

No.A-48011/5/2016-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

-ooOoo-

Puducherry, dt. 02.11.2016

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service Particulars of UDCs for
promotion to the post of Assistant - Called for.

-oOo-

It is proposed to consider Upper Division Clerks mentioned in the Annexure(enclosed) for promotion to the post of Assistant on ad-hoc basis.

2. Hence, it is requested to furnish the Service particulars in the Proforma enclosed alongwith Integrity Certificate and APARs for the last five years in respect of the said UDCs, to this Department on or before 18.11.2016.

3. The SC Officials may be instructed to produce fresh Community Certificate and the same may be sent to this Department along with service particulars.


02.11.16

(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl.: As above.

To

The Heads of Departments/Offices concerned.

PROFORMA

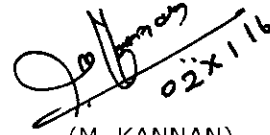
01. Name of the U.D.C. :
02. (a) Name of the Dept./ Office :
(b) Date from which working in the present office :
03. Date of Birth :
04. Date of appointment as L.D.C. and :
Seniority No. in L.D.C. :
05. Date of appointment as U.D.C. : Ad-hoc :
Regular:
06. Educational Qualification :
07. Whether passed Apprentice Exam in the trade :
of Clerks (General) :
08. Whether passed the following Deptl. Tests :
(Date of passing the Exam. should be indicated,
If exempted, copy of order should be enclosed)
- i. Common General Deptl. Test for Ministerial staff : Yes /No/Exempted
Date:
- ii. Accounts test for sub ordinate officers : Part-I Yes/No/Exempted
(Part I & II) Date:
Part-II Yes/No/Exempted
Date:
- iii. Typewriting English (Lower) : Yes/No/Exempted
09. Whether declared to have successfully completed :
the period of probation in the grade of LDC :
10. Whether SC/PH/XSM :
(attach fresh Certificate in respect of SC Officials) :
11. Whether any Break-in-service :
12. Whether under suspension :
13. Whether Disciplinary proceeding is pending / :
contemplated? :
14. Whether currently undergoing any punishment :
as a result of a disciplinary case? If so, the details
thereof and indicate the period of punishment :
15. Details of long leave, including the period of :
unauthorized absence. :
16. Residential address :
17. Whether Integrity Certificate enclosed :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL:

Sl. No.	Name of the UDC Tvl.	Department/Office in which working
1	Pavadai. N	Office of the Deputy Collector (Revenue) South, Villianur, Puducherry
2	Saroja. T	Directorate of School Education, Puducherry.
3	Ruby Elizabeth Arasi. J	Office of the Deputy Collector (Excise), Puducherry
4	Parkunan. K	Directorate of School Education, Puducherry.
5	Kathirvelan. A	Collectorate, Karaikal.
6	Prakash. K	Directorate of Social Welfare Puducherry.
7	Maheshraj. G	Police Department, Karaikal.
8	Ravy. V.R	O/o. the Deputy Collector (Revenue) South, Villianur, Puducherry.
9	Prasath. A	Community Health Centre, Karikalampakkam, Puducherry
10	Manivelan. P	Transport Department, Puducherry
11	Sridhar. S	Block Development Office, Ariyankuppam, Puducherry
12	Muruvan. A	Registration Department, Puducherry.
13	Rajendiran. M	Department of Information & Publicity, Puducherry.
14	Lubin. L	Dept. of Town & Country Planning, Puducherry.
15	Tamijarassy. R	Bharathi GHSS, Bahour, Puducherry.
16	Addanki N.V.V.R. Murthy	Dept. of Animal Husbandry & Animal Welfare, Yanam.
17	Ranganathan. S	Indira Gandhi Govt. General Hopital and Post Graduate Institute, Puducherry.
18	Djeganadane. R	Directorate of Fisheries and Fishermen Welfare, Puducherry
19	Sudhakaran. S	Social Welfare Department, Puducherry
20	Nadarajan. J	Law Department, Puducherry.
21	Krishnamurthy. G	Office of the Addl. Director of Agriculture (T&V), Puducherry

9
02/11/16

22	Sujatha Devi. B	Rajiv Gandhi Govt. English Medium High School, Yanam.
23	Madhan. P	Arignar Anna Govt. Arts College, Karaikal.
24	Tamilselvi. N	O/o. the Deputy Collector (Revenue), Karaikal.
25	Valliammalle @ Thilagavady	Directorate of Accounts and Treasuries, Puducherry.
26	Anitha. K	Block Development Office, Mahe
27	Kirpal Singh. B	O/o. Resident Commissioner, Puducherry Govt. Guest House, New Delhi
28	Chandra. P	O/o. the Special Secretary (Revenue), Puducherry.
29	Mallika. G	ESI Dispensary, Nedungadu, Karaikal.
30	Manimarane. E	Directorate of Accounts and Treasuries, Puducherry
31	Purushothaman. S	Co-Operative Department, Puducherry
32	Soundarame. V	Division-I, Electricity Department, Puducherry
33	Rajesh. V	Directorate of Accounts and Treasuries, Puducherry


02/11/16

(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

