

**REMINDER**

No.A.32012/1/2019-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

Puducherry, dated the 19.12.2019

I.D.NOTE / MEMORANDUM

Sub: Public Services - Regularisation of Ad-hoc appointment of Private Secretaries - Calling of Service Particulars and ACRs/APARs - Reg.

Ref: This Dept's I.D.Note/Memorandum of even number dated 27.11.2019.  
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Attention is invited to the I.D.Note/Memorandum cited on the subject mentioned above.

2. It is noted that some of the Departments/Offices have not yet furnished the Service Particulars and ACRs/APARs of the Private Secretaries for regularisation of their ad-hoc services, as called vide I.D.Note/ Memorandum dated 27.11.2019 cited.

3. The Heads of Departments/Offices who have not furnished the Service particulars and ACRs/APARs are once again requested to furnish the same on or before 31.12.2019, without fail.

4. It may be noted that as per the DoPT guidelines, if one or more ACRs/APARs of the concerned official have not been written for any reason during the relevant five years as called for, the ACRs/APARs of previous years may be furnished to complete the required five years period. If this is also not possible, then ACRs/APARs of the lower post may be furnished to complete the required five years period, with a "No Report Certificate" for the period for which ACRs/APARs are not available.

5. This may be given **TOP PRIORITY**.

  
(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT(PERSONNEL)

To

The Heads of Depts./Offices concerned.