

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION**

No.13835/DSE/Estt.III/C/2018

Puducherry dt. 18/05/2018

**CIRCULAR**

Sub: DSE – Estt-III – Filling up of the vacant post of HM (P) of  
Primary Schools by promotion – Consideration of Primary  
School Teachers for promotion – Willingness of the PSTs  
& Service Particulars of the eligible candidates called for.

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It is proposed to consider the Primary School Teachers who have completed 5 years of continuous service after appointment in the grade on regular basis for promotion to the post of Headmaster/Headmistress (Primary).

2. In this regard, the Primary School Teachers who have been recruited up to the year 2005 and are regularized in the post are requested to submit their Willingness/Unwillingness for promotion to the post of HM (Primary) as in Annexure through their Head of Office on or before 25/05/2018 without fail. In order to consider all the eligible candidates it is mandatory to all the PSTs recruited as PST up to the year 2005 to submit and confirm their willingness/unwillingness. Declining of promotion at the time of issue of promotion Order will not be entertained.

3. The Inspecting Officers/Heads of Offices concerned shall ensure that the contention of this Circular are brought to the notice of all the PSTs recruited up to the year 2005 and working under their control as on date. In cases of any specific individual(s) who are unauthorizedly absent from service, on EOL beyond the period of leave granted, demised, voluntarily retired, resigned, etc., a specific certificate must be furnished by the concerned Inspecting Officer/Head of Office. The willingness/unwillingness of the PSTs as in annexure and other service particulars of eligible PSTs in Proforma – I (both Hard & Soft copies) must reach this directorate on or before 31/05/2018.

4. The eligible PSTs whose service particulars are not furnished would not be considered for future promotion/conferment of MACP etc. The Inspecting Officers/Heads of Offices concerned would be held responsible for any such lapses.

/By Order/

(P. EJOUMALE)

**DEPUTY DIRECTOR (ADMN)**

To:	All the Primary School Teachers Concerned.	
Copy to:		
1.	The Joint Director (Sec. Edn.), Puducherry.	With a request to furnish the service particulars of all eligible PSTs in the Proforma-I along with the Individual's undertaking in Annexure duly countersigned.
2.	The Deputy Director of Education (Women), Puducherry	
3.	The Deputy Director (Sec. Edn.), Karaikal.	
4.	The Chief Educational Officer, Puducherry/ Karaikal/Mahe.	
5.	The Delegate to DSE, Yanam.	
6	The Deputy Inspector of Schools, Zone –I/ II/III/IV/V, Puducherry.	
7.	The Deputy Inspector of Schools, Zone –I / II Karaikal.	
8.	The EDP Section, Directorate of School Education, Puducherry.	-for uploading in the official website.

**PROFORMA-1**  
PARTICULARS OF ELIGIBLE TEACHERS FOR PROMOTION TO THE POST OF HEADMASTER(PRIMARY)

Sl. No.	Name of the PST	Seniority Number in the Grade of PST	School in which working at present	Date of Birth	Date of initial appointment	Qualification		Whether belongs to SC/ST, if yes, necessary certificate should be enclosed
						Educational / Professional	Month & Year of Passing	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Whether belongs to P.H. Category, if yes, necessary certificate should be enclosed	Whether Integrity is beyond doubt (Certificate to be enclosed)	Whether any disciplinary case is pending/being contemplated (certificate to be enclosed)	C.Rs for the last 5 years (up to 5/2017) (2012-13 to 2016-17)	Whether the Official has filed his/her property return for the current year in time. if so furnish the ref. No., date in which the same was sent to CVO's Office	Whether Willingness/ Unwillingness certificate submitted? if not the reason therefor.	Remarks
(10)	(11)	(12)	(13)	(14)	(15)	(16)

Certified that :-

- (i) The Circular No.13835/DSE/Estt.III/C/2018, dated 18/05/2018 has been brought to the notice of all the PSTs working under this Inspecting Office/Head of Office.
- (ii)The service particulars of all eligible PSTs have been furnished.no eligible case is left out.
- (iii) Particulars of PSTs who are unauthorizedly absent from service, on EOL beyond the period of leave granted, demised, voluntarily retired, resigned, etc., are also furnished.
- (iv) all the above particulars have been verified with reference to the PBR(s) available with this Office and the service book of the individual and found to be correct.

Signature :  
Name :  
Designation :  
Office Seal :

NOTE: No column should be left blank or filled with a dash.

I, \_\_\_\_\_ S/D/W/o \_\_\_\_\_

Primary School Teacher, (Seniority No. \_\_\_\_\_) presently working in \_\_\_\_\_

\_\_\_\_\_  
(Name of School where Salary is being Claimed & Inspecting Office under which it falls)

am **WILLING/NOT WILLING** to be promoted as Headmaster/Headmistress (Primary).

SIGNATURE OF THE PRIMARY SCHOOL TEACHER

/COUNTERSIGNED/

Inspecting officer/Head of Office