

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

No.A-23019/1/2015/DPAR/SS-I(2)

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Puducherry, dt: 22-05-2026

I.D. N O T E

**Sub:** Public Services –PCS– Regular promotion / retrospective regularisation – Prior concurrence of DP&AR – Instructions – Reiteration – Regarding .

**Ref:** This Department's Office Memorandum No. A.23019/1/2015/DPAR/SS-II(2), dated 16.02.2015.

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Kind attention is invited to the Office Memorandum cited under reference, wherein instructions were issued that all proposals relating to regular promotion / retrospective regularisation of officers to Schedule-II posts of Puducherry Civil Service (PCS) shall invariably be referred to DP&AR (Personnel Wing) for concurrence in the first instance before issue of orders.

2. The said instructions were issued in view of instances noticed wherein regular promotions made to Schedule-II posts were not in consonance with the rules/orders governing the subject, resulting in avoidable complications in finalisation of inter-se seniority and consequential litigations. The Office Memorandum further emphasises that regular promotion/retrospective regularisation in Schedule-II posts is to be dealt with meticulously.

3. It has however, been observed that in certain cases, orders relating to regular promotion/regularisation in Schedule-II posts of PCS are being issued by the Departments concerned, without obtaining prior concurrence of DP&AR (Personnel Wing), and the details thereof are being furnished only subsequently.

4. In this regard, it is reiterated that obtaining prior concurrence of DP&AR (Personnel Wing) is mandatory and the same shall not be dispensed with or treated as a post-facto formality under any circumstances. Prior scrutiny by DP&AR is essential to ensure that the promotion/regularisation proposals are processed strictly in accordance with the rules in force and that the seniority position of any officer is not adversely affected, besides avoiding unnecessary litigations.

5. Further, such scrutiny is also necessary to confirm the eligibility of officers in the feeder category for appointment to PCS (Entry Grade), as the related records are required to be produced before the UPSC while processing proposals relating to appointment / regularisation to PCS (Entry Grade).

6. All the Secretaries to Government/Heads of Departments operating Schedule-II posts of PCS are, therefore, directed to scrupulously follow the instructions issued in the Office Memorandum dated 16.02.2015 and ensure that all proposals relating to regular promotion/retrospective regularisation to Schedule-II posts of PCS are referred to DP&AR (Personnel Wing) for prior concurrence before issuance of orders.

// By Order of the Chief Secretary to Government//

Digitally signed by  
S MURUGESAN  
Date: 22-05-2026  
15:28:09

(S. MURUGESAN)

UNDER SECRETARY TO GOVERNMENT

To

1. The Development Commissioner-cum- Secretary (Revenue), Puducherry.
2. The Commissioner-cum- Secretary (AD & ST Welfare), Puducherry.
3. The Secretary to Govt. (Women & Child Development), Puducherry.
4. The Secretary to Govt. (Social Welfare), Puducherry.
5. The Secretary-cum- Commissioner (Labour), Puducherry.
5. The Secretary to Govt. (Industries & Commerce), Puducherry.
6. The Secretary to Govt. (Co-operation), Puducherry.

Copy to:-

1. The Special Secretary (Revenue), DRDM, Puducherry.
2. The Registrar of Cooperative Societies, Puducherry.
3. The Labour Commissioner, Labour Department, Puducherry.
4. The Director of Social Welfare, Puducherry.
5. The Director of AD&ST Welfare, Puducherry.
6. The Director of Women & Child Development, Puducherry.
7. The Director of Industries & Commerce, Puducherry.
8. The Director of Information & Publicity, Puducherry.
9. The Project Executive Officer, Dte. of Rural Development, Puducherry.
10. Spare.