

No.A-48011/4/2017-DPAR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
.oOo.

Puducherry, dt.20.09.2017.

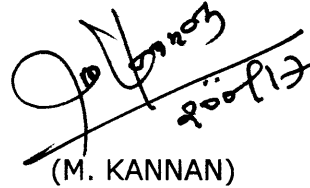
I.D. NOTE / MEMORANDUM

Sub: Public Services - Service particulars of  
Stenographers Gr-I - Called for.  
.o.

It is proposed to consider the Stenographers Grade-I for promotion to the post of Private Secretary on ad-hoc basis.

2. The Heads of Departments / Offices are therefore, requested to furnish the Service particulars and Integrity certificate along with APARs for the last five years in respect of the Stenographers Grade-I mentioned in the Annexure (enclosed) to this Department on or before 06.10.2017.

3. This may be given TOP PRIORITY.

  
(M. KANNAN)

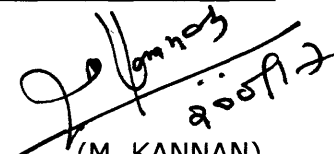
UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl: Annexure & Proforma.



ANNEXURE

Sl. No.	Name of the Steno.Gr.I Tvl.	Dept./Office in which working
1	Masilamani. M	Avvaiyar Govt. College for Women, Karaikal.
2	Alli. D	SBD-II, PWD, Puducherry.
3	Ramaa. S	Dte. of School Education, Puducherry. (Service placed at GP Office, Chennai)
4	Balamurugan. S	Police Dept., Puducherry.
5	Sivan. P	PHD, PWD, Puducherry (on Depu. @ RIVER)
6	Vaittinadane. A	Chief Secretariat, Puducherry
7	Krishnan. R	Planning & Research Dept., Puducherry.
8	Mourougane. S	Police Dept., Puducherry.
9	Kavitha. R. B	Elections Dept., Puducherry.
10	Govindarajan. V	DAT, Puducherry
11	Anebajagan. P	Chief Secretariat, Puducherry.
12	Ramesh. J	Bharathidasan Govt College for Women, Puducherry.
13	Muthukumaran. S	Govt. Automobile Workshop, Puducherry.
14	Amourdalingame. R	O/o. DD(PH), Puducherry (On service placement at DH&FWS, Puducherry)
15	Ilangovane. A	Police Dept., Puducherry.

  
(M. KANNAN)  
UNDER SECRETARY TO GOVT. (DP&AR)



**P R O F O R M A - I**

01. Name of the Stenographer Grade-I :
02. Name of the Dept./Office in which working :
03. Date of Birth :
04. Date of appointment as Stenographer Grade-I :  
Date of appointment as Steno. Gr-II (Erstwhile) :  
Seniority No. in Steno. Gr-II (Erstwhile) :
05. Educational/ Technical Qualifications :
06. Whether under gone the training programme on 'Professional Development Training for Private Secretaries' conducted through A.R.Wing, Chief Secretariat, Puducherry. :
07. Whether SC/PH :  
(attach fresh certificate in case of SC)
08. Whether Break-in-service :
09. Whether Disciplinary proceedings pending? If so, Whether charge sheet has been issued? :
10. Whether under suspension :
11. Whether on long leave (with details) / unauthorized absence etc. :
12. Whether Integrity certificate enclosed :
13. Service particulars including : -----  
deputation from date of Name of the Designation Date of  
initial appointment till Dept./Office appointment  
now (as on date) -----
14. Residential address and contact No.:
15. Remarks :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL: