

No.A-48011/2/2019-DPAR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
.o0o.

Puducherry, dt. 28.06.2019.

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service particulars of Private Secretaries - Called for.
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It is proposed to consider the following Private Secretaries for promotion to the post of Senior Private Secretary.

No.	Name of the Pvt. Secretary Tvl. / Tmt.	Dept. / Office in which working
1	Valantine Alphonse	Central Office, PWD, Puducherry
2	Lakshmi. D	Dept. of Stationery & Printing, Puducherry
3	Palaniappan. R. S	Lt. Governor's Secretariat, Puducherry
4	Calaiselvy. S	Dte. of Agriculture, Puducherry
5	Alamelu. R	Chief Secretariat, Puducherry
6	Caliamourty. D	O/o. FC, Electricity Dept., Puducherry
7	Seethalakshmi. R	Local Administration Dept., Puducherry
8	Malliga. P	O/o. SE-III, Electricity Dept., Puducherry
9	Sri Saradha. K	Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry
10	Latha. A	Collectorate, Karaikal

2. The Heads of Departments / Offices are therefore, requested to furnish their Service particulars in the Proforma enclosed and Integrity certificate along with the APARs for the last five years on or before 12.07.2019.

3. This may be treated as MOST URGENT.


28/6/19

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT (PERSONNEL)

Encl: Proforma.

To

The Head of Department / Office concerned.

P R O F O R M A

01. Name of the Private Secretary :
02. Name of the Dept./Office in which working :
03. Date of Birth :
04. Date of appointment as Private Secretary :
Date of appointment as Stenographer Grade-I :
Date of appointment as Steno. Gr-II (Erstwhile) :
Seniority No. in Steno. Gr-II (Erstwhile) :
05. Educational/ Technical Qualifications :
06. Whether under gone the training programme on 'Professional Development Training for Senior Private Secretaries' conducted through A.R.Wing, Chief Secretariat, Puducherry. :
07. Whether SC/ST/PH (attach a fresh Certificate in case of SC) :
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 absence etc. :
12. Whether Integrity certificate enclosed :
13. Service particulars including deputation from date of initial appointment till now (as on date) : -----
Name of the Dept./Office Designation Date of appointment

14. Residential address :
15. Contact number of the official and Email ID if any :
16. Remarks :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: