

No.A.48011/10/2025-DPAR/SS.II (1)
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
Private Secretaries for promotion to the post of
Senior Private Secretary - Called for.

It is proposed to consider the following Private Secretaries for promotion to the post of Senior Private Secretary.

Sl. No.	Name of the Private Secretary	Dept./Office in which working
	<i>Thiru./Tmt./Selvi</i>	
1	Mini. S	O/o. the Chief Educational Officer, Puducherry.
2	Dhanalakshmi. A	Dte. of Health & Family Welfare Services, Puducherry.
3	Thirunavukkarasu. V	Local Administration Dept., Puducherry.
4	Gomathy. A	Chief Secretariat, Puducherry.
5	Siva. S	Dte. of Health & Family Welfare Services, 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 03.11.2025.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT (PERSONNEL)

Encl.: As above.

To

The Heads of Departments/Offices concerned.

PROFORMA

01. Name of the Private Secretary :
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 for the year 2024
05. Date of Birth :
06. Date of appointment as Private Secretary on regular :
basis & Seniority No. in Private Secretary
07. Whether probation declared in the post of :
Private Secretary
08. Whether undergone the training programme on : Date:
'Professional Development Training for Senior
Private Secretaries' conducted through A.R.Wing,
Chief Secretariat, Puducherry.
09. 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]
10. Whether PwBD/XSM :
(If Yes, necessary certificate should be enclosed)
11. Whether any Break-in-service :
12. Whether Disciplinary proceedings pending? If so, :
Whether charge sheet has been issued?
13. Whether under suspension :
14. Whether on long leave / unauthorized :
absence, etc.
15. Whether Integrity certificate enclosed :
16. Present Residential Address with contact No.
17. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE

SEAL: