URGENT
TOP PRIORITY

No.A-34014/1/2012-DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)
*****
Puducherry, dt.27.08.2012.

I.D. NOTE / MEMORANDUM

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

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The Heads of Departments/Offices are requested to furnish the service particulars of regularly appointed LDCs who are working under their control, in the proforma enclosed to this Department on or before 07.09.2012 positively.

2. A fresh Community Certificate / Medical Certificate in respect of SC/ST/PH officials may be obtained and forwarded to this Department along with their service particulars.

3. This may be given TOP PRIORITY.

(GIDDI MRUTHYUNJAYA DURGA RAO)
UNDER SECRETARY TO GOVERNMENT

To

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

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: