

No.A-48011/3/2024-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dt. 09.01.2024

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of UDCs for promotion to the post of Assistant – Called for.

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It is proposed to consider the Upper Division Clerks mentioned in the Annexure enclosed for promotion to the post of Assistant.

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 (i.e. 2018-23) of the said officials in the Proforma enclosed to this Department on or before 25.01.2024.

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.



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

Encl.: Proforma & Annexure.

To  
The Heads of Departments/Offices concerned.

ANNEXURE to I.D.Note/Memo. No.A-48011/3/2024-DP&AR/SS.II(1) dated 09.01.2024

Sl. No.	Name of the UDC & Dept./Office in which working Thiru./Tmt.
1	Velayutham. R Public Health Division, PWD, Puducherry
2	Jothi Bass. M NCC Group Headquarters, Puducherry
3	Ramkumar @ Raja. R Govt. Automobile Workshop, Karaikal
4	Yasotha. K Electricity Department, Karaikal
5	Salinkumar. B Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry
6	Jayaraj. G Commercial Taxes Department, Puducherry
7	Venkatesh. D O/o. the Delegate to DSE, Yanam
8	Soniya. K.P MGG Arts College, Mahe
9	Ganesan. M General Div., Electricity Dept., Puducherry

*(Handwritten signature and date)*  
9.1.24

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

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*(Handwritten signature)*

**PROFORMA**

01. Name of the U.D.C. :
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 U.D.C. :
05. Educational Qualification :
06. Whether passed the following Deptl. Tests
- i. Common General Deptl. Test for Ministerial staff : Date:
- ii. Accounts test for sub ordinate officers : Part-I, Date:  
Part-II, Date:
- iii. Typewriting English (Lower) : Yes/No/Exempted
07. Whether SC / PwBD :  
[Necessary Certificate should be enclosed]
08. Whether probation period declared in the post of UDC:
09. Whether any Break-in-service :
10. Whether under suspension :
11. Whether any Disciplinary proceeding is pending /  
contemplated? :
12. Whether currently undergoing any punishment :  
as a result of a disciplinary case? If so, the details  
thereof and indicate the period of punishment
13. Details of long leave, including the period of :  
unauthorized absence.
14. Present residential address :
15. Contact Number, if any :
16. Whether Integrity Certificate enclosed :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: