

**GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
(PERSONNEL WING)**

No.F.12016/DPAR/GC/U.III/2014

Dated: 29.10.2014

CIRCULAR

It is noted that the particulars of Multi Tasking Staff (General / Security / House Keeping) working in this administration, such as no. of posts, vacancies as earlier furnished by various Departments do not tally with the actual, which ultimately puts this Department in difficulty whenever such particulars are to be submitted to higher authorities/Govt. of India etc. for various purpose. In order to come over the difficulties and to avoid frequent collection of particulars, it is proposed to create a data base in the form of individual Service Card to all the Multi Tasking Staff working in all the regions of this Union Territory of Puducherry.

2. Therefore, all the Head of Departments are hereby requested to arrange to furnish the service particulars of Multi Tasking Staff (General / Security / House Keeping) working under their control in the proforma I, II and III (in MS Excell format only)(copy enclosed). A copy of the same is also available in the DP & AR website which may be directly filled and sent by email.

3. Further , it is also requested that utmost care may be taken in the correctness of the particulars so furnished by verifying the same with reference to their Service Book and other relevant records. The particulars may be furnished both in **Hard copy / Soft copy** to this department on or before **15.11.2014** without fail. A copy of the same may also be arranged to be sent through **e.mail ID dpar-gc.pon@nic.in** of this department.

//BY ORDER //


27x14
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

To

All Head of Departments/*etc*
Puducherry/Karaikal/Mahe/Yanam.

Note: A copy of the passport size photograph of the MTS may also be obtained and sent to this department, wherein the name of the staff should be writte at the back side of the photo (in BLOCK letters).