

MOST URGENT

No.A-48011/1/2017-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

-oOo-

Puducherry dated 20.04.2017

**I.D.NOTE / MEMORANDUM**

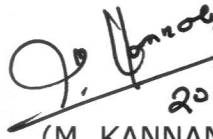
Sub: Public Services – Service particulars of Assistants – Called for.

....

It is proposed to consider the Assistants listed in the Annexure for promotion to the post of Superintendent on ad-hoc basis under SC reservation category.

2. The Heads of Departments/Offices are therefore requested to furnish the service particulars as per the Proforma enclosed and APARs for the last five years in respect of the said Assistants to this Department on or before 27.04.2017.

3. This may be treated as MOST URGENT.

  
20.04.17

(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl. 1. Annexure.

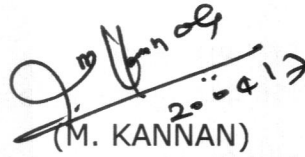
2. Proforma.

To

The Heads of Departments/Offices concerned.

ANNEXURE to the I.D.Note/Memo. No. A-48011/1/2017-DP&AR/SS.II(1) dated 20.04.2017

Sl. No.	Name of the Assistant	Dept./Office in which working
1	Ravichandran. R	Dte. of School Education, Puducherry
2	Sivabharathi. S	Police Department, Puducherry
3	Gowdaman Beranger	Chief Secretariat, Puducherry
4	Ragavane. I	Local Administration Dept., Puducherry (on deputation @ PUDA)
5	Srikumar. S	Irrigation Division, PWD, Puducherry

  
(M. KANNAN)  
20.04.17

UNDER SECRETARY TO GOVERNMENT(DP&AR)

**PROFORMA**

01. Name of the Assistant :
02. Name of the Dept./ Office and date from which working :
03. Date of Birth :
04. Date of appointment as U.D.C. and Seniority No. in UDC. :
05. Date of appointment as Assistant and Seniority No.(Final/Tentative) : Ad-hoc :  
Regular :
06. Educational Qualification :
07. Whether Passed Accounts Test (Higher) : Part-I Yes/No Date:  
Part-II Yes/No Date:
08. Whether SC/ PH /XSM :  
(attach fresh certificate in case of SC)
09. Whether any Break-in-service :
10. Whether under suspension :
11. Whether Disciplinary proceedings pending / Contemplated? :
12. Whether currently undergoing any punishment as a result of a disciplinary case? If so, the details thereof and indicate the period of punishment :
13. Details of long leave, including the period of unauthorized absence. :
14. Residential address :
15. Whether Integrity Certificate enclosed :
16. Remarks, if any :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: