

No.A-48011/11/2015-DPAR/SS.II(1)/I  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
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Puducherry, dt.11.12.2015.

I.D. NOTE / MEMORANDUM

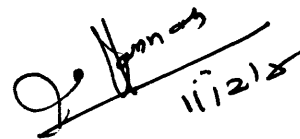
Sub: Public Services - Service particulars of  
Stenographers Gr-I - Called for.

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It is proposed to consider senior most Stenographers Grade-I for promotion to the post of Private Secretary on ad-hoc basis.

2. The Heads of Departments / Offices are therefore, requested to furnish the Service particulars and Integrity & Performance certificate of Stenographers Grade-I who have completed 5 years of service in the grade including the service rendered in the erstwhile post of Stenographer Gr-II, as on 30.11.2015, working under their control in the Proformae (I & II) enclosed, to this Department on or before 18-12-2015.

3. This may be treated as MOST URGENT.

  
11/12/15

(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl: Proformae I & II.



**P R O F O R M A - I**

01. Name of the Stenographer Grade-I :
02. Name of the Dept./Office in which working :
03. Date of Birth :
04. Date of appointment as Stenographer Grade-I :  
Date of appointment as Steno. Gr-II (Erstwhile) :  
Seniority No. in Steno. Gr-II (Erstwhile) :
05. Educational/ Technical Qualifications :
06. Whether under gone the training programme on :  
'Professional Development Training for Private Secretaries' conducted through A.R.Wing, Chief Secretariat, Puducherry.
07. Whether SC/ST/PH :  
(attach fresh certificate in case of SC)
08. Whether Break-in-service :
09. Whether Disciplinary proceedings pending? If so, :  
Whether charge sheet has been issued?
10. Whether under suspension :
11. Whether on long leave (with details) / unauthorized :  
absence etc.
12. Whether Integrity & Performance certificate enclosed :
13. Service particulars including : -----  
deputation from date of Name of the Designation Date of  
initial appointment till Dept./Office appointment  
now (as on date) -----
14. Residential address :
15. Remarks :

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 Grade-I(s) 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 Private Secretary.

Sl.No.            Name of the Stenographer Grade-I

SIGNATURE OF HEAD OF DEPT./OFFICE  
SEAL: