

No.A.32012/2/2019/DPAR/SS-II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

Puducherry, dated 11.02.2022

**OFFICE MEMORANDUM**

Sub: Public Services –Grant of regular promotion to the post of  
Stenographer Gr.I – Draft Minutes for views of the stake  
holders – Regarding.

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The Draft Minutes of the meeting of Departmental Promotion Committee for grant of regular promotion to the post of Stenographer Gr.I who were promoted on ad-hoc basis from the year 2013 to 2016, are available in the annexure to this office memorandum.

2. Comments of the stake holders, if any, may be sent to this department on or before **28/02/2022**. If no comments are received by that date, it will be presumed that the proposal is in order and regular promotion will be granted accordingly.

// By Order //



(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

To



The Stake Holders concerned.

Draft Minutes of the meeting of Departmental Promotion Committee for grant of regular promotion to the post of Stenographer Gr.I

(For comments from the Officials concerned)

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The DPAR informed that as per the recruitment rules notified on 27.03.2012 the post of Stenographer Gr.I is to be filled as per the eligibility conditions which are as follows:

**Percentage of vacancies to be filled:**

60% by promotion

40% by Direct Recruitment

**Promotion:**

Stenographer Gr.II with 10 years of regular service and have passed the following Departmental Tests:

(i) Accounts Test for Subordinate Officers;

(ii) Common General Departmental Test for Ministerial Staff;

and undergone the training programme on "Professional Development Training for Stenographers" conducted through Administrative Reforms Wing, Chief Secretariat, Puducherry.

**NOTE:** The eligibility service shall continue to be 8 years for persons holding the feeder post of Stenographer Gr.II on regular basis on the date of notification these rules (i.e.) on 27.03.2012.

2. The DPAR informed that 57 Stenographers Gr.II had been promoted to the post of Stenographer Gr.I on ad-hoc basis from the year 2013 to 2016. They were offered promotion on ad-hoc basis as their seniors were officiating in the post of Stenographer Gr.I on ad-hoc basis. Recently, the ad-hoc services of the seniors were regularized and seniority has also finalized. Hence, the ad-hoc promotion of 57 Stenographers Gr.I is being considered for regular promotion to the post of Stenographer Gr.I.

3. The Administrative Department informed that the 57 officials who are under consideration for regular promotion to the post of Stenographer Gr.I are regularly appointed in the feeder post of Stenographer Gr.II as on 27.03.2012. Hence, the eligibility service required for promotion for these 57 officials shall be 8 years.

4. The DPAR informed that the number of Stenographer Gr.II promoted to the post of Stenographer Gr.I on ad-hoc basis after notification of recruitment rules is as follows:

Sl. No.	Date of issue of ad-hoc promotion	No. of Steno. Gr.II promoted on ad-hoc basis as Steno. Gr.I
1	30.12.2013	5
2	28.02.2014	6
3	27.05.2015	35
4	05.01.2016	5
5	27.02.2016	6
	<b>TOTAL</b>	<b>57</b>

NOTE: Out of 57 officials, two officials could not be considered for regular promotion as one Tmt. G. Thayammal (expired on 17.06.2016) had not undergone the Training Programme and other one Tmt. A.P.Prabavathy, Steno. Gr.I resigned before her turn of regular vacancy for regular promotion. Hence, 55 officials may be considered for regular promotion.

5. The DPAR informed that as per the DoPT orders, until 2017-18 vacancies have been calculated financial year-wise. From 01.04.2018 it is calendar year-wise. The year-wise vacancies for the years 2011-12 and 2012-13 to 2021 are as follows:

Vacancy year	Total vacancies	Promotion	Direct Recruit
2011-12	4	4	--
2012-13	6	4	2
2013-14	4	2	2
2014-15	32	19	13
2015-16	4	2	2
2016-17	4	2	2
2017-18	Nil	Nil	Nil
2018	3	2	1
2019	Nil	Nil	Nil
2020	12	7	5
2021	13	8	5
Total	82	50	32

6. The DPAR informed the year-wise cause of vacancies as follows:

Sl. No.	Cause of vacancy	Date of vacancy
	YEAR: 2011-12, Total Vacancy: 4 PR: 4, DR: NIL	
1	C. Vimala, Retired	01/06/2011
2	P. M. Saraladevi, Retired	01/07/2011
3	K. Gandhimathi, Retired	01/10/2011
4	R. Camatchy, Vol. retired	02/02/2012
	YEAR: 2012-13, Total Vacancy: 6 PR: 4, DR: 2	
1	J. Aravindan, Retired	01/07/2012
2	S. Vasantha, Retired	01/11/2012
3	V. Vijayan, Retired	01/12/2012
4	R. Gandhi Dharmaraj, Promoted	10/01/2013
5	S. Rajalakshmi, promoted	31/01/2013
6	S. Chandran, Retired	01/03/2013
	YEAR: 2013-14, Total Vacancy: 4 PR: 2, DR: 2	
1	A. Jamsin Monchere, Retired	01/11/2013
2	P. Datchayani, Retired	01/11/2013
3	V. Nandakumar, promoted	31/12/2013
4	K. Govindaraju, Retired	01/01/2014
	YEAR: 2014-15, Total Vacancy: 32 PR: 19, DR: 13	
1	B. Chandra, Retired	01/02/2015
2	P. Thenmozhi, Promoted	25/03/2015
3	C. Canniappan, Promoted	25/03/2015
4	A. Sarojini, Promoted	25/03/2015
5	C.H. Valsala, Promoted	25/03/2015
6	T. Ramadevi, Promoted	25/03/2015
7	M. Tamilarasi, Promoted	25/03/2015
8	A. Kanagambal, Promoted	25/03/2015
9	S. Sarojini, Promoted	25/03/2015
10	P. Jayalakshmi, Promoted	25/03/2015
11	G. Diagu Subramanian, Promoted	25/03/2015
12	G. Parvathy, Promoted	25/03/2015

Sl. No.	Cause of vacancy	Date of vacancy
13	S. Rajeswari, Promoted	25/03/2015
14	S. Cala, Promoted	25/03/2015
15	A. Vidjayacoumary, Promoted	25/03/2015
16	K. Vijayalakshmi, Promoted	25/03/2015
17	A. Brema, Promoted	25/03/2015
18	R. Kalyanasundaram, Promoted	25/03/2015
19	N. Thirupurasundari, Promoted	25/03/2015
20	S. Rajendiran, Promoted	25/03/2015
21	C.K. Rajendiran, Promoted	25/03/2015
22	D. Amudha, Promoted	25/03/2015
23	Vijayalakshmi Thiagarajan, Promoted	25/03/2015
24	V. Balabaskaran, Promoted	25/03/2015
25	S. Vasandy, Promoted	25/03/2015
26	R. Jeyanthi, Promoted	25/03/2015
27	M. Mahabou Batcha, Promoted	25/03/2015
28	R. Saraswathi, Promoted	25/03/2015
29	Ramya Rajendran, Promoted	25/03/2015
30	V. Kaliaperumal, Promoted	25/03/2015
31	N. Venkatasubramanian, Promoted	25/03/2015
32	M. Mohankumar, Promoted	25/03/2015
	YEAR: 2015-16, Total Vacancy: 4 PR: 2, DR: 2	
1	A. Vaithilingam, Retired	01/04/2015
2	S. Kalaiselvi, Retired	01/02/2016
3	N. Calavady, Promoted	02/03/2016
4	M. Sreedharan, promoted	02/03/2016
	YEAR: 2016-17, Total Vacancy: 4 PR: 2, DR: 2	
1	B. Maivizhi, Promoted	02/01/2017
2	K. Maheswari @ Palaniammal, Promoted	02/01/2017
3	P. Manoharan, Promoted	02/01/2017
4	I. Venkatesan, Promoted	02/01/2017
	YEAR: 2017-18, Total Vacancy: NIL	
	YEAR: 2018, Total Vacancy: 3 PR: 2, DR: 1	

Sl. No.	Cause of vacancy	Date of vacancy
1	R. Aranganathan, Retired	01/04/2018
2	P. Arumugam, Retired	01/06/2018
3	L. Vengadachalam, Retired	01/07/2018
	YEAR: 2019, Total Vacancy: NIL	
	YEAR: 2020, Total Vacancy: 12 PR: 7, DR: 5	
1	M. Masilamani, Retired	01/02/2020
2	S. Ramaa, Retired	01/05/2020
3	S. Selvi, Retired	01/08/2020
4	A. Vaithinadane, Promoted	09/10/2020
5	S. Mourougane, Promoted	09/10/2020
6	R. Amourdalingame, Promoted	12/10/2020
7	D. Alli, Promoted	12/10/2020
8	P. Sivan, Promoted	12/10/2020
9	R.B. Kavitha, Promoted	12/10/2020
10	R. Krishnan, Promoted	26/10/2020
11	S. Balamurugan, Promoted	17/11/2020
12	V. Govindarajan, Promoted	27/11/2020
	YEAR: 2021, Total Vacancy: 13 PR: 8, DR: 5	
1	R. Ravi, Retired	01/04/2021
2	P. Anebajagan, Promoted	25/08/2021
3	Sandhirasegaran. P, Promoted	25/08/2021
4	S. Muthukumaran, Promoted	01/09/2021
5	Sangeetha. S, Promoted	01/09/2021
6	Tamilarasi. A, Promoted	01/09/2021
7	Radjesvary. J, Promoted	01/09/2021
8	Selvi. K, Promoted	01/09/2021
9	Ramadevi. M, Promoted	01/09/2021
10	J. Ramesh, Promoted	05/09/2021
11	Amudhavally. C, Promoted	10/12/2021
12	Tilagavady. R, Promoted	13/12/2021
13	Sarala. M, Promoted	15/12/2021

7. The DPAR informed that 50 vacancies are available for promotion method from the year 2011-12 to year 2021. The cadre strength of Stenographer Gr.I is 82. As per the RR, 60% is to be filled by promotion. Accordingly, the roster for promotion has a strength of 49 posts, of which 7 are earmarked for SC reservation. Until the roster is complete (till it reaches 7) the required percentage of reservation for SC is earmarked. Thereafter it is on replacement basis. Accordingly, the SC quota allotted every year is as follows:

Vacancy year	Promotion quota vacancies	No. of vacancy earmarked for UR	No. of vacancy earmarked for SC
2011-12 & 2012-13 (RR notified on 27.03.2012)	8	7	1
2013-14	2	2	Nil
2014-15	19	16	3
2015-16	2	2	Nil
2016-17	2	2	Nil
2017-18	Nil	Nil	Nil
2018	2	1	1
2019	Nil	Nil	Nil
2020	7	6	1
2021	8	7	1
<b>Total</b>	<b>50</b>	<b>43</b>	<b>7</b>

8. The DPAR informed that the crucial date of eligibility is reckoned as per the DoPT guidelines is as follows:

- It was first day of January upto the vacancy year 2014-15.
- From 2015-16 to 2017-18, it was the first day of April of the vacancy year.
- The vacancy year 2018 being the transitional year for the vacancies occurred from 01.04.2018 to 31.12.2018 the crucial date of eligibility was the first day of April 2018.
- Again, it is the first day of January from the calendar year 2019.

9. The DPAR informed that the year-wise panel for the vacancy years 2012-13 (i.e. from the date of notification of RR on 27.03.2012) to 2021 are as follows:



Sl. No.	Seniority Number in Grade II	Name of the Stenographer Gr.I	Date of appt. as Steno. Gr.II	Profess. Dev. Training Progr.	Whether SC	Considered under category	Date of appt. as Steno. Gr.I on ad-hoc basis	Date of vacancy	Date to be considered for regular appt.
		<b>VACANCY YEAR:</b> 2012-13 Vacancy: 8, UR-7, SC-1							
1	374	Sardar. Z	09/11/2001	YES	NO	UR	31/12/2013	27/03/2012	31/12/2013
2	375	Ravy Ramou	13/11/2001	YES	NO	UR	31/12/2013	27/03/2012	31/12/2013
3	376	Sujatha. A	26/11/2001	YES	NO	UR	31/12/2013	27/03/2012	31/12/2013
4	377	Mounisamy @ Ganesan. H	04/12/2001	YES	NO	UR	31/12/2013	27/03/2012	31/12/2013
5	379	Thirukumaran. R	15/11/2001	YES	NO	UR	03/03/2014	01/07/2012	03/03/2014
6	380	Ravi. R (retired)	28/01/2002	YES	NO	UR	03/03/2014	01/11/2012	03/03/2014
7	381	Haribalakrishnan. B	26/08/2002	YES	NO	UR	18/08/2014	01/12/2012	18/08/2014
8	385	Indira. H	05/06/2002	YES	<b>SC</b>	<b>SC</b>	28/02/2014	10/01/2013	28/02/2014
		<b>VACANCY YEAR:</b> 2013-14 Vacancy: 2, UR-2, SC- NIL							
1	382	Rajasekaran. A	26/08/2002	YES	NO	UR	03/03/2014	01/11/2013	03/03/2014
2	383	Prasanna. S	28/08/2002	YES	NO	UR	03/03/2014	01/11/2013	03/03/2014
		<b>VACANCY YEAR:</b> 2014-15 Vacancy: 19, UR:16, SC:3							
1	384	Chandra. S	23/05/2002	YES	NO	UR	29/05/2015	01/02/2015	29/05/2015
2	386	Gopalakrishnan. S	14/11/2002	YES	NO	UR	26/06/2015	25/03/2015	26/06/2015
3	387	Danalatchoumy. G	23/08/2002	YES	NO	UR	28/05/2015	25/03/2015	28/05/2015
4	389	Mohamed Yassin. S	10/07/2002	YES	NO	UR	01/06/2015	25/03/2015	01/06/2015
5	390	Magakavi Kalidass. M	29/07/2002	YES	NO	UR	28/05/2015	25/03/2015	28/05/2015
6	391	Papatty. P	26/08/2002	YES	SC	UR	29/05/2015	25/03/2015	29/05/2015
7	392	Bathmavathi. K	23/08/2002	YES	SC	UR	28/05/2015	25/03/2015	28/05/2015
8	393	Patcheammalle. P	31/10/2002	YES	NO	UR	29/05/2015	25/03/2015	29/05/2015
9	394	Srinivasan. V	31/07/2002	YES	NO	UR	28/05/2015	25/03/2015	28/05/2015
10	395	Bhaskaran. S	06/11/2002	<b>NO</b>	NO	UR	01/06/2015	25/03/2015	<b>Not participated in "PDTP" Deferred</b>
11	396	Santhi. R	31/10/2002	YES	NO	UR	25/06/2015	25/03/2015	25/06/2015
12	397	Ganabady Ramanathan. B.S	01/11/2002	YES	NO	UR	28/05/2015	25/03/2015	28/05/2015
13	398	Malathi. G	29/11/2002	YES	NO	UR	29/05/2015	25/03/2015	29/05/2015



Sl. No.	Seniority Number in Grade II	Name of the Stenographer Gr.I	Date of appt. as Steno. Gr.II	Profess. Dev. Training Progr.	Whether SC	Considered under category	Date of appt. as Steno. Gr.I on ad-hoc basis	Date of vacancy	Date to be considered for regular appt.
14	399	Meenatchi. A	29/11/2002	YES	NO	UR	01/06/2015	25/03/2015	01/06/2015
15	400	Baskaran. T	06/03/2003	YES	NO	UR	28/05/2015	25/03/2015	28/05/2015
16	401	Bhanuregha Jobar. G	26/02/2003	YES	NO	UR	01/06/2015	25/03/2015	01/06/2015
17	420	Balasaraswathy. Y. K	11/05/2005	YES	SC	SC	29/05/2015	25/03/2015	VC declined Sealed cover
18	421	Kamalraj. K	11/05/2005	YES	SC	SC	28/05/2015	25/03/2015	28/05/2015
19	422	Vimala. S	11/05/2005	YES	SC	SC	01/06/2015	25/03/2015	01/06/2015
		<b>VACANCY YEAR:</b> 2015-16 Vacancy: 2, UR-2, SC: NIL							
1	402	Sekar. S	06/03/2003	YES	NO	UR	28/05/2015	01/04/2015	28/05/2015
2	403	Prathap. R	27/05/2003	YES	NO	UR	26/05/2015	01/02/2016	01/02/2016
		<b>VACANCY YEAR:</b> 2016-17 Vacancy: 2, UR:2, SC: NIL							
1	404	Soundiraradjane. N	28/06/2004	YES	NO	UR	01/06/2015	02/01/2017	02/01/2017
2	406	Janaka. K	11/06/2004	YES	NO	UR	29/05/2015	02/01/2017	02/01/2017
		<b>VACANCY YEAR:</b> 2017-18 Vacancy: NIL, UR:NIL, SC:NIL							
		<b>VACANCY YEAR:</b> 2018 Vacancy: 2, UR:1, SC:1							
1	407	Neelavathiammalle. P	17/06/2004	YES	NO	UR	29/05/2015	01/04/2018	01/04/2018
2	423	Samundeswari. D	26/05/2006	YES	SC	SC	01/06/2015	01/06/2018	01/06/2018
		<b>VACANCY YEAR:</b> 2019 Vacancy: NIL, UR: NIL, SC: NIL							
		<b>VACANCY YEAR:</b> 2020 Vacancy:7, UR:6, SC:1							

Sl. No.	Seniority Number in Grade II	Name of the Stenographer Gr.I	Date of appt. as Steno. Gr.II	Profess. Dev. Training Progr.	Whether SC	Considered under category	Date of appt. as Steno. Gr.I on ad-hoc basis	Date of vacancy	Date to be considered for regular appt.
1	408	Sandy. D	15/06/2004	YES	NO	UR	28/05/2015	01/02/2020	01/02/2020
2	409	Rajapriya. R	11/05/2005	YES	NO	UR	29/05/2015	01/05/2020	01/05/2020
3	410	Kogilavani. K	11/05/2005	YES	NO	UR	01/06/2015	01/08/2020	01/08/2020
4	411	Kida. N	11/05/2005	YES	NO	UR	01/06/2015	09/10/2020	09/10/2020
5	413	Victor. D	11/05/2005	YES	NO	UR	04/06/2015	09/10/2020	09/10/2020
6	414	Kamatchy. G	11/05/2005	YES	NO	UR	29/05/2015	12/10/2020	12/10/2020
7	424	Jayapragash. J	26/05/2006	YES	<b>SC</b>	<b>SC</b>	21/01/2016	17/11/2020	17/11/2020
		<b>VACANCY YEAR: 2021</b> Vacancy:8, UR:7, SC:1							
1	415	Kavitha. C	11/05/2005	Yes	NO	UR	28/05/2015	01/04/2021	01/04/2021
2	416	Velmurugan. V	11/05/2005	Yes	NO	UR	04/06/2015	25/08/2021	25/08/2021
3	417	Lilly Flora. M	11/05/2005	Yes	NO	UR	08/06/2015	05/09/2021	05/09/2021
4	418	Samidurai. A	27/05/2005	Yes	NO	UR	05/06/2015	01/09/2021	01/09/2021
5	419	Vaitinadin. S	25/05/2005	Yes	NO	UR	21/01/2016	01/09/2021	01/09/2021
6	425	Vetriselvy. S	26/05/2006	Yes	SC	UR	06/01/2016	01/09/2021	01/09/2021
7	426	Sathiavathy. S	30/05/2006	Yes	SC	UR	11/01/2016	01/09/2021	01/09/2021
8	427	Vasanth. K	01/06/2006	Yes	<b>SC</b>	<b>SC</b>	29/01/2016	01/09/2021	01/09/2021

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