

TOP PRIORITY

No.8840/DSE./Estt.IV/E/2022  
GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION

Puducherry, the 11.07.2022

OFFICE MEMORANDUM

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

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It is noticed that some of the teachers of this Directorate are yet to be confirmed in their entry grade post. Hence in order to confirm the services of **left out teachers** of all entry cadres appointed upto the year 2016, 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 29.07.2022 without fail.

*F.P. Verbina Jayaraj*  
*F.P.*  
(F.P. VERBINA JAYARAJ)  
DEPUTY DIRECTOR (ADMN.) *6/9*

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**

**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 particular 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

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PROFORMA

| Sl. No | Name of the Govt. Servant<br>Employee Code,<br>Present designation | Name of Father/<br>Husband (in case<br>of females) | Service particulars including deputation from<br>Date of initial appointment till now (as on date) |             |                   |     | Whether the Officer<br>has filed his/her<br>properly return for the<br>current year in time. If<br>so, furnish the Ref.No.<br>date in which the same<br>was sent to C.V.O's<br>Office. | Reference to I.D.<br>Note / Memo.No. and<br>date Wherein<br>disciplinary action<br>was required by the<br>Chief Vigilance Office<br>to be taken against<br>the individual, if any<br>pending in the<br>Department / Office<br>as on date. | Remarks,<br>if any |
|--------|--|--|--|-------------|-------------------|-----|--|---|--------------------|
|        |  |  | Name of School/<br>Institution   | Designation | Period of working |     |  |   |                    |
|        |  |  |  |             | From              | To  |  |   |                    |
| (1)    | (2)  | (3)  | (4)  | (5)         | (6)               | (7) | (8)  | (9)   | (10)               |
|        |  |  |  |             |                   |     |  |   |                    |

SIGNATURE OF HEAD OF OFFICE / INSTITUTION