

MOST URGENT

No.A-48011/1/2015-DPAR/SS.II(1)/III
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt.10.01.2015.

I.D. NOTE / MEMORANDUM

Sub: Public Services - Service particulars of
U.D.Cs - Called for.

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It is proposed to consider the senior most Upper Division Clerks for promotion to the post of Assistant, on ad-hoc basis.

2. The Heads of Departments / Offices are therefore, requested to furnish the Service particulars and Integrity & Performance Certificate of UDCs who have completed either 8 years of regular service or 18 years of combined service in the grade of LDC and UDC of which minimum 5 years of regular service in the grade of UDC as on 31.12.2014, working under their control in the Proformas (I & II) enclosed, to this Department on or before 19-01-2015.

3. This may be treated as MOST URGENT.



(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT (DP&AR)

Encl: Proformas (I & II).

To

The Heads of Departments / Offices.

PROFORMA - I

01. Name of the U.D.C. :
02. Name of the Dept./ Office and date from which working :
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. and Seniority No. in U.D.C. (Final / Tentative) : 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 & II) : Part-I Yes/No/Exempted 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/ST/PH/XSM (attach a fresh Certificate) :
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 & Performance Certificate furnished (Proforma-II) :

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE
SEAL:

PROFORMA - II

INTEGRITY & PERFORMANCE CERTIFICATE

Having scrutinized the character rolls and personal file of the following Upper Division Clerk(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 Assistant.

Sl.No. Name of the U.D.C.

SIGNATURE OF HEAD OF DEPT./OFFICE
SEAL: