

PRIORITY

No.A-11019/1/2012-DPAR/SS.II(2)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dt. 26.06.2012.

I.D. NOTE / MEMORANDUM

Sub: Public Services – Regularisation of adhoc appointments  
in the post of UDC – Service particulars called for -  
Reg.

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It is proposed to regularize the adhoc services of UDCs who have been promoted upto 31.12.2011.

2. The Heads of Departments/Offices are, therefore, requested to furnish the Service Particulars in respect of UDCs under their control who have been promoted **on adhoc basis** upto 31.12.2011, in the proforma enclosed along with the relevant certificates, to this Department **on or before 31.07.2012.**

3. Priority may please be given to this matter and the particulars furnished by **31.07.2012 positively.**



(GIDDI MRUTHYUNJAYA DURGA RAO)  
UNDER SECRETARY TO GOVERNMENT



To

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

P R O F O R M A

- Seniority No.  
(in LDC)
01. Name of the Department/ Office :
02. Name of the U.D.C. :
03. Date of Birth :
04. Date of appointment as :
- i. L.D.C.
- ii. U.D.C.
05. Educational Qualification :
06. Whether SC/ST/PH :
07. Whether passed the following :
- i. Common General Deptl Test for Ministerial staff :
- ii. Accounts test for sub-ordinate officers (Part I & II) :
08. Whether passed Typewriting (English) :
09. Whether the official declared to have successfully completed the period of probation :
10. Whether there is Break-in-service :
11. Whether Disciplinary proceedings pending / Charge sheet issued :
12. Whether under suspension :
13. Whether on long leave (with period)/ unauthorised absence etc. :
14. Whether Integrity certificate enclosed :
15. A Certificate that the CRs of the Official have been verified by Head of Departments/Office and found to be : GOOD/ V.GOOD/ OUTSTANDING

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE

SEAL: