

No.A.12011/2/2016-DP&AR/GC/U.I  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

Puducherry, dated: 20.04.2017

**MEMORANDUM**

Sub: Public Services – Promotion to the post of Record Clerk/Keeper on ad-hoc basis – Orders – Issued.

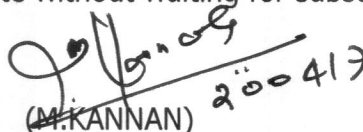
\* \* \* \* \*

The Multi Tasking Staff (General) employees mentioned in the Annexure to this Memorandum are promoted as Record Clerk/Keeper **on ad-hoc** basis and posted in the Department/Office noted against them, with immediate effect.

2. They will draw pay in the Level 2 of the Pay Matrix (Pre-revised Pay Band (PB-I) of ₹5200-20200 with Grade pay of ₹1900/-) plus usual allowances as admissible under the rules in force from time to time.

3. The officials are directed to report for duty **on or before 28.04.2017**, failing which it will be presumed that he/she has declined the promotion offered and he/she will not be considered for promotion for a period of one year or next DPC, whichever is later, from the date of issue of this order.

4. No leave should be granted at the time of relief. No request for retention or transfer to any other Department/Office will be entertained at any cost. The Officials should be relieved before the stipulated date without waiting for substitute.

  
(M.KANNAN) 200417

UNDER SECRETARY TO GOVERNMENT (DP&AR)

To

The individuals concerned .... "Through proper channel"

**Copy to:**

1. The Heads of Departments/ Offices concerned.
2. The District Collector, Karaikal.
3. The Director of Accounts & Treasuries, Pondicherry.
4. The Regional Administrator, Mahe/Yanam.
5. The Deputy Director of Accounts & Treasuries, Karaikal/Mahe/Yanam.
6. The PA to Secretary (Personnel), Chief Secretariat, Puducherry.
7. Spare copy.