

No.A.48011/2/2020-DP&AR/SS.II(I)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
.o0o.

Puducherry dated 09.03.2022

I.D. NOTE/MEMORANDUM

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

Ref.: This Dept's I.D.Note/Memo. of even number dated 04.03.2022.

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In continuation of the above I.D.Note/Memorandum, it is requested to furnish the Service Particulars and Integrity Certificate in the Proforma enclosed alongwith the APARs for the period of five years (from 2015-16 to 2020-21) in respect of the following Assistants, to this Department on or before 18.03.2022.

Sl. No.	Name of the Assistant and Dept./Office in which working Thiru./Tmt.
1	Ambigeswari. S GHS, Thattanchavady, Puducherry
2	Idayavendane Annibal. A O/o. the E.E., MRT & MMC ( Div.-VII ), Electricity Department, Puducherry

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

Encl: Proforma.

To

The Heads of Departments / Offices concerned.

**PROFORMA**

01. Name of the Assistant :
02. Employee code :
03. Whether the official has filed the immovable property returns :
04. Name of the Dept./ Office and date from which working :
05. Date of Birth :
06. Date of appointment as Assistant and Seniority Number : Ad-hoc :  
Regular :  
Seniority No.:
07. Educational Qualification :
08. Whether Passed Accounts Test (Higher) : Part-I Yes/No Date:  
Part-II Yes/No Date:
09. Whether Probation declared in the post of Assistant :
10. Whether SC/ PH /XSM :  
[If belongs to SC, a copy of caste certificate obtained as per "The Constitution (Pondicherry) Scheduled Castes order, 1964" within a period of one year before 01.01.2022, should be enclosed]
11. Whether any Break-in-service :
12. Whether under suspension :
13. Whether Disciplinary proceedings pending / Contemplated? :
14. Whether currently undergoing any punishment as a result of a disciplinary case? If so, the details thereof and indicate the period of punishment :
15. Details of long leave, including the period of unauthorized absence. :
16. Residential address with contact No. :
17. Whether Integrity Certificate furnished :
18. Remarks, if any :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: