

No. A-32014/8/2026-O/o SUPERINTENDENT DPAR SSII - CSECY
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
.o0o.

Puducherry

I.D. NOTE / MEMORANDUM

Sub: Public Services – Service particulars and APARs of Private Secretaries to consider them for promotion to the post of Senior Private Secretary - Called for.
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It is proposed to consider the following Private Secretaries for promotion to the post of Senior Private Secretary on regular basis. Therefore, it is requested to furnish the Service particulars in the Proforma enclosed and Integrity certificate along with the APARs for the period from 2020-21 to 2024-25, on or before 05.06.2026:

Sl. No.	Name of the Pvt. Secretary <u>Thiru./Tmt.</u>	Dept. / Office in which working
1	Dhanalakshmi. A	Dte. of Health & Family Welfare Services, Puducherry
2	Thirunavukkarasu. V	Local Administration Dept., Puducherry
3	Gomathy. A	Chief Secretariat, Puducherry
4	Siva. S	Dte. of Health & Family Welfare Services, Puducherry
5	Mohandasse. T	Police Department, Puducherry
6	Kumaran @ Prabakaran. P	O/o. the S.E.-II, Electricity Dept., Puducherry
7	Venkatesan. I	Chief Secretariat, Puducherry
8	Rajenderan. P	State Election Commission, Puducherry

(S. MURUGESAN)
UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl: Proforma.

To
The Heads of Departments / Offices concerned.

P R O F O R M A

01. Name of the Private Secretary :
02. Employee code :
03. Whether the official has filed the immovable property returns :
04. Name of the Dept./Office in which working :
05. Date of Birth :
06. Date of appointment as Private Secretary on regular basis & Seniority No. :
07. Whether under gone the training programme on 'Professional Development Training for Senior Private Secretaries' conducted through A.R.Wing, Chief Secretariat, Puducherry. : Date:
08. Is there any Break-in-service :
09. Whether Disciplinary proceedings pending? If so, Whether charge sheet has been issued? :
10. Whether under suspension :
11. Whether on long leave (with details) / unauthorized absent, etc. :
12. Whether Integrity certificate enclosed :
13. Residential address :
14. Contact number of the official :
15. Remarks :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: