

No. A.22015/3/2017-DP&AR/SS-II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
.oOo.

Puducherry, the 09.08.2018.

CIRCULAR

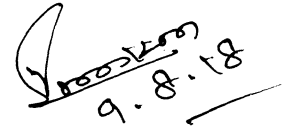
Sub: Public Services – Implementation of Transfer Policy –
Service details of Common Category Staff - Requested -
Regarding.

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All the Heads of Departments / Offices are requested to furnish the service details of all Common Category staff working under their control in the Proforma available in Excel format (Workbook) in this Department's website (<http://dpar.puducherry.gov.in>) under the Menu 'Transfer' as given below. After making necessary entry of the service details, the same may be sent to the respective Email ids of this Department as detailed below. Hard copy of the Workbooks duly authenticated by the Head of Dept. / Office shall also be sent to this Department separately on or before 07.09.2018.

Section	Name of the Post	Excel Workbook to be used	Soft copy of the completed Workbook to be sent to
Service Section-II	1) Superintendent 2) Assistant 3) UDC 4) Private Secretary/ Steno. Gr-I / Steno. Gr-II	Workbook_SS-II	dpar-ss2.pon@nic.in
Confirmation Cell	1) LDC 2) Drivers	Workbook_CC	dpar-cc.pon@nic.in
Grievances Cell	1) Record Clerk /Keeper 2) Telephone Operator 3) Caner 4) MTS: General/ Security/ Housing Keeping.	Workbook_GC	dpar-gc.pon@nic.in

/ BY ORDER /


9.8.18

(V.JAISANKAR)
UNDER SECRETARY TO GOVERNMENT (DP&AR)

To

All Heads of Departments / Offices,
Puducherry / Karaikal / Mahe / Yanam.