

**MOST URGENT**

No.32012/FD/F2/A2/SAO/2021  
GOVERNMENT OF PUDUCHERRY  
FINANCE DEPARTMENT

Puducherry dated 08/11/2021

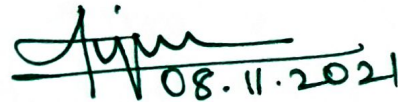
**I.D. NOTE / MEMORANDUM**

Sub: Finance Department - Filling up of the vacant posts of Senior Accounts Officers on regular basis - Service particulars - Call for – Reg.

-O-

It is proposed to fill up the vacant posts of Senior Accounts Officers by promotion on regular basis from the feeder cadre of Junior Accounts Officer.

2. Hence, Heads of Departments / Offices concerned are requested to furnish necessary Service particulars / No Disciplinary Case pending Certificate and Integrity Certificate of Junior Accounts Officers, who have completed 2 years of regular service in the respective grade, in the prescribed Proforma I & II enclosed herewith, to this Department **on or before 15-11-2021**.



**(ARJUN RAMAKRISHNAN)**

**UNDER SECRETARY TO GOVT. (FINANCE)**

Encl. Proforma.

To

All the Heads of Departments / Officers concerned

Copy to :-

The F3 Section, Finance Department, Puducherry –

With a request to upload the I.D Note along with the enclosures in the Finance Department Web site

**PROFORMA-I**

**INTEGRITY AND PERFORMANCE CERTIFICATE**

Having scrutinized the character rolls and personal file of Shri./ Smt. ...., presently working as ..... and having taken into account all other available information, it is certified that the official has good reputation of Integrity and honesty beyond doubt. The performance of the officer is also good and He / She is / they are fit for promotion to the post of Senior Accounts Officer.

2. It is also certified that there is no disciplinary proceedings pending / contemplated against him / her.

SIGNATURE OF HEAD OF DEPT. / OFFICE

SEAL:

**PROFORMA -II**

**SERVICE PARTICULARS**

Sl. No.	Name of Junior Accounts Officer	Date of Birth	Educational Qualification (s)	Whether belongs to SC/ST	If SC, to state whether Origin/ Migrant (If Origin, enclose Original caste certificate )	Date of regular appointment in the post of JAO	Service particulars including deputation from the date of appointment in the post of JAO till now.	Date of completion of two years of regular service in the post of JAO	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

SIGNATURE OF HEAD OF DEPT. / OFFICE

SEAL: