

**MOST URGENT**

No.A-48011/1/2015-DPAR/SS.II(1)/I  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
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Puducherry, dt.10.01.2015.

I.D. NOTE / MEMORANDUM

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

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It is proposed to consider senior most 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 and Integrity & Performance certificate of Assistants who have completed 5 years of regular service in the grade as on 31.12.2014 and passed Accounts Test (Higher), working under their control in the Proformas (I & II) enclosed, to this Department on or before 14-01-2015.

3. This may be treated as MOST URGENT.

  
10.01.15  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl: Proformas (I & II).

To

The Heads of Departments / Offices.

**PROFORMA - I**

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 No. in UDC. :  
05. Date of appointment as Assistant (Regular or ad-hoc) and Seniority No.(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 SC/ ST/ PH /XSM (attach fresh certificate) :  
09. Whether any Break-in-service :  
10. Whether under suspension :  
11. Whether Disciplinary proceedings pending / Contemplated? :  
12. Whether currently undergoing any punishment as a result of a disciplinary case? If so, the details thereof and indicate the period of punishment :  
13. Details of long leave, including the period of unauthorized absence. :  
14. Residential address :  
15. Whether Integrity & Performance Certificate furnished (Proforma-II) :  
16. Remarks, if any :

SIGNATURE OF THE HEAD OF  
DEPARTMENT/ OFFICE  
SEAL:

**PROFORMA - II**

INTEGRITY & PERFORMANCE CERTIFICATE

Having scrutinized the character rolls and personal file of the following Assistant(s) and having taken into account all other available information, it is certified that the official(s) has / have good reputation of integrity and honesty beyond doubt. The performance of the official(s) is also good and he is/ they are fit for promotion to the grade of Superintendent.

Sl.No.            Name of the Assistant

SIGNATURE OF HEAD OF DEPT./OFFICE  
SEAL: