CIRCUIT

Sub: DSE-Esst.Illl- Filling up of vacant posts of Headmaster (Primary) by Promotion – Service particulars / C.Rs of Primary School Teachers – Called for – Reg.

It is proposed to fill up the existing / anticipated vacant posts of Headmaster/Headmistress of Primary Schools in Puducherry, Karaikal, Mahe and Yanam regions, by promotion from the eligible Primary School Teachers on seniority-cum-fitness basis.

2. Therefore the concerned Head of Offices/Inspecting Offices/Head of Institutions in Puducherry, Karaikal, Mahe and Yanam regions are requested to furnish the service particulars of the Primary School Teachers, who have completed 5 years of regular service as on 01.10.2019, in the enclosed proforma.

3. The service particulars of the Primary School Teachers who declined their promotion to the post of Headmaster/Headmistress (Primary) during the previous years should also be furnished. If any Primary School Teacher expresses his/her unwillingness for promotion to the post of Headmaster(Primary), a declaration in this regard may be obtained from them and sent to this Directorate along with the service particulars.

4. The required particulars should be submitted to this office in a consolidated manner by all Inspecting Officers along with the Confidential reports of the concerned Primary School Teachers for the last 5 years (upto 6/2019), on or before 16/10/2019, without any delay.

5. In case there are no eligible candidates, a ‘NIL’ report may be furnished invariably without fail.

To:
1. The Joint Director (Secondary Education), Puducherry
2. The Deputy Director (Secondary Education), Karaikal
3. The Deputy Director of Education (Women), Puducherry.
4. The Chief Educational Officer, Puducherry/Karaikal/Mahe
5. The Delegate of DSE, Yanam
6. The Deputy Inspector of Schools, Puducherry/Karaikal,Zone-I,II,III,IV,V
7. The DPA, Computer Section – for hosting in the official website.
ANNEXURE

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 NOT WILLING to be promoted
as Headmaster (Primary).

SIGNATURE OF THE PRIMARY SCHOOL TEACHER

(COUNTERSIGNED)

(Inspecting officer/Head of Office)
**PROFORMA**

PARTICULARS OF ELIGIBLE TEACHERS FOR PROMOTION TO THE POST OF HEADMASTER(PRIMARY)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the PST</th>
<th>School in which working at present</th>
<th>Date of Birth</th>
<th>Date of initial appointment</th>
<th>Date of Regularisation</th>
<th>Seniority No. in the present Grade</th>
<th>Qualification</th>
<th>Whether belongs to SC/ST, if yes, necessary certificate should be enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Whether belongs to P.H. Category, if yes, necessary certificate should be enclosed</th>
<th>Whether Integrity is beyond doubt (Certificate to be enclosed)</th>
<th>Whether any disciplinary case is pending/being contemplated (certificate to be enclosed)</th>
<th>C.Rs for the last 5 years (up to 6/2019) (2014-15 to 2018-15)</th>
<th>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 Officer</th>
<th>Whether Willingness / Unwillingness, if unwillingness letter enclosed</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10)</td>
<td>(11)</td>
<td>(12)</td>
<td>(13)</td>
<td>(14)</td>
<td>(15)</td>
<td>(16)</td>
</tr>
</tbody>
</table>

Certified that:

(i) no eligible case is left out:

(ii) all the above particulars have been verified with reference to 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.