

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

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Puducherry, dt. 02.03.2020

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of Stenographers Grade-I
for promotion to the post of Private Secretary - Called for.

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It is proposed to consider the Stenographers Gr.I mentioned in the Annexure (enclosed) for promotion to the post of Private Secretary.

2. Hence, it is requested to furnish the Service particulars and Integrity Certificate alongwith the APARs for the last five years in respect of the said Stenographers Gr.I to this Department on or before 05.03.2020.

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

Handwritten signature in blue ink, dated 2.3.2020.

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

Encl.: As above.

To

The Heads of Departments/Offices concerned.

ANNEXURE to I.D.Note/Memo. No.A.32012/1/2019-DP&AR/SS.II(1) dated 02.03.2020

Sl. No.	Name of the Stenographer Gr.I	Dept./Office in which working
1	Tamilarasi. A	O/o. the Deputy Director (Adult Education), Puducherry
2	Radjesvary. J	O/o. the Deputy Director (ESI), Puducherry
3	Selvi. K	Dte. of School Education, Puducherry
4	Sandhirasegarane. P	Chief Secretariat, Puducherry
5	Sangeetha. S	Transport Department, Puducherry
6	Ramadevi. M	Planning and Research Department, Puducherry
7	Sarala. M	Chief Secretariat, Puducherry
8	Tilagavady. R	Division-III, Electricity Department, Puducherry
9	Amudhavally. C	Local Administration Department, Karaikal

V. JAISANKAR
2.3.2020

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

[Signature]

P R O F O R M A

01. Name of the Stenographer Gr.I :
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.I on regular basis :
Seniority Number in Steno. Gr.I :
05. Whether undergone the training programme on : If Yes, specify date:
"Professional Development Training for Private Secretaries" conducted through A.R.Wing, Chief Secretariat, Puducherry.
06. Whether belongs to Scheduled Caste :
[A copy of fresh caste certificate obtained as per "The Constitution (Puducherry) Scheduled Castes Order, 1964" should be enclosed]
07. Whether any Break-in-service :
08. Whether Disciplinary proceedings pending? If so, :
Whether charge sheet has been issued?
09. Whether under suspension :
10. Whether on long leave / unauthorized absence etc. :
11. Whether Integrity certificate enclosed :
12. Present Residential Address :
13. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: