

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS & TREASURIES**

No.1-4/DAT/S.K.Estt./SK Gr.II/2025/ 45

Puducherry, dt. 06.08.2025

I.D. NOTE/MEMORANDUM

Sub: DAT – S.K. Estt. – Filling up of the post of Store Keeper
Grade-II – Service Particulars of Store Keeper Gr.III –
Called for.

It is proposed to fill up the vacant posts of Store Keeper Grade-II by promotion from the feeder cadre of Store Keeper Grade-III.

2. All the Heads of Departments/Offices are, therefore, requested to furnish the Service Particulars, Integrity Certificate/No Disciplinary case is pending Certificate and APARs for last five years upto the year 2024-25 of Store Keeper Grade-III, who completes 8 years of regular service in the grade as on 01.01.2026 and passed Accounts Test for Subordinate Officers (Part I & II) and undergone the training programme on "Techniques of Material Management", working under their control in the Proforma I & II enclosed, to this Directorate on or before 10.09.2025.

S. Udayasankar
6/8/2025
(S. UDAYASANKAR)
DIRECTOR

1/3

Encl: Proforma I & II

To

All the Heads of Departments/Offices

Copy to:-

✓ 1. The Programmer, DAT., Puducherry for uploading in DAT's Website.

PROFORMA- I

Name of the Store Keeper Gr.III	Date of Birth	Educational Qualification **	Whether SC*/ST/PH	Whether Accounts Test for subordinate Officers passed, If passed, state Date/Month/Year **	Whether undergone the training programme on "Techniques in Materials Management", If completed, state Date/month/year**
1	2	3	4	5	6

Date of appointment in the post of Store Keeper Grade-III **	Date of completion of probation, Whether orders issued. If not why? **	Whether Integrity Certificate enclosed	Disciplinary action pending. If any (as per annexure enclosed)	Whether APARs for the Last five years have been sent. If not furnished the reasons	Remarks
7	8	9	10	11	12

* Caste certificate issued AFRESH by the Competent Authority may be obtained and furnished. It may also be stated therein whether he/she is an origin or migrant.

** Xerox copy of Service Book entries should be enclosed.

HEAD OF DEPARTMENT/OFFICE

PROFORMA II

Name of the Store Keeper Gr.III and Father's/Husband's Name/Employee Code	Service particulars including deputation, from the date of appointment to till date				Ref. to I.D.Note/Memo. No. and date wherever disciplinary action was required by CVO to be taken against the individual if any pending in the Dept./Office as on date	Remarks
	Name of the Department/Office	Designation	From	To		

HEAD OF DEPARTMENT/OFFICE

INTEGRITY CERTIFICATE

Having scrutinized the personal file and other records of Thiru/Tmt./Selvi.....(Name)..... (Designation) and having taken into account of all other available information. I certify that he/she has good reputation of Integrity and honesty.

HEAD OF DEPARTMENT/OFFICE

NO DISCIPLINARY CASES IS PENDING CERTIFICATE

This is to certify that no disciplinary case is pending against Thiru/Tmt./Selvi.....(Name).....(Designation)

- i) The official is not under suspension.
- ii) The official is not under prosecution for criminal charges or sanction for prosecution of criminal charges has been issued. No decision has been taken to accord sanction for prosecution of criminal charges.
- iii) The official is not subjected to any investigation, serious allegation of corruption/bribery/other gave misconduct by the CBI or any other agency.
- iv) The official is not proceeded against departmentally or any disciplinary grounds, and
- v) The official has no break in service of any kind.

HEAD OF DEPARTMENT/OFFICE