

No.A-48011/4/2016-DPAR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
-ooOoo-

Puducherry, dt. 29.09.2016

I.D. NOTE / MEMORANDUM

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


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It is proposed to consider Stenographers Gr.II for promotion to the post of Stenographer Gr.I on ad-hoc basis.

2. The Heads of Departments/Offices are therefore requested to furnish the Service particulars and Integrity Certificate alongwith the APARs for the last five years of Stenographers Gr.II who have completed eight years of regular service in the grade of Stenographer Gr.II including the service rendered in the erstwhile post of Stenographer Gr.III as on 30.09.2016, working under their control in the Proforma enclosed to this Department on or before 07.10.2016.

3. The SC Officials may be instructed to produce fresh Community Certificate and the same may be sent to this Department along with service particulars.

4. This may be given TOP PRIORITY.


29.09/16
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl.: as above.

To
All Heads of Departments/Offices.



PROFORMA

01. Name of the Stenographer Gr-II :
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-II
(erstwhile Gr-III) and Seniority No. :
05. Educational Qualification :
06. Whether SC/ PH /XSM :
(attach fresh certificate in respect of SC officials)
07. Whether passed / undergone the following Tests /
Departmental Tests/ Training Programme:
- i. Shorthand English : Lower / Inter / Higher
- ii. Shorthand Tamil/Malayalam/Telugu (if any) : Lower / Inter / Higher
- iii. Typewriting English : Lower / Higher
- iv. Typewriting Tamil / Malayalam /Telugu : Lower / Higher
- v. Common General Department Test for Ministl. Staff : Yes/No Date:
- vi. Accounts Test for Subordinate Officers : Part-I Yes/No Date:
Part-II Yes/No Date:
- vii. Office Automation : Yes/No
- viii. Professional Development Training for Stenographers : Yes/No
08. Whether declared to have successfully completed
the period of probation in the grade of Steno. Gr.II : Yes/No, Date of Declaration:
09. Whether any Break-in-service, if so details :
10. Whether under suspension, if so details :
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 quantum of punishment :
13. Details of long leave, including the period of
unauthorized absence. :
14. Residential address :
15. Whether Integrity Certificate furnished :
16. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: