

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

Puducherry, dt. 22.02.2022.

I.D. NOTE / MEMORANDUM

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

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It is proposed to consider the following Private Secretaries for promotion to the post of Senior Private Secretary on regular basis. Therefore, it is requested to furnish the Service particulars in the Proforma enclosed and Integrity certificate along with the APARs for the period mentioned against them, on or before 08.03.2022:

No.	Name of the Pvt. Secretary <u>Tmt.</u>	Dept. / Office in which working	APARs required
1	Sarojini Kundora	Chief Secretariat, Puducherry	2016-21
2	Rathinavalli Nurichan	Circle-I, PWD, Puducherry	NIL
3	Geetha. S	Co-operative Department, Puducherry	NIL
4	Vasandy Manganayaguy. K	Dept. of Industries & Commerce, Puducherry	2020-21
5	Rethina. D	Planning & Research Department, Puducherry	2020-21


22.2.22

(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 initial appointment till now (as on date) : -----
Name of the Dept./Office Designation Date of appointment

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

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: