

No.A.48011/2/2020-DP&AR/SS.II(I)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
.000.

Puducherry dated 23-11-2020

I.D. NOTE/MEMORANDUM

Sub: Public Services – Service particulars of Assistants – Called for.  
.0.

It is proposed to consider Assistants for promotion to the post of Superintendent for the vacancy year 2020.

2. Heads of Departments / Offices are therefore requested to furnish the Service Particulars, Integrity Certificate and APARs of Assistants (from 2014 to 2019), who have completed 5 years of service in the grade and passed Accounts Test (Higher) as on 01-01-2020, working under their control in the Proforma enclosed, to this Department on or before 07-12-2020.

  
23-11-2020

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

Encl: Proforma.

To

All the Heads of Departments / Offices.

**PROFORMA**

01. Name of the Assistant :
02. Name of the Dept./ Office and date from which working :
03. Date of Birth :
04. Date of appointment as Assistant and Seniority Number (Final/Tentative) : Ad-hoc :  
Regular :
05. Educational Qualification :
06. Whether Passed Accounts Test (Higher) : Part-I Yes/No Date:  
Part-II Yes/No Date:
07. Whether Probation declared in the post of Assistant :  
(only for officials regularized vide Memo.  
No.A.11019/6/2016-DPAR/SS.II(1),dt.31.03.2017)
08. Whether SC/ PH /XSM :  
[If belongs to SC, a copy of caste certificate  
obtained as per "The Constitution (Pondicherry)  
Scheduled Castes order, 1964) should be enclosed]
09. Whether any Break-in-service :
10. Whether under suspension :
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 period of punishment :
13. Details of long leave, including the period of  
unauthorized absence. : :
14. Residential address with contact No. :
15. Whether Integrity Certificate furnished :
16. Remarks, if any :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: