

No.A.48011/2/2025-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
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Puducherry dated 04.03.2025

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 01.01.2025 for promotion to the post of Superintendent for the vacancy year 2025.

2. Therefore, it is requested to furnish the Service Particulars and Integrity Certificate in the Proforma enclosed along with the APARs for last five years (i.e. 2019-24) in respect of the eligible Assistants, to this Department on or before 31.03.2025.

3. In case of SC officials, a copy of caste certificate obtained as per "The Constitution (Pondicherry) Scheduled Castes order, 1964" 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.

Handwritten signature and date: 4.3.25

(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 for the year 2024 :
04. Name of the Dept./ Office and date from which working :
05. Date of Birth :
06. Date of appointment as Assistant **on regular basis** :
07. Educational Qualification :
08. Whether passed Accounts (Higher) Test : Part-I Yes/No Date:
Part-II Yes/No Date:
09. Whether Probation period declared in the post of **Assistant** :
10. Whether SC/ PwBD /XSM :
[If belongs to SC / PwBD, necessary certificate 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: