

No.A.48013/6/2004/DPAR/SS.II(1)

GOVERNMENT OF PUDUCHERRY

DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry

CIRCULAR

Sub: Public Services – Willingness to be appointed as Nodal Officers/Liaison Officers/Supporting Staff in connection with the visits of State Guests and other dignitaries to the Union Territory of Puducherry – Called for.

It is informed that the Department of Information and Publicity, Puducherry has requested to provide a panel of officers / officials / staff to work as Nodal Officers/Liaison Officers/Supporting Staff, as and when required, in connection with protocol-related duties, including arrangements for coordination, liaison, stay, transportation, and overall facilitation during the visit of State Guests and other dignitaries to the Union Territory of Puducherry.

2. It is therefore requested that this may be widely circulated among the officers/officials/staff working in the following posts of this Administration in the Puducherry region and their willingness to perform the aforesaid duties may be obtained and forwarded as per the proforma enclosed on or before **20.02.2026**.

Sl.No.	Name of the Post
1	Superintendent
2	Assistant
3	Upper Division Clerk
4	Lower Division Clerk
5	Private Secretary
6	Stenographer Grade-I
7	Stenographer Grade-II
8	Driver(LMV), Grade I
9	Driver(LMV), Grade II
10	MTS (General)
11	MTS (Security)

// BY ORDER //

(S. MURUGESAN)

UNDER SECRETARY TO GOVERNMENT (PERSONNEL)

To
All Heads of Departments/ Offices,
Puducherry

P R O F O R M A

1. Name of the official : _____
2. Designation : _____
3. Department : _____
4. Date of Birth : _____
5. Residential Address : _____
6. Mobile Number : _____

I submit my willingness to be appointed as Nodal Officers/Liaison Officers/Supporting Staff in connection with protocol-related duties during the visit of State Guests and other dignitaries to the Union Territory of Puducherry.

Signature of the official

Place:

Date: