

No.A-32014/9/2026-O/o SUPERINTENDENT DPAR SSII - CSECY
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
-ooOoo-

Puducherry

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of Stenographers Grade-I
for promotion to the post of Private Secretary – Called for.

-oOo-

It is proposed to consider the Stenographers Gr.I mentioned in the Annexure (enclosed) for promotion to the post of Private Secretary.

2. Hence, it is requested to furnish the Service particulars and Integrity Certificate alongwith the APARs for the last five years (2020-25) in respect of the said officials to this Department on or before 30.06.2026.

Digitally signed by
S MURUGESAN
Date: 15-06-2026
18:11:12

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

Encl.: As above.

To

The Heads of Departments/Offices concerned.

P R O F O R M A

01. Name of the Stenographer Gr.I :
02. (a) Name of the Dept./ Office :
(b) Date from which working in the present office:
03. Employee code :
04. Whether the official has filed the immovable property returns :
05. Date of Birth :
06. Date of appointment as Steno. Gr.I on regular basis:
Seniority Number in Steno. Gr.I :
07. Whether probation declared in the post of Stenographer Gr.I :
08. Whether undergone the training programme on "Professional Development Training for Private Secretaries" conducted through A.R.Wing, Chief Secretariat, Puducherry. : If Yes, specify date:
09. Whether belongs to Scheduled Caste :
[A copy of fresh caste certificate obtained as per "The Constitution (Puducherry) Scheduled Castes Order, 1964" should be enclosed]
10. Whether any Break-in-service :
11. Whether Disciplinary proceedings pending? If so, Whether charge sheet has been issued? :
12. Whether under suspension :
13. Whether on long leave / unauthorized absence etc. :
14. Whether Integrity certificate enclosed :
15. Present Residential Address :
16. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL:

ANNEXURE to I.D.Note/Memo. No.A-32014/9/2026-O/o SUPERINTENDENT DPAR SSII - CSECY

Sl. No.	Name of the Stenographer Gr.I Thiru./Tmt.	Dept./Office in which working
1	Balasaraswathy. Y.K	O/o the Deputy Director (Adult Education), Puducherry
2	Vimala. S	Public Health Division, P.W.D., Puducherry
3	Sekar. S	Chief Secretariat, Puducherry
4	Prathap. R	O/o Executive Engineer (Planning), P.W.D., Puducherry
5	Soundiraradjane. N	Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry
6	Janaka. K	Dte. of School Education, Puducherry
7	Neelavathiammalle. P	Dept. of Higher and Technical Education, Puducherry
8	Samundeswari. D (SC)	Rajiv Gandhi Govt. Women and Children Hospital, Puducherry
9	Sandy. D	National Cadet Corps (Headquarters), Puducherry
10	Rajapriya. R	District Industries Centre, Puducherry
11	Kogilavani. K	General Div., Electricity Dept., Puducherry
12	Kida. N	EHV (Div.-VI), Electricity Dept., Puducherry
13	Victor. D	Dte. of Fisheries & Fishermen Welfare, Puducherry
14	Kamatchy. G	O/o. the Dy. Director(Public Health), Puducherry
15	Jayapragash. J (SC)	Tagore Govt. Arts & Science College, Puducherry

Digitally signed by
S MURUGESAN
Date: 15-06-2026
18:12:31

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