

**MOST IMMEDIATE**

NO. 15996/DSE/ESTT.IV/D/2022  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION

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Puducherry, dt. 27.07.2022

**MEMORANDUM**

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

The list of Instructors who were appointed on adhoc basis from the year 2002 to 2016 is enclosed herewith.

2. The Heads of Offices are requested to furnish relevant particulars immediately to this Directorate in the proforma enclosed herewith along with attested copies of Bio-data page, adhoc entry page of the service book, duly attested copy of 5 years of Confidential report from the date of appointment of the individual concerned, **on or before 24.08.2022.**

3. The Head of offices are also requested to furnish the degree completion certificate (as mentioned in the RR) of the individual concerned. The service Particulars of retired teachers should also be furnished separately without fail. If any of them have already been regularised the fact may be intimated in the proforma.

4. This may be accorded "TOP PRIORITY "

**/By Order/**

*F.P. Verbina Jayaraj*  
26/7/22  
**(F.P.VERBINA JAYARAJ)**  
**DEPUTY DIRECTOR (ADMN.)**

**Encl: Annexure - I & II**

To

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

Sl. No.	Name of the Instructor with discipline Tmt. / Thiru	Place of working
1.	M. Devisandrika, Dress Designing & Making	GGHSS Thirunallar, Karaikal
2.	Jothi.S, Office Secretaryship	GHSS, Thenoor, Thirunallar, Kkl.
3.	Nimsi.C.G, Composing and Printing	Kamban GHSS, Nettapakkam, Pdy.
4.	Sivagami. J, Electrical Domestic Appliances	KKGHSS Kalitheerthalkuppam, Pdy
5.	Manohar. B, Auto Mechanic	KK GHSS Kalitheerthalkuppam, Pdy
6.	Senthil. K, Welding	V.V. Reddiyar GTHSSchool, Lawspet.
7.	Padmapriya.K, Office Secretaryship	Sinnatha GGHSS Muthialpet, Pdy.
8.	Arul Kumar. A, Office Secretaryship	Bharathi GBHSS, Bahour, Pdy.
9.	Munisamy. G, Office Secretaryship	KKGHSS Kalitheerthalkuppam, Pdy
10.	Senthil Kumar. S, Textile & Dress Designing	Annai Theresa GGHSS, Karaikal
11.	Santha. A, Textile & Dress Designing	Kasturibai Gandhi GGHSS, Bahour, Pdy.
12.	Anandhalakshmi. R, Textile & Dress Designing	Annai sivagami GGHSS, Mudaliarpeta, Pdy
13.	Prasanna Lakshmi. S, Office Secretaryship	Thiruvalluvar G.G.H.S.S, Puducherry
14.	Jayenthi. R, Dress Designing & Making	Kannagi GGHSS, Villianur, Puducherry
15.	Malathy. S, Dress Designing & Making	Annai Sivagami GGHSS, Bahour, Pdy
16.	Esakkiammal. E, Dress Designing & Making	Sri N.K.C GGHSS, Kurusukuppam, Pdy
17.	Sakthivelan. S, Office Secretaryship	Kamban GGHSS, Nettapakkam, Pdy
18.	Emavady B, Office Secretaryship	Jeevanandam GHSS, Puducherry
19.	Mariappan. N, Ele. & Domestic Appliances	GHSS, Thenoor, Karaikal
20.	Jeyanthi.V, Dress Designing & Making	Kannagi GGHSS, Bahour, Puducherry
21.	Santhi.S, Instructor in Banking	VOC GHSS, Puducherry
22.	Kadiravan. N, Maintenance of Radio & TV	Ilango Adigal GHSS, Muthirapalayam,
23.	Rozario Victor. N, Civil Engineering	V.V. Subba Reddiar GBHSS, Lawspet, Pdy
24.	Tamiljvanan. P, Mechanical Engineering	V.V. Subba Reddiar GBHSS, Lawspet, Pdy
25.	Kundjou @ Kumarassivame. S, Insurance	GHSS, Thenoor, Thirunallar, Karaikal
26.	Manju. G, Fisheries	Chevalier Sellane GHSS, Kalapeta, Pdy

*S.P. Veena Jayaraj*

**DEPUTY DIRECTOR (ADMN.)**

## ANNEXURE - I

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

Sl.No.	Name & present Designation	Employee code	Date of Birth	Date of adhoc appointment in the cadre to be regularised	Educational Qualification	Whether got regularised in the previous cadre	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

### 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.

SIGNATURE OF HEAD OF OFFICE

## VIGILANCE PROFORMA

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

Sl. No	Name of the Govt. Servant , Present Designation and Employee code	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	Ref. to I.D.Note / Memo. No. & Date wherein disciplinary action was required by the CVO to be taken against the individual, if any pending in the Dept., / Office as on date	Remarks
		Period of working				
		From	To			
1	2	3	4	5	6	7

SIGNATURE OF THE HEAD OF OFFICE