

No.A-48011/5/2010-DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt.16.12.2010.

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of L.D.Cs. -
called for - Regarding.

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The Head of Departments/Offices are requested to furnish the service particulars of the following LDC(s) along with up-to-date ACRs in the proforma enclosed to this Department **on or before 24.12.2010** positively.


Thiru /Tmt./Selvi.

2. In case any of the official(s) is working in some other Department this may be sent to his/ her present department under intimation to this Department.

3. In case any LDC other than the officials listed at para 1, is working in the Department/Office, who have completed 8 years in LDC and passed/exempted from passing the Departmental tests, his/her service particulars and CRs may also be furnished to this Department.

4. A fresh Community Certificate in respect of SC/ST candidates indicating whether he/she belongs to Origin (or) Migrant and Medical Certificate in respect of PH officials may be obtained and furnish the same to this Department along with the service particulars.

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


(GIDDI MRUTHYUNJAYA DURGA RAO)
UNDER SECRETARY TO GOVERNMENT

PROFORMA

LDC Seniority No.:

01. Name of the L.D.C. :
02. Name of the Dept./Office in which working :
03. Date of Birth :
04. Date of appointment as L.D.C. :
05. Educational Qualification :
06. Whether SC/ST/PH :
(attach a fresh community certificate indicating whether he/she is origin (or) migrant & Medical Certificate in respect of PH)
07. Whether passed the following :
 - i. Common General Deptl. Test for Ministerial staff :
 - ii. Accounts test for sub ordinate officers : Part-I Yes/ No
(Part I & II) Part-II Yes/ No
 - iii. Typewriting English(Lower) :
08. Whether passed apprentice Exam in the trade of Clerks (General) :
09. Whether the official declared to have successfully completed the period of probation in the grade of LDC :
10. Whether any Break-in-service :
11. Whether Disciplinary proceeding is pending :
12. Whether Currently undergoing any punishment inflicted as a result of a disciplinary case? If so, the details thereof. :
13. Whether under suspension. :
14. Whether on long leave (with period)/ unauthorized absence etc. :
15. Whether Integrity certificate enclosed :
16. Whether declined promotion, if so, the details may be furnished. :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE