

No.A.48011/2/2025-DP&AR/SS.II(1)/PF
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 25.10.2025

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars and APARs of Assistants for promotion to the post of Superintendent - Called for.

Ref: Memo. No. A.48011/5/2024-DP&AR/SS.II(1) dated 17.10.2025 of this department.

It is proposed to consider the following Assistants for promotion to the post of Superintendent.

Sl. No.	Name of the Assistant <i>Thiru./Tmt./Selvi.</i>	Dept./Office in which working
1	Latchoumy. V	Chief Secretariat (Finance), Puducherry
2	Sai Lalitha Rani. L	Chief Secretariat (Finance), Puducherry
3	Vaithiyanadan. S	Dte. of Accounts & Treasuries, Puducherry
4	Mohamed Sidhik. M.I	Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry

2. Hence, it is requested to furnish the Service particulars and Integrity Certificate along with the APARs for the last five years (2019-24) in respect of the said officials to this Department on or before 29.10.2025.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl.: As above.

To

The Heads of Departments/Offices concerned.

PROFORMA

01. Name of the Assistant :
02. Employee code :
03. Whether the official has filed the immovable property returns for the year 2024 :
04. Name of the Dept./ Office and date from which working :
05. Date of Birth :
06. Date of appointment as Assistant on regular basis :
07. Educational Qualification :
08. Whether passed Accounts (Higher) Test : Part-I Yes/No Date:
Part-II Yes/No Date:
09. Whether probation declared in the post of Assistant :
10. Whether belongs to Scheduled Caste :
(If Yes, a copy of fresh caste certificate obtained as per "The Constitution (Puducherry) Scheduled Castes Order, 1964" should be enclosed)
11. Whether PwBD/XSM :
(If Yes, necessary certificate should be enclosed)
12. Whether any Break-in-service :
13. Whether under suspension :
14. Whether Disciplinary proceedings pending / Contemplated :
15. Whether currently undergoing any punishment as a result of a disciplinary case? If so, the details thereof and indicate the period of punishment :
16. Details of long leave, including the period of unauthorized absence :
17. Residential Address with contact No. :
18. Whether Integrity certificate furnished :
19. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE

SEAL: