

TOP PRIORITY

No.8840/DSE./Estt.IV/E/2020
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION

Puducherry, the 01.07.2020

OFFICE MEMORANDUM

Sub: DSE- Estt.IV - Confirmation of teaching Staff - Particulars -
called for- Reg.

It is noticed that some of the teachers of this Directorate are yet to be confirmed in their entry grade post and hence all the Heads of Offices/ Inspecting Officers of this Department are requested to review the pending cases of confirmation under their control and to expedite submission of proposals to this Directorate in complete shape immediately.

2. They are also requested to expedite declaration of successful completion of probation in respect of Officials who were appointed on regular basis and have completed the period of probation in their entry grade post. Necessary proforma / Certificates as enclosed along with this memorandum should accompany the confirmation proposal so as to obtain vigilance clearance and for further process of confirmation.

3. The required particulars/proposal in complete shape should reach this Directorate on or before 20.07.2020 without fail.

F.P. Verbina Jayaraj
(F.P. VERBINA JAYARAJ)
DEPUTY DIRECTOR (ADMN.)

Encl: Annexure

To

All Heads of Offices/ Inspecting Officers of this Department,
Puducherry/Karaikal/ Mahe /Yanam. —> with a request to communicate this to all
the Head of Institutions coming under their control.

✓ The Computer Section. — To upload in the Dte. of School Education website.

The confirmation proposal should be submitted alongwith the following Certificates/Records/ Papers.

I. Statement showing the service particulars of teachers for confirmation in the entry grade post.

II. Certificate

1. Integrity Certificate
2. Certificate for no disciplinary cases in pending / being contemplated
3. Certificate for Placement of Probation and Declaration of successful completion on probation period.
4. Certificate for Medical Fitness Certificate has been obtained at the time of initial appointment.
5. Certificate for no break-in-service.
6. Fitness certificate for confirmation in the entry grade post.
7. Certificate of Verification of Character and antecedents obtained at the time of initial appointment.

III. Attested Copies of the following entries in the Service Book :

1. Bio-Data, First and Second page
2. Entry of Medical Fitness
3. Entry of Verification of Character and Antecedents.
4. Entry of initial appointment (if the teacher has resigned one post and joined another post, entries of appointment in that post, technical resignation and subsequent appointment to the new post are required.)
5. Entry of Age relaxation order (if the individual is found to be overage at the time of initial appointment)
6. Entry of Regularisation (if initial appointment is on adhoc basis)
7. Entry of placement on Probation
8. Entry of declaration of completion of probation.

IV. Confidential Reports for preceeding last 5 academic years.

The following certificates are required for confirmation

PROBATION CERTIFICATE

This is to certify that Thiru/Tmt..... IS deemed to have satisfactorily completed his / her probation in the grade of With effort from

SIGNATURE OF HEAD OF OFFICE

INTEGRITY CERTIFICATE

Having scrutinized the character rolls and personal file of Thiru/Tmt..... and having taken into account all other available information, it is certified that he/she has good reputation of integrity and honesty.

SIGNATURE OF HEAD OF OFFICE

FITNESS CERTIFICATE

Certified that the records of services including Confidential Reports of Thiru/Tmt..... have been verified and no adverse remarks has been noticed and that the individual is fit for confirmation in the grade of

SIGNATURE OF HEAD OF OFFICE

CERTIFICATE OF VERIFICATION OF CHARACTER AND ANTECEDENTS

Certified that the character and antecedents of Thiru / Tmt..... was verified at the time of his initial appointment and necessary entries have been made in the Service Book.

SIGNATURE OF HEAD OF OFFICE

CERTIFICATE OF MEDICAL FITNESS

Certified that the medical fitness has been obtained at the time of initial appointment and found recorded in the Service Book of the Official.

SIGNATURE OF HEAD OF OFFICE

CERTIFICATE OF NO BREAK IN SERVICE

Certified that there was no break in Service of Thiru / Tmt

SIGNATURE OF HEAD OF OFFICE

NO DISCIPLINARY PROCEEDINGS CERTIFICATE

Certified that :- Thiru / Tmt.....

- (i) Is not under suspension
- (ii) The official is not under prosecution for criminal charges of sanction for prosecution of criminal charges has been issued or not decision has been taken to accord sanction for any prosecution of criminal charges.
- (iii) The above mentioned official is not subjected to any investigation serious allegation of corruption briber / other grave misconduct by the Department or C.B.I or any other agency.
- (iv) The Official is not proceeded against departmentally on any disciplinary grounds and
- (v) The Official have no break-in service of any kind.

SIGNATURE OF HEAD OF OFFICE

3

ANNEXURE

Sl. No	Name & Designation and Place of Work	Seniority No	Date of Birth	Educational & Professional Qualification at the time of Initial appointment	Date of Initial appointment	Date of regularization in the grade	Nationality	Whether Medical fitness certificate found recorded in the Service Book	Whether Character and Antecedents Verification Certificate found recorded in the Service Book	Whether probation declared in the entry grade
1	2	3	4	5	6	7	8	9	10	11

If Yes, the date of successful completion of probation	Certificate Furnished		Whether Fitness Certificate furnished	Whether Updated CRs enclosed	Whether any Break in Service	Name of the Entry grade post in which the confirmation required	Date from which to be confirmed	Whether age/educational relaxation if any obtained	If yes, G.O / Order No & Date in Which age / educational Qualification relaxation obtained	Remarks
	Whether Integrity Certificate furnished	Whether Disciplinary Proceedings pending / being contemplated								
12	13	14	15	16	17	18	19	20	21	22

1. Certified that the particulars furnished above have been carefully verified in the Service Book of the Individual and to be corrected.
2. Certified that no eligible teaching staff working in this office / institutes is left out in this proposal

HEAD OF OFFICE/INSTITUTION

PROFORMA

Sl. No.	Name of the Govt. Servant	Name of Father/ Husband (in case of females)	Service particulars including deputation from Date of initial appointment till now (as on date)			Whether the Officer 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 C.V.O's Office	Reference to I.D. Note / Memo.No and date Wherein disciplinary action was required by the Chief Vigilance Office to be taken against the individual, if any pending in the Department / Office as on date	Remarks, if any	
			Name of School/ Institution	Designation	Period of working				
					From				To
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	

SIGNATURE OF HEAD OF OFFICE / INSTITUTION