

No.A-32012/1/2019-DPAR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
.oOo.

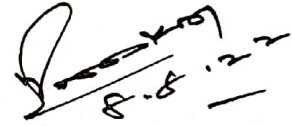
Puducherry, dt. 08.08.2022.

I.D. NOTE / MEMORANDUM

Sub: Public Services – Service particulars and APARs of  
Stenographer Gr.I for promotion to the post of  
Private Secretary - Called for.  
.o.

It is proposed to consider the Stenographers Gr.I mentioned in the Annexure(enclosed) for promotion to the post of Private Secretary on regular basis.

2. Therefore, it is requested to furnish the Service particulars in the Proforma enclosed alongwith Integrity Certificate and APARs for a period of five years (2016 to 2021) in respect of the said officials, to this Department on or before 26.08.2022.



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

Encl: As stated.

To

The Heads of Departments / Offices concerned.

Sl. No.	Name of the Stenographer Gr.I <u>Thiru/Tmt./Selvi.</u>	Dept. / Office in which working
1	Sardar. Z	Chief Secretariat, Puducherry
2	Ravy Ramou	Dept. of Women and Child Development, Puducherry
3	Sujatha. A	Buildings & Roads (Central) Division, PWD, Puducherry
4	Mounisamy @ Ganesan. H	Dept. of Science, Technology & Environment, Puducherry
5	Thirukumaran. R	Chief Secretariat, Puducherry
6	Haribalakrishnan. B	Dr. B.R. Ambedkar Govt. Law College, Puducherry (on depu @ UIDAI, Mumbai)
7	Indira. H	Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry
8	Rajasekaran. A	Elections Department, Puducherry
9	Prasanna. S	Lt. Governor's Secretariat, Puducherry
10	Chandra. S	Chief Secretariat, Puducherry
11	Gopalakrishnan. S	Auto Sub-Station, Electricity Department, Villianur, Puducherry
12	Danalatchoumy. G	EHV (Division-VI), Electricity Department, Puducherry
13	Mohamed Yassin. S	Port Department, Puducherry
14	Magakavi Kalidass. M	Dte. of Rural Development, Puducherry
15	Papatty. P	Dte. of Accounts and Treasuries, Puducherry
16	Bathmavathi. K	Bharathidasan Govt. College for Women, Muthialpet, Puducherry
17	Patcheammalle. P	Dept. of Animal Husbandry and Animal Welfare, Puducherry
18	Srinivasan. V	Chief Secretariat, Puducherry
19	Kamalraj. K	O/o. the Deputy Director (Public Health), Puducherry

*(Handwritten signature)*  
8-8-22

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

*(Handwritten signature)*

## P R O F O R M A

01. Name of the Stenographer Gr.I :
02. Employee code :
03. Whether the official has filed the immovable property returns for the current year :
04. Name of the Dept./Office in which working :
05. Date of Birth :
06. Date of regular appointment as Steno. Gr.I :  
Seniority No. in Stenographer Gr.I :
07. Educational/ Technical Qualifications :
08. Whether undergone the training programme on : Date:  
'Professional Development Training for Private Secretaries' conducted through A.R.Wing, Chief Secretariat, Puducherry.
09. Whether SC / PwBD :  
[If belongs to **SC**, a copy of caste certificate obtained as per "The Constitution (Pondicherry) Scheduled Castes order, 1964" within a period of one year, should be enclosed]  
[If belongs to **PwBD**, a copy of certificate pertains to disability should be enclosed]
10. Whether any Break-in-service :
11. Whether under suspension :
12. Whether any Disciplinary proceeding is pending / :  
contemplated?
13. Whether currently undergoing any punishment :  
as a result of a disciplinary case? If so, the details thereof and indicate the period of punishment
14. Details of long leave, including the period of :  
unauthorized absence
15. Present residential address :
16. Contact number of the official :
17. Whether Integrity certificate enclosed :
18. Remarks :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: