

No.A-32015/13/2026-O/o SUPERINTENDENT DPAR SSII - CSECY
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
-ooOoo-

Puducherry

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars & APARs of
Stenographers Gr.II for promotion to the post of
Stenographer Gr.I - Called for.

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It is proposed to consider the Stenographers Gr.II mentioned in the Annexure enclosed for promotion to the post of Stenographer Gr.I.

2. The Heads of Departments/Offices concerned are therefore requested to furnish the Service particulars and Integrity Certificate alongwith the APARs for the last five years (2020-25) of the said Stenographers in the Proforma enclosed to this Department on or before 30.06.2026.

Digitally signed by
S MURUGESAN
Date: 15-06-2026
18:00:08

(S. MURUGESAN)
UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl.: Annexure & Proforma.

To
The Heads of Departments/Offices concerned.

PROFORMA

(I.D.Note / Memo. No.A-32015/13/2026-O/o SUPERINTENDENT DPAR SSII - CSECY)

01. (a) Name of the Stenographer Gr-II :
02. (a) Name of the Dept./ Office :
(b) Date from which working in the present office :
03. Date of Birth :
04. Date of appointment as Steno. Gr-II
and Seniority No. :
05. Educational Qualification :
06. Whether SC/ PwBD :
[If belongs to SC / PwBD, necessary
certificate should be enclosed]
07. Whether passed / undergone the following Tests / :
Departmental Tests/ Training Programme:
- i. Common General Department Test for Ministl. Staff : Yes/No Date:
- ii. Accounts Test for Subordinate Officers : Part-I Yes/No Date:
Part-II Yes/No Date:
- iii. Office Automation : Yes/No
- iv. Professional Development Training for Stenographers : Yes/No Date:
08. Whether declared to have successfully completed
the period of probation in the grade of Steno. Gr.II : Yes/No, Date of Declaration:
09. Whether any Break-in-service, if so details :
10. Whether under suspension, if so details :
11. Whether Disciplinary proceedings pending /
Contemplated? :
12. Whether currently undergoing any punishment
as a result of a disciplinary case? If so, the details
thereof and indicate the quantum of punishment :
13. Details of long leave, including the period of
unauthorized absence. :
14. Residential address :
15. Contact Cell No. :
16. Whether Integrity Certificate furnished :
17. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL:

ANNEXURE to I.D.Note/Memo. A-32015/13/2026-O/o SUPERINTENDENT DPAR SSII - CSECY

Sl. No.	Name of the Stenographer Gr.II Thiru./Tmt.	Dept./Office in which working
1	Adhishesan. A	Legislative Assembly Secretariat, Puducherry
2	Subhalakshmi. B	O/o. the Labour Officer (Conciliation), Puducherry
3	Vigneswaran. S	Dept. of Women & Child Development, Puducherry
4	Velvizhi. R	Chief Secretariat, Puducherry
5	Shanmugavally. U	O/o. the Dy. Collector (Revenue) North, Puducherry
6	Suramanjari. P	Transport Department, Puducherry
7	Santhia. K	Co-operative Dept., Puducherry
8	Meera. S	Planning & Research Dept. Puducherry
9	Barathi. A	Dte. of Sports & Youth Affairs, Puducherry
10	Selvi. R	Co-operative Dept., Puducherry
11	Pajanivelou. R	O/o the Dy. Collector (Excise), Puducherry
12	Sathyaraj. K (SC)	O/o. the Dy. Collector(Revenue), Karaikal
13	Anandalakshmi. S (SC)	Commercial Taxes Dept., Puducherry
14	Vinodhini. M	Dte. of Art & Culture, Puducherry

Digitally signed by
S MURUGESAN
Date: 15-06-2026
18:28:10

(S. MURUGESAN)
UNDER SECRETARY TO GOVERNMENT(PERSONNEL)