

PRIORITY

No.A-11019/1/2012-DPAR/SS.II(2)
GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL WING)

Puducherry, dt. 26.06.2012.

I.D. NOTE / MEMORANDUM

Sub: Public Services – Regularisation of adhoc appointments
in the post of UDC – Service particulars called for -
Reg.

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It is proposed to regularize the adhoc services of UDCs who have been promoted upto 31.12.2011.

2. The Heads of Departments/Offices are, therefore, requested to furnish the Service Particulars in respect of UDCs under their control who have been promoted **on adhoc basis** upto 31.12.2011, in the proforma enclosed along with the relevant certificates, to this Department **on or before 31.07.2012.**

3. Priority may please be given to this matter and the particulars furnished by **31.07.2012 positively.**


(GIDDI MRUTHYUNJAYA DURGA RAO)
UNDER SECRETARY TO GOVERNMENT


25/6

To

The Heads of Departments/Offices,
Puducherry/Karaikal/Mahe/Yanam.

P R O F O R M A

	Seniority No. (in LDC)
01. Name of the Department/ Office	:
02. Name of the U.D.C.	:
03. Date of Birth	:
04. Date of appointment as	:
i. L.D.C.	
ii. U.D.C.	
05. Educational Qualification	:
06. Whether SC/ST/PH	:
07. Whether passed the following	:
i. Common General Deptl Test for Ministerial staff	:
ii. Accounts test for sub-ordinate officers (Part I & II)	:
08. Whether passed Typewriting (English)	:
09. Whether the official declared to have successfully completed the period of probation	:
10. Whether there is Break-in-service	:
11. Whether Disciplinary proceedings pending / Charge sheet issued	:
12. Whether under suspension	:
13. Whether on long leave (with period)/ unauthorised absence etc.	:
14. Whether Integrity certificate enclosed	:
15. A Certificate that the CRs of the Official have been verified by Head of Departments/Office and found to be	: GOOD/ V.GOOD/ OUTSTANDING

SIGNATURE OF THE HEAD OF
DEPARTMENT/ OFFICE

SEAL: