

No.A.48011/8/2025-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

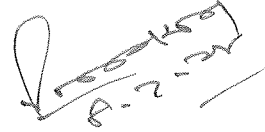
Puducherry, dt. 08.07.2025

I.D. NOTE / MEMORANDUM

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

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 along with the APARs for the last five years (2019-24) in
respect of the said officials to this Department on or before 18.07.2025.



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


Encl.: As above.

To

The Heads of Departments/Offices concerned.

ANNEXURE to I.D.Note/Memo. No.A.48011/8/2025-DP&AR/SS.II(1)
dated 08.07.2025

Sl. No.	Name of the Stenographer Gr.I Tvl.	Dept./ Office in which working
1	Srinivasan. V	Chief Secretariat, Puducherry
2	Santhi. R	Cables & TTC (Division-II), Electricity Department, Puducherry
3	Ganabady Ramanathan. B.S	Labour Dept., Puducherry
4	Baskaran. T	Chief Secretariat, Puducherry
5	Bhanuregha Jobar. G	Motilal Nehru Govt. Polytechnic College, Puducherry
6	Vimala. S	Public Health Division, P.W.D., Puducherry
7	Sekar. S	Dept. of Women and Child Development, Puducherry
8	Prathap. R	Govt. Automobile Workshop, Puducherry
9	Soundiraradjane. N	Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry
10	Janaka. K	Dte. of School Education, Puducherry
11	Neelavathiammalle. P	Dept. of Higher and Technical Education, Puducherry
12	Samundeswari. D	Rajiv Gandhi Govt. Women and Children Hospital, Puducherry



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

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: