MOST URGENT

No.A-48011/3/2015-DPAR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
*****

Puducherry, dt.18.03.2015.

I.D. NOTE / MEMORANDUM

Sub: Public Services – Service particulars of Stenographer Grade-II - Called for.
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It is proposed to consider the senior most Stenographer Grade-II for promotion to the post of Stenographer Grade-I, on ad-hoc basis.

2. The Heads of Departments / Offices are therefore, requested to furnish the Service particulars and Integrity & Performance Certificate of Stenographer Grade-II who have completed 8 years of regular service in the grade as on 31.03.2015, working under their control in the Proformas (I & II) enclosed, to this Department on or before 31-03-2015.

3. This may be treated as MOST URGENT.

(M. KANNAN)
UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl: Proformas (I & II).

To

The Heads of Departments / Offices.
01. Name of the Stenographer Gr-II: 

02. Name of the Dept./Office and date from which working: 

03. Date of Birth: 

04. Date of appointment as Steno. Gr-II (erstwhile Gr-III) and Seniority No.: 

05. Educational Qualification: 

06. Whether SC/ST/PH/XSM (attach fresh certificate): 

07. Whether passed / undergone the following Tests / Departmental Tests/ Training Programme:
   i. Shorthand English: Lower / Inter / Higher
   ii. Typewriting English: Lower / Higher
   iii. Typewriting Tamil / Malayalam / Telugu: Lower / Higher
   iv. Common General Department Test for Ministl. Staff: Yes/No Date:
   v. Accounts Test for Subordinate Officers: Part-I Yes/No Date:
      Part-II Yes/No Date:
   vi. Apprentice Examination in the trade of Clerk General: Yes/No
   vii. Office Automation: Yes/No
   viii. Professional Development Training for Stenographer: Yes/No

08. Is there any Break-in-service, if so details: 

09. Whether under suspension, if so details: 

10. Whether Disciplinary proceedings pending / Contemplated?: 

11. Whether currently undergoing any punishment as a result of a disciplinary case? If so, the details thereof and indicate the quantum of punishment: 

12. Details of long leave, including the period of unauthorized absence: 

13. Residential address: 

14. Whether Integrity & Performance Certificate furnished (Proforma-II): 

15. Remarks, if any: 

SIGNATURE OF THE HEAD OF
DEPARTMENT/OFFICE
SEAL:
PROFORMA - II

INTEGRITY & PERFORMANCE CERTIFICATE

Having scrutinized the character rolls and personal file of the following Stenographer(s) Grade-II and having taken into account all other available information, it is certified that the official(s) has / have good reputation of integrity and honesty beyond doubt. The performance of the official(s) is also good and he is/ they are fit for promotion to the grade of Stenographer Grade-I.

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<tr>
<th>Sl.No.</th>
<th>Name of the Steno.Gr.II</th>
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SIGNATURE OF HEAD OF DEPT./OFFICE

SEAL: