

No.A.23016/1/2016-DP&AR/GC/U.I
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dated: 18.10.2016

I.D.NOTE/MEMORANDUM

Sub: Public Services – Issue of seniority list in respect of Multi Tasking Staff (General), Multi Tasking Staff (Security) and Multi Tasking Staff (House Keeping) – Service particulars and Sanctioned Strength/vacancy position – Called for – Reg.

* * *

It is proposed to draw the seniority list of common category employees holding the posts of Multi Tasking Staff (General), Multi Tasking Staff (Security) and Multi Tasking Staff (House Keeping) i.e. the erstwhile Group 'D' employees of Attender, Peon, Watchman, Sanitary Assistant and Sanitary Helper who have been appointed in the respective grades as on date.

2. All the Heads of Departments are, therefore, requested to furnish in a consolidated manner the service particulars of such of those common category staff of Multi Tasking Staff (General), Multi Tasking Staff (Security) and Multi Tasking Staff (House Keeping) serving in their Department/Offices/Institutions and who have been appointed in the respective grades and working in the Department **as on date** in the **Proforma I** alongwith the sanctioned strength and vacancy position (**as on date**) in the **Proforma II** enclosed so as to reach this department **on or before 31.10.2016.**

3. If no employee in the grade of Multi Tasking Staff (General), Multi Tasking Staff (Security) and Multi Tasking Staff (House Keeping) belonging to the common categories are available in the Department/office concerned, a 'Nil' reply may be sent. If no reply is received from the Departments by the said due date, it will be construed that no eligible employee is available in their Department/office and if any eligible common category employees makes any representation at a later date, the concerned Head of Department/Office will be held squarely responsible.

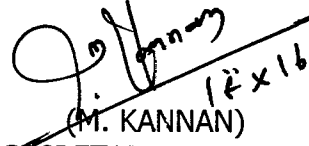
2

(8x16)2/-

4. The Service Books/Certificates or even the copies thereof in proof of age/educational qualification of the employees need not be sent. However, the service particulars (**in Proforma**) duly authenticated by the Head of Department/Office may be furnished.

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

6. This may be given priority and the particulars furnished **on or before 31.10.2016** positively.


(M. KANNAN)
12x16

UNDER SECRETARY TO GOVERNMENT

Encl: Proforma I & II

To

1. All Heads of Departments, Puducherry.
2. The Collector, Puducherry/ Karaikal
3. The Regional Administrator, Mahe/Yanam.

Copy to:

All Heads of Offices, Puducherry/Karaikal/Mahe/Yanam.

PROFORMA - I

NAME OF THE DEPARTMENT/OFFICE/INSTITUTION:

Sl. No	Name of the MTS employee and Department/office / Institution in which working	Designation	Date of Birth	Date of initial appointment in the entry grade post		Date of Regular appointment in the entry grade	If absorbed from Daily Rated Casual Labourer Seniority Number thereon	If the individual has served in the erstwhile post of Peon then the date of appointment/ absorption in the post of Peon	If the individual has served in the erstwhile post of Attender then the date of appointment /promotion in the post Attender	Educational qualification	Details of previous service in various Govt. Departments/ Offices from the date of initial Appointment			Whether the official belong to Genl./ OBC/ MBC/ SC/BT/ BCM/ EBC	Whether the official belong to PH (please specify OH, HH, VH, etc.)	Aadhaar No.	Mobile No.	Remarks
				Date	Designation						12.							
01	02.	03.	04.	05.	06.	07.	08.	09.	10.	11.	Dept.	From	To	13.	14.	15.	16.	17.

Certified that the above particulars have been verified with reference to the Service Book and Original Certificates

SIGNATURE OF HEAD OF DEPARTMENT/OFFICE

P R O F O R M A - I I

Name of the Department:

Name of the Division/Office/Institution:

Sl. No.	Name of the post	Sanctioned strength	No. of posts physically filled	No. of posts lying vacant	Date and cause of vacancy	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Multi Tasking Staff (General) (erstwhile Attender & Peon)					
2.	Multi Tasking Staff (Security) (erstwhile Watchman)					
3.	Multi Tasking Staff (House Keeping) (erstwhile Sanitary Assistant & Sanitary Helper)					

Signature of the Head of Department/Office