

No.A.48011/2/2020-DP&AR/SS.II(I)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
.oOo.

Puducherry dated 02.11.2021

I.D. NOTE/MEMORANDUM

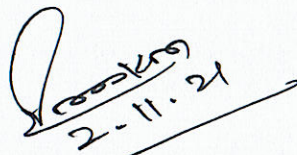
Sub: Public Services – Service particulars of Assistants – Called for.

Ref.: This Dept's I.D.Note/Memo. of even number dated 23.11.2020.
.o.

It is proposed to consider Assistants for promotion to the post of Superintendent for the vacancy year 2021.

2. Heads of Departments / Offices are therefore requested to furnish the Service Particulars, Integrity Certificate and APARs for five years (from 2015-16 to 2019-20) in respect of the Assistants, who have completed 5 years of service in the grade and passed Accounts Test (Higher) as on 01.01.2021, working under their control in the Proforma enclosed, to this Department on or before 22.11.2021.

3. It may be noted that the service particulars, Integrity Certificate and APARs of the Assistants for whom already furnished with reference to the circular cited above **need not be sent again.**


2-11-21
(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT (PERSONNEL)

Encl: Proforma.

To

All the Heads of Departments / Offices.

PROFORMA

01. Name of the Assistant :
02. Employee code :
03. Name of the Dept./ Office and date from which working :
04. Date of Birth :
05. Date of appointment as Assistant and Seniority Number : Ad-hoc :
Regular :
Seniority No.:
06. Educational Qualification :
07. Whether Passed Accounts Test (Higher) : Part-I Yes/No Date:
Part-II Yes/No Date:
08. Whether Probation declared in the post of Assistant :
(only for officials regularized vide Memo.
No.A.11019/6/2016-DPAR/SS.II(1),dt.31.03.2017)
09. Whether SC/ PH /XSM :
[If belongs to SC, a copy of fresh caste certificate
obtained as per "The Constitution (Pondicherry)
Scheduled Castes order, 1964 should be enclosed]
10. Whether the official has filed the immovable
property returns :
11. Whether any Break-in-service :
12. Whether under suspension :
13. Whether Disciplinary proceedings pending /
Contemplated? :
14. Whether currently undergoing any punishment
as a result of a disciplinary case? If so, the details
thereof and indicate the period of punishment :
15. Details of long leave, including the period of
unauthorized absence. :
16. Residential address with contact No. :
17. Whether Integrity Certificate furnished :
18. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: