

MOST IMMEDIATE

NO. 14309 /DSE/ESTT.IV/D/2018
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION

Puducherry, dt. 21-07-2020

MEMORANDUM

Sub: DSE – Estt.IV – Regularisation of adhoc services –
Particulars called for – Reg.

In order to regularise the services of teachers who were appointed on ad-hoc basis , the Directorate had issued several reminders periodically. In this regard, the particulars received from various heads of Offices were scrutinised and order was issued accordingly. Now Directorate has proposed to further streamline the services of teachers who were appointed on adhoc basis.

2. The Heads of Offices are, therefore, requested to furnish relevant particulars of teachers who are yet to be regularised, immediately to this Directorate in the proforma enclosed herewith and the attested copies of Bio-data page , adhoc entry page of the service book and reference No. of property return submission of the individual concerned. The service Particulars of retired teachers should also be furnished separately without fail.

3. The particulars in full shape should be submitted on or before 07/08/2020

4. This may be accorded "TOP PRIORITY "

/By Order/

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

Encl: Annexure – I

To

1. All Heads of Offices / Inspecting Officers of this Department, Puducherry / Karaikal / Mahe / Yanam.
2. The Computer Section of this Directorate.... To upload in the official website of this Department

PROFORMA (To be furnished separately in r/o each individual)

Sl. No.	Name & Designation	Date of Birth	Date of adhoc appointment in the present cadre	Educational qualification	Whether integrity is beyond doubt.	Whether any disciplinary proceedings is pending / contemplated against the teachers
1.	2.	3.	4.	5.	6.	7.

SIGNATURE OF THE HEAD OF OFFICE

1. INTEGRITY CERTIFICATE:

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

2. NO DISCIPLINARY PROCEEDINGS CERTIFICATE

Certified that Thiru/Tmt

- i) is not under suspension
- ii) The Official is not under prosecution for criminal charges or 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 subject to any investigation serious allegation
- iv) Corruption, Bribery/other grave misconduct by the Department or CBI or any other agency.
- v) The Official is not proceeded against departmentally on any disciplinary grounds and the Official has not break-in any kind.

3. **Certified** that all the Service Books have been verified and found that all teachers appointed on adhoc basis have been regularised in each cadre and there is **no left out case** in r/o this Institution.

SIGNATURE OF HEAD OF OFFICE