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

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.
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: