

No.A-48011/3/2021-DPAR/SS.II(2)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 09.12.2021

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of L.D.Cs.- called  
for.

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It is proposed to consider Lower Division Clerks for promotion to the post of Upper Division Clerk.

2. The Head of Departments/Offices are therefore, requested to furnish the service particulars in the proforma enclosed, Integrity Certificate and No Disciplinary Proceedings Certificate along with the APARs for last five years in respect of the Lower Division Clerks who are completing 8 years of regular service in the post LDC as on 01.01.2022, to this Department on or before 24.12.2021.

3. A fresh Community Certificate issued under "The Constitution (Pondicherry) Scheduled Castes Order, 1964" in respect of SC officials may be obtained and furnished to this Department along with the service particulars. In respect of Person with Disabilities, disability certificate issued by the Medical Board is required to be furnished.

4. This may be given **PRIORITY**.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT (PERSONNEL)

Encl.: As above.

To  
The Heads of Departments / Offices,  
Puducherry / Karaikal / Mahe / Yanam.

P R O F O R M A

01. Name of the L.D.C. :
02. Name of the Dept./Office in which working :
03. Date of Birth :
04. Date of appointment as L.D.C. :
05. Educational Qualification :
06. Whether SC/ST/PH :  
(attach a fresh community certificate issued under  
"The Constitution (Pondicherry) Scheduled Castes  
Order, 1964" & Medical Certificate in respect of PH)
07. Whether passed the following ( if Yes, indicate the  
date of passing the concerned test)
- i. Common General Deptl. Test for Ministerial staff :
- ii. Accounts test for sub ordinate officers : Part-I Yes/ No  
(Part I & II) Part-II Yes/ No
- iii. Typewriting English (Lower) :
08. Whether passed apprentice Exam in the trade of  
Clerks (General) :
09. Whether the official declared to have  
successfully completed the period of probation  
in the grade of LDC (if yes, indicate the date) :
10. Is there any Break-in-service, if so details :
11. Whether Disciplinary proceeding is pending :
12. Whether Currently undergoing any punishment  
inflicted as a result of a disciplinary case? If so,  
the details thereof. :
13. Whether under suspension :
14. Whether on long leave (with period)/  
unauthorized absence etc. :
15. Whether Integrity certificate enclosed :
16. Whether declined promotion, if so, the details  
may be furnished. :
17. Residential Address :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: