

No.A-48011/2/2019-DPAR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
.o.o.

Puducherry, dt. 11.08.2021.

I.D. NOTE / MEMORANDUM

Sub: Public Services – Service particulars of Private Secretaries for promotion to Senior Private Secretary - Called for.
.o.

It is proposed to consider the following Private Secretaries for promotion to the post of Senior Private Secretary on regular basis:

No.	Name of the Pvt. Secretary Thiru/Tmt.	Dept. / Office in which working
1	Caliamourty. D	O/o the Financial Controller, Electricity Dept., Puducherry
2	Seethalakshmi. R	Local Administration Dept., Puducherry
3	Latha. A	Collectorate, Karaikal.
4	Rathinavalli Nurichan	Circle-I, PWD, Puducherry
5	Geetha. S	Co-operative Department, Puducherry
6	Vasandy Manganayaguy. K	Dept. of Industries & Commerce, Puducherry
7	Rethina. D	Planning & Research Department, Puducherry
8	Mini. S	O/o the Chief Educational Officer, Puducherry

2. The Heads of Departments / Offices are therefore requested to furnish the Service particulars in the Proforma enclosed and Integrity certificate along with the APARs for the period from 2015-16 to 2019-20 (5 years), on or before 23.08.2021.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: Proforma.

To

The Heads of Departments / Offices concerned.

P R O F O R M A

01. Name of the Private Secretary :
02. Employee code :
03. Whether the official has filed the immovable property returns through online for the current year :
04. Name of the Dept./Office in which working :
05. Date of Birth :
06. Date of appointment as Private Secretary :
Seniority No. in Private Secretary :
07. Educational/ Technical Qualifications :
08. Whether under gone the training programme on 'Professional Development Training for Senior Private Secretaries' conducted through A.R.Wing, Chief Secretariat, Puducherry. : Date:
09. Whether SC / PH (attach a fresh Certificate in case of SC) :
10. Is there any Break-in-service :
11. Whether Disciplinary proceedings pending? If so, Whether charge sheet has been issued? :
12. Whether under suspension :
13. Whether on long leave (with details) / unauthorized absent, etc. :
14. Whether Integrity certificate enclosed :
15. Service particulars including : -----
deputation from date of Name of the Designation Date of
initial appointment till Dept./Office of
now (as on date) appointment

16. Residential address :
17. Contact number of the official :
18. Remarks :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: