

GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)

No.A.49011/16/2017/DPAR/CCD(2)

Puducherry, dated 17.03.2017

OFFICE MEMORANDUM

Sub: Public Services -Inclusion of certain additional details in
the seniority list - Instructions -Issued-Reg.

--oo0oo--

It has been brought to the notice that seniority lists are being issued without inclusion of details such as date of birth, category, etc. The date of birth of an individual is essentially required to assess the subsequent vacancies which arise consequent on retirement of the individual in the grade. This will not only help to have sufficient candidates in the reserve panel but also timely filling up of vacancies. As regards category, in case of reserved vacancies to be filled up, available reserved candidates can be identified as per seniority list, but their appointment is subject to production of relevant certificate from the competent authority.

2. In order to streamline the same, it has been proposed to issue seniority list in a uniform format as detailed below:-

Sl. No.	Seniority No.	Name	Present place of working	Date of Birth	Category	Whether promotee or direct recruit	Date of regular/notional appointment in the grade	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

3. All the Secretariat/Heads of Departments are therefore requested to ensure that both tentative and final seniority list are issued in the above format without fail in future.

// BY ORDER //


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

To

All Secretariat /Heads of Departments.

Copy to:-

1. The Development Commissioner / Commissioner-cum-Secretary/
Secretaries to Government/ Special Secretary to Government,
Puducherry
2. Stock file / C.R.B.