

No.A.48011/3/2023-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

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Puducherry, dt. 07.06.2024

I.D. NOTE / MEMORANDUM

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

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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 alongwith the APARs for the last five years (2018-23) in respect of the said officials to this Department on or before 24.06.2024.

Handwritten signature and date: 7.6.24

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl.: As above.

To

The Heads of Departments/Offices concerned.

Sl. No.	Name of the Stenographer Gr.I	Dept./Office in which working
1	Rajasekaran. A	Elections Department, Puducherry
2	Prasanna. S	Lt. Governor's Secretariat, Puducherry
3	Chandra. S	Chief Secretariat, Puducherry
4	Gopalakrishnan. S	Auto Sub-Station, Electricity Department, Villianur, Puducherry
5	Danalatchoumy. G	EHV, Electricity Department, Puducherry
6	Mohamed Yassin. S	Port Department, Puducherry
7	Magakavi Kalidass. M	Dte. of School Education, Puducherry
8	Patcheammalle. P	Chief Secretariat, Puducherry
9	Srinivasan. V	Chief Secretariat, Puducherry
10	Santhi. R	Cables & TTC Div., Electricity Dept., Puducherry
11	Ganabady Ramanathan. B.S	Labour Dept., Puducherry
12	Meenatchi. A	Co-operative Department, Puducherry
13	Baskaran. T	Chief Secretariat, Puducherry
14	BhanureghaJobar. G	Motilal Nehru Govt. Polytechnic College, Puducherry
15	Vimala. S (SC)	Public Health Division, P.W.D., Puducherry
16	Sekar. S	Dept. of Women and Child Development, Puducherry

V. Jaisankar
1.6.24

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

[Signature]

[Signature]

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 :
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 :
16. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: