

No.A.48011/6/2024-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

-ooOoo-

Puducherry, dt. 18.11.2025

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars & APARs of
Stenographers Gr.II for promotion to the post of
Stenographer Gr.I - Called for.

-oOo-

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 (2019-24) of the said Stenographers in the Proforma enclosed to this Department on or before 28.11.2025.

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl.: Annexure & Proforma.

To
The Heads of Departments/Offices concerned.

ANNEXURE to I.D.Note/Memo. No.A.48011/6/2024-DP&AR/SS.II(1) dated 18.11.2025

Sl. No.	Name of the Stenographer Gr.II Thiru./Tmt.	Dept./Office in which working
1	Srilatha. N	O/o. the Deputy Director of Education(Women), Puducherry
2	Vidhya. R	Dept. of Economics & Statistics, Puducherry
3	Arokia Mary. A	Dte. of Accounts & Treasuries, Puducherry
4	Bharath. M	Commercial Taxes Dept., Puducherry
5	Santhini. M	Dte. of Higher & Technical Education, Puducherry
6	Adhishesan. A	Legislative Assembly Secretariat, Puducherry
7	Subhalakshmi. B	O/o. the Labour Officer (Conciliation), Puducherry
8	Vigneswaran. S	Dept. of Women & Child Development, Puducherry
9	Velvizhi. R	Planning & Research Dept., Puducherry
10	Shanmugavally. U	O/o. the Dy. Collector (Revenue) North, Puducherry
11	Suramanjari. P	Transport Department, Puducherry
12	Santhia. K	Co-operative Dept., Puducherry


(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)



PROFORMA

(I.D.Note / Memo. No.A.48011/6/2024-DP&AR/SS.II(1) dated .11.2025)

01. (a) Name of the Stenographer Gr-II :
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
and Seniority No. :
05. Educational Qualification :
06. Whether SC/ PwBD :
[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 Date:
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. Contact Cell No. :
16. Whether Integrity Certificate furnished :
17. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: