

No.A.48011/7/2025-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 30.06.2025.

I.D. NOTE / M E M O R A N D U M

Sub: Public Services – Service Particulars & APARs of UDCs
for promotion to the post of Assistant – Called for.

It is proposed to consider the Upper Division Clerks who have completed ten years of regular service as on 01.01.2025 for promotion to the post of Assistant for the vacancy year 2025.

2. Therefore, it is requested to furnish the Service Particulars and Integrity Certificate in the Proforma enclosed along with the APARs for last five years (i.e. 2019-24) in respect of the eligible UDCs, to this Department on or before 11.07.2025.

/BY ORDER/



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl.: Proforma.

To

All the Heads of Departments / Offices.

PROFORMA

01. Name of the U.D.C. :
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 U.D.C. :
05. Educational Qualification :
06. Whether passed the following Deptl. Tests
- i. Common General Deptl. Test for Ministerial staff : Date:
- ii. Accounts test for sub ordinate officers : Part-I, Date:
Part-II, Date:
- iii. Typewriting English (Lower) : Yes/No/Exempted
07. Whether SC / PwBD :
[Necessary Certificate should be enclosed]
08. Whether probation period declared in the post of UDC:
09. Whether any Break-in-service :
10. Whether under suspension :
11. Whether any Disciplinary proceeding is pending / :
contemplated?
12. Whether currently undergoing any punishment :
as a result of a disciplinary case? If so, the details
thereof and indicate the period of punishment
13. Details of long leave, including the period of :
unauthorized absence.
14. Present residential address :
15. Contact Number, if any :
16. Whether Integrity Certificate enclosed :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: