

No.A-32012/2/2019-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dt. 19.05.2023

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of Stenographers  
Grade-II for regular promotion to the post of Stenographer  
Grade-I – Called for.

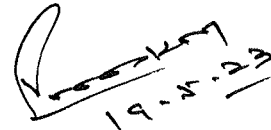
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It is proposed to consider the Stenographers Gr.II mentioned in the Annexure enclosed for promotion to the post of Stenographer Gr.I.

2. The Heads of Departments/Offices concerned are therefore requested to furnish the Service particulars and Integrity Certificate alongwith the APARs for the last five years (2017-22) of the said Stenographers in the Proforma enclosed to this Department on or before 09.06.2023.

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.

4. This may be given TOP PRIORITY.

A handwritten signature in black ink, followed by the date "19.5.23" written below it.

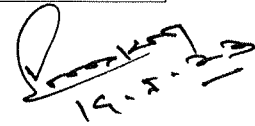
(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl.: Proforma & Annexure.

To  
The Heads of Departments/Offices concerned.

Sl. No.	Name of the Stenographer and Dept./Office in which working Thiru./Tmt.
1	Parimala. S, Steno. Gr.I (ad-hoc), Office of the Addl. Director (LUP&QC), Puducherry
2	Murugadass. D, Steno. Gr.I (ad-hoc), Police department, Puducherry
3	Janarthanan. R, Steno. Gr.I (ad-hoc), Port Department, Puducherry
4	Ravindrakumar. K, Steno. Gr.I (ad-hoc), Police department, Puducherry
5	Vennila. R, Steno. Gr.I (ad-hoc), Dte. of School Education, Puducherry
6	Thripurasundari. V, Steno. Gr.II Chief Secretariat, Puducherry
7	Santhy. D, Steno. Gr.II Cables & TTC (Div.-II), Electricity Dept., Puducherry
8	Sridevi. D, Steno. Gr.II Commercial Taxes Dept., Puducherry
9	Srilatha. N, Steno. Gr.II Chief Secretariat, Puducherry
10	Vidhya. R, Steno. Gr.II Chief Secretariat, Puducherry
11	Arokia Mary. A, Steno. Gr.II Dte. of Health & Family Welfare Services, Puducherry
12	Bharath. M, Steno. Gr.II Commercial Taxes Dept., Puducherry
13	Santhini. M, Steno. Gr.II Co-operative Dept., Puducherry (on depu. @ PPA)
14	Adhishesan. A, Steno. Gr.II Legislative Assembly Secretariat, Puducherry
15	Saroliya. A, Steno. Gr.II Tourism Dept., Puducherry

  
19.5.23

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





**PROFORMA**

(I.D.Note/Memo. No.A-32012/2/2019-DP&AR/SS.II(1) dated 19.05.2023)

01. (a) Name of the Stenographer Gr-II / Gr.I (Ad-hoc) :  
(b) Employee Code :
02. (a) Name of the Dept./ Office :  
(b) Date from which working in the present office :
03. Date of Birth :
04. Date of appointment as Steno. Gr-II  
(erstwhile Gr-III) and Seniority No. :
05. Educational Qualification :
06. Whether SC/ PwBD /XSM :  
[If belongs to SC / PwBD, necessary  
certificiate should be enclosed]
07. Whether passed / undergone the following Tests /  
Departmental Tests/ Training Programme:
- i. Common General Department Test for Ministl. Staff : Yes/No Date:
- ii. Accounts Test for Subordinate Officers : Part-I Yes/No Date:  
Part-II Yes/No Date:
- iii. Office Automation : Yes/No
- iv. Professional Development Training for Stenographers : Yes/No
08. Whether declared to have successfully completed  
the period of probation in the grade of Steno. Gr.II : Yes/No, Date of Declaration:
09. Whether any Break-in-service, if so details :
10. Whether under suspension, if so details :
11. Whether Disciplinary proceedings pending /  
Contemplated? :
12. Whether currently undergoing any punishment  
as a result of a disciplinary case? If so, the details  
thereof and indicate the quantum of punishment :
13. Details of long leave, including the period of  
unauthorized absence. :
14. Residential address :
15. Whether Integrity Certificate furnished :
16. Remarks, if any :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: