

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

No. 1-1/CASH/DAT/2026-27

Puducherry, the 29th June, 2026.

CIRCULAR

Sub: DAT – Requests for Change of Salary Bank Account – Reg.

It has been observed that the Drawing and Disbursing Officers (DDOs) of various Government Departments are forwarding requests for change of Salary Bank Accounts submitted by employees even after the closure date for submission of pay bills of a month or during the last week of the month. Entertaining such belated requests creates operational difficulties and may affect timely credit of salary to the employees' correct bank accounts.

2. Therefore, in order to avoid such situations and to facilitate timely processing of salary bills, all Drawing and Disbursing Officers are requested to forward proposals for change of an employee's Salary Bank Account to this Directorate on or before the 15th of every month.

3. Request for change of Salary Bank Account received after 15th of the month shall be processed only in the **subsequent month**.

4. All Drawing and Disbursing Officers are requested to adhere strictly to the above timeline and ensure timely submission of such proposals.


(K. SASIREKHA)
Director

To

All Drawing and Disbursing Officers, Puducherry.

Copy to:

PS to Dev. Commissioner-cum-Secretary (Finance).