

**URGENT**  
**TOP PRIORITY**

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

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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

27/8

To

The Heads of Departments/ Offices,  
Puducherry / Karaikal / Mahe / Yanam.

## P R O F O R M A

- 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. 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 Yes/ No, Date:  
(Part I & II) 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: