

**MOST URGENT**

No.A.48011/9/2015-DP&AR/SS.II(1)  
GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS  
(PERSONNEL WING)  
-oOo-

Puducherry, dt.03.12.2015.

**I.D. NOTE / MEMORANDUM**

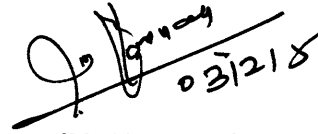
Sub: Public Services - Service particulars of  
Assistants - Called for.

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It is proposed to consider the Assistants listed in the Annexure for promotion to the post of Superintendent on ad-hoc basis, under SC reservation category.

2. The Heads of Departments / Offices are therefore requested to furnish their Service particulars and Integrity & Performance Certificate in the Proformae (I & II) enclosed, to this Department on or before 08-12-2015.

3. This may be treated as MOST URGENT.



(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

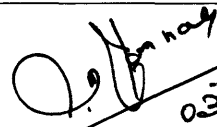
Encl: 1. Annexure.  
2. Proformae (I & II).

To

The Heads of Departments / Offices.

ANNEXURE

Sl. No.	Name of the Assistant	Dept./Office in which working
1	Lanka China Lova Raju	Public Works Dept., Yanam
2	Manit Govindaraj @ Canabady	Dept. of Civil Supplies & Consumer Affairs, Puducherry
3	Sivanathan. M	Dte. of Accounts & Treasuries, Puducherry
4	Selvarajdou . V	Dte. of School Education, Puducherry
5	Arikrishnan. N	Dte. of Accounts & Treasuries, Puducherry
6	Baskaran. M	Dte. of Accounts & Treasuries, Puducherry
7	Baskaran K.	Public Health Div., PWD, Puducherry
8	Rajendiran. K	Dept. of Civil Supplies & Consumer Affairs, Puducherry
9	Vandhanam S	Govt. Agricultural Engineering Workshop, Puducherry
10	Kaliaperumal S	Transport Department, Puducherry
11	Erambady A	Central office, PWD, Puducherry
12	Senguttuvan. V	Dte. of Accounts & Treasuries, Puducherry
13	Subramanian. R	Dept. of Economics & Statistics, Karaikal (depUted to Neravy Comm. Panchayat)
14	Nirmala. E	O/o the Dy. Director(Women Education), Puducherry
15	Saminadane. C	Dte. of Accounts & Treasuries, Puducherry
16	Pajaniradjou. A	NSC Bose GHS, Periyar Nagar, Puducherry

  
03/2/15  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

**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/ PH /XSM (attach fresh certificate in case of SC) :
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: