the official belong to SC/ST/PH	Date of satisfactory completion of the period of probation in the entry grade post.	Whether integrity certificate is enclosed	Whether performance certificate is enclosed	Remarks
01.	02.	03.	04.	05.	06.	07.	08.	09.	10.	11.	12.	13.	14.

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./Selvi.....
..... (Name & Designation)
who is to be considered for promotion to the post of L.D.C. 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