

NO.A-48011/2/2016-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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Puducherry, dated 02.03.2016

I.D.NOTE / MEMORANDUM


Sub: Public Services – Service particulars of Assistants – Called for.  
Ref: This Dept's I.D.Note / Memorandum No.A-48011/1/2015-DPAR/  
SS.II(1)/I dated 10.01.2015.

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It is proposed to consider Assistants for promotion to the post of Superintendent on ad-hoc basis.

2. The Heads of Departments/Offices are therefore requested to furnish the Service particulars and Integrity & Performance Certificate of Assistants who have completed 5 years of regular service in the grade of Assistant as on 29.02.2016 and passed Accounts Test (Higher), working under their control in the Proformae (I & II) enclosed, to this Department on or before 08.03.2016.

3. It is informed that the service particulars of those eligible Assistants already furnished by the Departments/Offices with reference to the I.D.Note/Memorandum cited above need not be sent again. However, it is requested to furnish the Integrity and Performance Certificate (Proforma II) afresh in respect of the said Assistants.

  
02.03.16  
(M. KANNAN)

UNDER SECRETARY TO GOVT.(DP&AR)

Encl.: Proformae (I & II)

To

All the Heads of Departments / Offices.

**PROFORMA - I**

01. Name of the Assistant :
02. Name of the Dept./ Office and date from which working :
03. Date of Birth :
04. Date of appointment as U.D.C. and Seniority Number in UDC. :
05. Date of appointment as Assistant and Seniority Number (Final/Tentative) : Ad-hoc :  
Regular :
06. Educational Qualification :
07. Whether Passed Accounts Test (Higher) : Part-I Yes/No Date:  
Part-II Yes/No Date:
08. Whether SC/ PH /XSM :  
(attach fresh certificate in case of SC)
09. Whether any Break-in-service :
10. Whether under suspension :
11. Whether Disciplinary proceedings pending / Contemplated? :
12. Whether currently undergoing any punishment as a result of a disciplinary case? If so, the details thereof and indicate the period of punishment :
13. Details of long leave, including the period of unauthorized absence. :
14. Residential address :
15. Whether Integrity & Performance Certificate furnished (Proforma-II) :
16. Remarks, if any :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL:

**PROFORMA - II**

**INTEGRITY & PERFORMANCE CERTIFICATE**

Having scrutinized the character rolls and personal file of the following Assistant(s) and having taken into account all other available information, it is certified that the official(s) has / have good reputation of integrity and honesty beyond doubt. The performance of the official(s) is also good and he is/ they are fit for promotion to the grade of Superintendent.

Sl. No.                      Name of the Assistant

SIGNATURE OF HEAD OF DEPT./OFFICE

SEAL: