

No.A.48011/1/2023-DP&AR/SS.II(I)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
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Puducherry dated 04.02.2023

I.D. NOTE/MEMORANDUM

Sub: Public Services – Service particulars & APARs of Assistants for promotion to the post of Superintendent – Called for.

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It is proposed to consider the Assistants who have completed five years of regular service in the post of Assistant and passed Accounts (Higher) Test as on 01.01.2023 for promotion to the post of Superintendent for the vacancy year 2023.

2. Therefore, it is requested to furnish the Service Particulars and Integrity Certificate in the Proforma enclosed alongwith the APARs for last five years (i.e. 2017-22) in respect of the eligible Assistants, to this Department on or before 28.02.2023.

3. In case of SC officials, a copy of caste certificate obtained as per "The Constitution (Pondicherry) Scheduled Castes order, 1964" within a period of one year preceding the date of this I.D.Note/Memo. shall be enclosed. Also, in respect of PwBD officials, a copy of PwBD certificate obtained from the competent authority specifically indicating the nature and percentage of disability shall be enclosed.



(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. Whether the official has filed the immovable property returns :
04. Name of the Dept./ Office and date from which working :
05. Date of Birth :
06. Date of appointment as Assistant **on regular basis** and Seniority Number in UDC Date :
Seniority No.:
07. Educational Qualification :
08. Whether Passed Accounts (Higher) Test : Part-I Yes/No Date:
Part-II Yes/No Date:
09. Whether Probation declared in the post of Assistant :
10. Whether SC/ PwBD /XSM :
[If belongs to SC / PwBD, necessary certifiante should be enclosed]
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: