

No.A.48011/6/2024-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dt. 20.09.2024

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars & APARs of Stenographers Gr.II for promotion to the post of Stenographer Gr.I - Called for.

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It is proposed to consider the Stenographers Gr.II mentioned in the Annexure enclosed for promotion to the post of Stenographer Gr.I.

2. The Heads of Departments/Offices concerned are therefore requested to furnish the Service particulars and Integrity Certificate alongwith the APARs for the last five years (2018-23) of the said Stenographers in the Proforma enclosed to this Department on or before 04.10.2024.

3. A fresh Community Certificate issued under "The Constitution (Pondicherry) Scheduled Castes Order, 1964" in respect of SC officials may be obtained and furnished to this Department along with the service particulars.

Handwritten signature and date: 20.9.24

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

Encl.: Annexure & Proforma.

To  
The Heads of Departments/Offices concerned.

Sl. No.	Name of the Stenographer Gr.II Thiru./Tmt.	Dept./Office in which working
1	Santhy. D	Tourism Dept., Puducherry
2	Sridevi. D	Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry
3	Srilatha. N	Chief Secretariat, Puducherry
4	Vidhya. R	Chief Secretariat, Puducherry
5	Arokia Mary. A	Dte. of Accounts & Treasuries, Puducherry
6	Bharath. M	Commercial Taxes Dept., Puducherry
7	Santhini. M	Co-operative Dept., Puducherry (on depu. @ PPA)
8	Adhisheshan. A	Legislative Assembly Secretariat, Puducherry
9	Subhalakshmi. B	District Industries Centre, Puducherry
10	Vigneswaran. S	O/o. the Special Secretary (Revenue), Puducherry
11	Velvizhi. R	Planning & Research Dept., Puducherry
12	Shanmugavally. U	O/o. the Dy. Collector (Revenue) North, Puducherry
13	Suramanjari. P	Transport Department, Puducherry
14	Santhia. K	Co-operative Dept., Puducherry
15	Meera. S	Planning & Research Dept., Puducherry
16	Barathi. A	Dept. of Civil Supplies & Consumer Affairs, Puducherry
17	Selvi. R	Co-operative Dept., Puducherry
18	Pajanivelou. R	O/o. the Dy. Collector (Excise), Puducherry
19	Rani. E	Dept. of Hindu Religious Institutions, Puducherry
20	Arokia Jayaseelan. S	O/o. the Addl. Director (Agriculture), Karaikal
21	Sathyaraj. K	Dept. of Animal Husbandry & Animal Welfare, Puducherry
22	Anandalakshmi. S	Commercial Taxes Dept., Puducherry
23	Vinodhini. M	Dte. of Higher & Technical Education, Puducherry

*(Handwritten signature and date)*  
20.9.24

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

**PROFORMA**

(I.D.Note/Memo. No.A.48011/6/2024-DP&AR/SS.II(1) dated .09.2024)

01. (a) Name of the Stenographer Gr-II :
02. (a) Name of the Dept./ Office :  
(b) Date from which working in the present office :
03. Date of Birth :
04. Date of appointment as Steno. Gr-II  
and Seniority No. :
05. Educational Qualification :
06. Whether SC/ PwBD :  
[If belongs to SC / PwBD, necessary  
certificiate should be enclosed]
07. Whether passed / undergone the following Tests /  
Departmental Tests/ Training Programme:
  - i. Common General Department Test for Ministl. Staff : Yes/No Date:
  - ii. Accounts Test for Subordinate Officers : Part-I Yes/No Date:  
Part-II Yes/No Date:
  - iii. Office Automation : Yes/No
  - iv. Professional Development Training for Stenographers : Yes/No
08. Whether declared to have successfully completed  
the period of probation in the grade of Steno. Gr.II : Yes/No, Date of Declaration:
09. Whether any Break-in-service, if so details :
10. Whether under suspension, if so details :
11. Whether Disciplinary proceedings pending /  
Contemplated? :
12. Whether currently undergoing any punishment  
as a result of a disciplinary case? If so, the details  
thereof and indicate the quantum of punishment :
13. Details of long leave, including the period of  
unauthorized absence. :
14. Residential address :
15. Contact Cell No. :
16. Whether Integrity Certificate furnished :
17. Remarks, if any :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: