

TOP PRIORITY

No.A-48011/3/2016-DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 27.05.2016

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of L.D.Cs.-
called for.

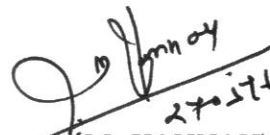
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It is proposed to consider Lower Division Clerks for promotion to the post of Upper Division Clerk, on ad-hoc basis.

2. The Head of Departments/Offices are therefore, requested to furnish the service particulars in the proforma enclosed, Integrity Certificate and No Disciplinary Proceedings Certificate along with the ACRs for last five years in respect of the Lower Division Clerks who have completed 8 years of regular service in the post LDC as on 31.05.2016, to this Department on or before 08.06.2016.

3. A fresh Community Certificate issued under "The Constitution (Pondicherry) Scheduled Castes Order, 1964" in respect of SC officials and Medical Certificate in respect of PH officials respectively may be obtained and furnish the same to this Department along with the service particulars.

4. This may be given **PRIORITY**.


27.05.16
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl.: As above.

To
The Head of Departments / Offices,
Puducherry / Karaikal / Mahe / Yanam.

P R O F O R M A

Seniority No.

01. Name & Designation of the L.D.C. :
02. Name of the Dept./Office in which working :
03. Date of Birth :
04. Date of appointment as L.D.C. :
05. Educational Qualification :
06. Whether SC/ST/PH :
(attach a fresh community certificate issued under
"The Constitution (Pondicherry) Scheduled Castes
Order, 1964" & Medical Certificate in respect of PH)
07. Whether passed the following (if Yes, indicate the
date of passing the concerned test)
- i. Common General Deptl. Test for Ministerial staff :
- ii. Accounts test for sub ordinate officers : Part-I Yes/ No
(Part I & II) Part-II Yes/ No
- iii. Typewriting English (Lower) :
08. Whether passed apprentice Exam in the trade of
Clerks (General) :
09. Whether the official declared to have
successfully completed the period of probation
in the grade of LDC (if yes, indicate the date) :
10. Is there any Break-in-service, if so details :
11. Whether Disciplinary proceeding is pending :
12. Whether Currently undergoing any punishment
inflicted as a result of a disciplinary case? If so,
the details thereof. :
13. Whether under suspension :
14. Whether on long leave (with period)/
unauthorized absence etc. :
15. Whether Integrity certificate enclosed :
16. Whether declined promotion, if so, the details
may be furnished. :
17. Residential Address :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: