

No.E-12962/FD/F3/A3/2025-26
Government of Puducherry
Finance Department

Puducherry, dt.19/11/2025

I.D. NOTE

Sub: FD - Regularization of upgraded pay scales implemented by Govt. of Puducherry based on the recommendation of Single Member Committee – Consolidated proposal sent to Ministry of Home Affairs, Government of India seeking post facto approval – Checklists – Called for.

It is stated that a consolidated proposal seeking post facto approval of Government of India for the upgraded V CPC pay scales implemented by Government of Puducherry to various cadres in many Departments on the basis of the recommendations of Single Member Committee has been sent to the Ministry of Home Affairs, Government of India for consideration as a one-time measure with a view to settle/resolve the long pending issue. The Ministry of Home Affairs on perusal of the proposal has sought for the Checklists for the upgradation of posts/pay scales as per the extant instructions of Department of Expenditure, Ministry of Finance, Government of India for further process.

2. The Administrative Departments concerned (as per list enclosed in the Annexure) are therefore requested to furnish the requisite Checklist in respect of the upgraded posts pertaining to their Department in the enclosed checklist proforma, with all relevant details as sought for therein duly signed by the Administrative Secretary concerned.

3. The above information shall be sent to Finance Department latest by **30.11.2025.**

Encl. Checklist proforma

//By Order//


(S. Sivakumar)
Under Secretary(Finance)

To

The Heads of Department
(As per Annexure)

Copy to

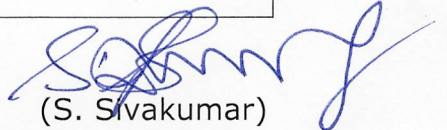
The Secretariat Departments concerned.

ANNEXURE**(I.D.Note No.E-12962/FD/F3/A3/2025-26 dt.18.11.2025)**

Sl. No.	Name of the Department	Category of post	
1.	Information & Technology	1)	Programmer
2	Animal Husbandry	2)	i. Live Stock Assistant
		3)	ii. Live Stock Supervisor (Amalgamated & re-designated as Assistant Veterinarian)
3	Law	4)	i. Deputy Law Officer
		5)	ii. Legal Assistant and Assistant Law Officer
4	Fire Service	6)	i. Asst. Divisional Fire Officer
		7)	ii. Station Officer
		8)	iii. Leading Fireman
		9)	iv. Fireman
5	Health	10)	i. Theatre Attendant
		11)	ii. Theatre Assistant
		12)	iii. Plaster Assistant
		13)	iv. Autoclave Operator
		14)	v. Health Inspector
		15)	vii. Social Worker
		16)	vii. Extension Educator (Re-designated as Social Worker)
		17)	viii. Health Educator (Re-designated as Social Worker)
		18)	x. Para medical Worker (Re-designated as Health Assistant)
		19)	xi. Laboratory Technician Gr.II
		20)	xii. Laboratory Assistant Gr.II
6	Food Safety	21)	xiii. Laboratory Attendant
		22)	i. Food Inspector
		23)	i. Helper (Out of 645 posts, 400 posts restructured as Wireman)
7	Electricity	24)	ii. Wireman
		25)	iii. Lineman (Restructured as Assistant Line Inspector)

Sl. No.	Name of the Department	Category of post	
	Electricity (contd..)	26)	iv. Line Inspector (Restructured as Foreman)
		27)	v. Bill Collector
		28)	vi. (a) Sub-Inspector of Bill Collector and (b) Inspector of Bill Collector (7 posts of SIBC upgraded as IBC)
		29)	Vii (a) Commercial Assistant and (b) Senior Commercial Assistant (16 posts of Commercial Assistant upgraded as Senior Commercial Assistant)
		30)	viii. Tester
		31)	ix. Draughtsman
		32)	x. Junior Engineer Gr.II and Gr.I (amalgamated as Junior Engineer.)
8	Police	33)	i. Barber
9	Economics & Statistics	34)	i. Statistical Officer
10	Labour	35)	i. Superintendent (Industrial Hygiene)
		36)	ii. Asst. Inspector of Labour/ Junior Employment Officer
11	Public Works	37)	i. Foreman (Mechanical)
		38)	ii. Foreman (Electrical)
		39)	iii. Lab Technician
		40)	iv. Lab Assistant
		41)	v Junior Engineer
12	Jail	42)	i. Male/Female Warder
		43)	ii. Principal Warder
		44)	iii. Dy. Supdt. of Jails
		45)	iv. Supdt. of Jails
13.	Fisheries	46)	i. Sub Inspector of Fisheries
		47)	ii. Marine Foreman
14	Various Departments	48)	i. Assistant Cook
		49)	ii. Cook

Sl. No.	Name of the Department	Category of post	
15	Judicial	50) 51)	i. Sarishtadar ii. Head Sarishtadar
16	Town & Country Planning	52) 53)	i. Town Planning Assistant i. Draughtsman
17	Local Administration	54)	i. Junior Engineer/ Draughtsman Gr.I
18	Government Automobile Workshop	55)	Helper& Semiskilled Workman amalgamated as 'Helper'
19	Education	56)	Instructor


(S. Sivakumar)
Under Secretary(Finance)

PROFORMA

Checklist for Creation of Posts

S.No.	Particulars	
Details of Post		
1	Name/ Designation of the post	
2	No. of post(s)	
3	Pay Level of the post in Pay Matrix (7 th CPC)	
4	Nature of Post (Scientific/ Technical/ Admin/ Faculty/ others)	
5	Duties and responsibilities of the post	
6	Functional justification for creation	
7a.	Does this post exist with same level of pay in the organization? If no, how the level of pay & nomenclature of the post has been derived.	
7b.	Does the same scale of pay exist in analogous organization?	
8	How the work is being managed in the absence of the post (If the proposal is for existing organization)	
9	Mode of recruitment as per RRs (enclose copy of RRs) (in case of existing organization for which the post(s) is proposed). Promotion/DR/Deputation/ Any Other mode	
10	Whether it is a new or existing organization?	
11	Whether the concurrence of Cadre Controlling Authority has been obtained (in case of cadre posts) ?	
12	In case of Group 'A' post of Organized Gr 'A' Cadre, prior approval of DoPT is required. Whether approval of DoPT is obtained?	
13	No. of existing posts along with Pay Level in the grades where post(s) is proposed to be created.	
14	Hierarchy of the cadre in which the post(s) proposed to be created.	
15	Whether any norms exist for the proposed posts. If yes, copy of the norms may be provided?	
16	Possibility of outsourcing or appointing persons on contract for the work for which post(s) is proposed.	
17	Financial implications	
18	Possibility of providing matching savings (Specific posts with level of pay) (FA may certify that posts offered for matching savings are live and not surrendered earlier or abolished)	
19	Recruitment Plan of the proposed posts may be provided.	
Organization Details		
1	Name of the organization	
2	Hierarchy of different Cadres in the organization	
3	Status of Organization (HQ of Ministry or Department/ Attached Office/ Subordinate Office/ Statutory Body/ Autonomous Institution)	
4	Detailed sanctioned strength of organization (category wise) with level of pay and vacancy position (with date of vacancy) as per format enclosed (SS/PIP/Vacancy).	
5	Any other relevant information	

**Signature of
Finance Secretary**

**Signature of
Administrative Secretary**

PTO

Format

Sl. No.	Name of the Post & Designation	Sanctioned Strength	Person in Position	Vacancy Position (Date-wise)