

No.A.48011/3/2023-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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Puducherry, dt. 21.06.2023

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of Stenographers Grade-I
for promotion to the post of Private Secretary – Called for.

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It is proposed to consider the Stenographers Gr.I mentioned in the Annexure (enclosed) for promotion to the post of Private Secretary.

2. Hence, it is requested to furnish the Service particulars and Integrity Certificate alongwith the APARs for the last five years (2017-22) in respect of the said officials to this Department on or before 30.06.2023.



(V. JAISANKAR)

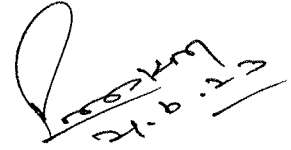
UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl.: As above.

To

The Heads of Departments/Offices concerned.

Sl. No.	Name of the Stenographer Gr.I	Dept./Office in which working
1	Thirukumaran. R	Chief Secretariat, Puducherry
2	Haribalakrishnan. B	Dr. B.R. Ambedkar Govt. Law College, Puducherry
3	Indira. H	Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry
4	Rajasekaran. A	Elections Department, Puducherry
5	Prasanna. S	Lt. Governor's Secretariat, Puducherry
6	Chandra. S	Chief Secretariat, Puducherry
7	Gopalakrishnan. S	Auto Sub-Station, Electricity Department, Villianur, Puducherry
8	Danalatchoumy. G	EHV (Division-VI), Electricity Department, Puducherry
9	Mohamed Yassin. S	Port Department, Puducherry
10	Magakavi Kalidass. M	Dte. of School Education, Puducherry
11	Patcheammalle. P	Dept. of Animal Husbandry and Animal Welfare, Puducherry
12	Srinivasan. V	Chief Secretariat, Puducherry



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)



P R O F O R M A

01. Name of the Stenographer Gr.I :
02. (a) Name of the Dept./ Office :
(b) Date from which working in the present office :
03. Employee code :
04. Whether the official has filed the immovable
property returns :
05. Date of Birth :
06. Date of appointment as Steno. Gr.I on regular basis :
Seniority Number in Steno. Gr.I :
07. Whether undergone the training programme on : If Yes, specify date:
"Professional Development Training for Private
Secretaries" conducted through A.R.Wing, Chief
Secretariat, Puducherry.
08. Whether belongs to Scheduled Caste :
[A copy of fresh caste certificate obtained as per
"The Constitution (Puducherry) Scheduled Castes
Order, 1964" should be enclosed]
09. Whether any Break-in-service :
10. Whether Disciplinary proceedings pending? If so,
Whether charge sheet has been issued? :
11. Whether under suspension :
12. Whether on long leave / unauthorized
absence etc. :
13. Whether Integrity certificate enclosed :
14. Present Residential Address :
15. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: