

No.A-48013/3/2016-DP&AR/SS.II(1)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

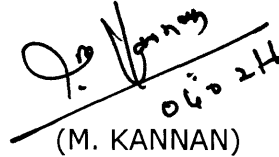
Puducherry, dated the 04.02.2016

I.D.NOTE / MEMORANDUM

Sub: Public Services – Regularisation of Ad-hoc services of Stenographer
Gr.I – Service Particulars – Called for.
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The Stenographer(s) Gr.I mentioned in the Annexure to this I.D.Note/
Memorandum are to be considered for regularisation of their ad-hoc services in
the post of Stenographer Gr.I.

2. Hence, it is requested that the Service Particulars as required in the
Proforma enclosed(including retired officials) may be sent to this Department on
or before 12.02.2016.


(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

Encl: As stated.

To
The Heads of Departments/Offices concerned.

Sl. No.	Name of the Stenographer Grade-I Tvl.	Department / Office
1	A. Jamsin Monchere (Retired)	Town & Country Planning Dept., Puducherry
2	S. Rajalakshmi, Private Secretary	Police Dept., Puducherry
3	R. Gandhi Dharmaraj, Private Secretary (Retired)	Chief Secretariat, Puducherry
4	V. Nandakumar, Private Secretary	Dte. of Health & Family Welfare Services, Puducherry
5	T. Subramanian	CGRF, Electricity Dept., Puducherry
6	N. Calavady	Public Health Div., PWD, Puducherry
7	J. Aravindan (Retired)	O/o. OSD, Electricity Dept., Puducherry
8	Valantine Alphonse	Legislative Assembly Secretariat, Puducherry
9	A. Vaithilingam (Retired)	Dte. of Accounts & Treasuries, Puducherry
10	D. Lakshmi	Dept. of Civil Supplies & Consumer Affairs, Puducherry
11	S. Vasantha (Retired)	Commercial Taxes Dept., Puducherry
12	S. Poongodai	Law Department, Puducherry
13	R. S. Palaniappan	Lt. Governor's Secretariat, Puducherry
14	S. Calaiselvi	Dte. of Agriculture, Puducherry
15	R. Alamelu	Chief Secretariat, Puducherry
16	D. Caliamurthy	Dept. of Stationery and Printing, Puducherry
17	R. Seethalakshmi	Local Administration Dept., Puducherry
18	T. Pandian	Local Administration Dept., Puducherry
19	P. Malliga	O/o. SE-III, Electricity Dept., Puducherry
20	K. Srisaradha	SBD-II, PWD, Puducherry
21	P. Datchayani (Retired)	Dte. of School Education, Puducherry
22	B. Ramane	Police Dept., Puducherry
23	A. Latha	Collectorate, Karaikal

M. Kannan
04.02.16

(M.KANNAN)

UNDER SECRETARY TO GOVERNMENT(DP&AR)

A

B

P R O F O R M A

01. Name of the Stenographer Grade-I :
02. Name of the Dept./Office in which working & date from which working :
03. Date of Birth :
04. Date of appointment as Stenographer Grade-I (ad-hoc) :
05. Date of appointment as Stenographer Grade-II(Erstwhile) with seniority number in the post :
06. Date of appointment as Stenographer Grade-III(Erstwhile) with seniority number in the post :
07. Educational Qualification :
08. Whether SC/PH (attach fresh certificate in case of SC) :
09. Whether passed the following Departmental Tests
 - i. Common General Department Test for Ministl. Staff : YES/NO, Date:
 - ii. Accounts Test for Subordinate Officers : Part-I, YES/NO, Date:
: Part-II, YES/NO, Date:
 - iii. Office Automation conducted by Govt. of Puducherry : YES/NO, Date:
 - iv. Professional Development Training for Stenographers (or) : YES/NO, Date:
Professional Development Training for Private Secretaries : YES/NO, Date:
10. Whether the official was declared to have successfully completed the period of Probation in the erstwhile post of Stenographer Gr.III :
11. Whether any Break-in-service :
12. Whether under suspension? :
13. Whether Disciplinary proceedings pending/ Contemplated? If so, provide the details :
14. Whether currently undergoing any punishment :
15. Whether on long leave (with period)/ unauthorized absence etc.? :
16. Whether Integrity certificate enclosed :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL: