

MOST URGENT

No.A-48011/3/2015-DPAR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt.18.03.2015.

I.D. NOTE / MEMORANDUM

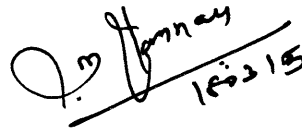
Sub: Public Services - Service particulars of
Stenographer Grade-II - Called for.

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It is proposed to consider the senior most Stenographer Grade-II for promotion to the post of Stenographer Grade-I, on ad-hoc basis.

2. The Heads of Departments / Offices are therefore, requested to furnish the Service particulars and Integrity & Performance Certificate of Stenographer Grade-II who have completed 8 years of regular service in the grade as on 31.03.2015, working under their control in the Proformas (I & II) enclosed, to this Department on or before 31-03-2015.

3. This may be treated as MOST URGENT.


18/03/15

(M. KANNAN)
UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl: Proformas (I & II).

To

The Heads of Departments / Offices.

PROFORMA - I

01. Name of the Stenographer Gr-II :
02. Name of the Dept./ Office and date from which working :
03. Date of Birth :
04. Date of appointment as Steno. Gr-II (erstwhile Gr-III) and Seniority No. :
05. Educational Qualification :
06. Whether SC/ ST/ PH /XSM (attach fresh certificate) :
07. Whether passed / undergone the following Tests / Departmental Tests/ Training Programme:
- i. Shorthand English : Lower / Inter / Higher
 - ii. Typewriting English : Lower / Higher
 - iii. Typewriting Tamil / Malayalam /Telugu : Lower / Higher
 - iv. Common General Department Test for Ministl. Staff : Yes/No Date:
 - v. Accounts Test for Subordinate Officers : Part-I Yes/No Date:
Part-II Yes/No Date:
 - vi. Apprentice Examination in the trade of Clerk General: Yes/No
 - vii. Office Automation : Yes/No
 - viii. Professional Development Training for Stenographer : Yes/No
08. Is there any Break-in-service, if so details :
09. Whether under suspension, if so details :
10. Whether Disciplinary proceedings pending / Contemplated? :
11. Whether currently undergoing any punishment as a result of a disciplinary case? If so, the details thereof and indicate the quantum of punishment :
12. Details of long leave, including the period of unauthorized absence. :
13. Residential address :
14. Whether Integrity & Performance Certificate furnished (Proforma-II) :
15. Remarks, if any:

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL:

PROFORMA - II

INTEGRITY & PERFORMANCE CERTIFICATE

Having scrutinized the character rolls and personal file of the following Stenographer(s) Grade-II and having taken into account all other available information, it is certified that the official(s) has / have good reputation of integrity and honesty beyond doubt. The performance of the official(s) is also good and he is/ they are fit for promotion to the grade of Stenographer Grade-I.

Sl.No. Name of the Steno.Gr.II

SIGNATURE OF HEAD OF DEPT./OFFICE
SEAL: