

No.A.48011/8/2025-DP&AR/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
Tmt. Y. K. Balasaraswathy, Stenographer Grade-I for
promotion to the post of Private Secretary - Called for.

Ref: Memo. No. A.32012/2/2019-DP&AR/SS.II(1) dated 17.10.2025
of this department.

It is proposed to consider Tmt. Y. K. Balasaraswathy, Stenographer Gr.I,
O/o the Deputy Director (Adult Education), Puducherry for promotion to the post
of Private Secretary.

2. Hence, the Deputy Director (Adult Education), Puducherry 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 official to this
Department on or before 29.10.2025.



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl.: As above.

To

The Deputy Director (Adult Education),
Puducherry.

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 for the year 2024 :
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 : ; If Yes, specify date:
"Professional Development Training for Private Secretaries" conducted through A.R.Wing, Chief Secretariat, Puducherry.
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 with contact No. :
16. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: