

No.A-48011/1/2018-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)
.oOo.

Puducherry, dated 15.05.2018

I.D.NOTE / MEMORANDUM

Sub: Public Services – Service particulars of Assistants – Called for.

.o.

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, Integrity Certificate and last five years APARs of Assistants who have completed 5 years of service in the grade as on 01.04.2018 and passed Accounts Test (Higher), working under their control in the Proforma enclosed, to this Department on or before 15.06.2018.


15.5.18

(V. JAISANKAR)
UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl.: Proforma



To

All the Heads of Departments / Offices.

PROFORMA

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 Probation declared in the post of Assistant :
(only for officials regularized vide Memo.
No.A.11019/6/2016-DPAR/SS.II(1),dt.31.03.2017)
09. Whether SC/ PH /XSM :
(attach fresh certificate in case of SC)
10. Whether any Break-in-service :
11. Whether under suspension :
12. Whether Disciplinary proceedings pending / Contemplated? :
13. Whether currently undergoing any punishment as a result of a disciplinary case? If so, the details thereof and indicate the period of punishment :
14. Details of long leave, including the period of unauthorized absence. :
15. Residential address with contact Phone No. :
16. Whether Integrity Certificate furnished :
17. Remarks, if any :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: