

GOVERNMENT OF PUDUCHERY
DIRECTORATE OF ACCOUNTS & TREASURIES

No. DAT/Estt/U-IV/Mis./2025/

Puducherry, dt. 11.09.2025

CIRCULAR

Sub: Observance of *SEWA PAKHWADA* (Service Fortnight) from 17.09.2025 to 02.10.2025
– Conduct of various citizen-centric and departmental welfare activities – Instructions – Issued.

Ref: This Directorate letter of even No. dated 13.08.2025 to the Development Commissioner-cum Secretary (Finance), Puducherry (Copy enclosed).

In pursuance of the directions of the Government of India for observing the SEWA PAKHWADA (Service Fortnight) a nationwide campaign, typically observed from the Prime Minister's birthday (Sept 17) to Gandhi Jayanti (Oct 2) promoting public welfare through various mass-participation events, the following activities are to be organized by the specified Officer / Sections under this Directorate during the stated period:

Sl. No	Proposed Activities	Date of event	Officer / Section to organize the event
1.	<u>Pensioners Facilitation Camp</u> Redressal of grievances related to life certificate submission, pensionary benefits settlement, and awareness on digital pension tracking to the pensioners.	17-18 September 2025	Deputy Director (Treasury)
2.	<u>Grievance Redressal Desk</u> Dedicated helpdesk for resolving queries on pay, allowances, arrears, and other service-related issues.	19 September 2025	Deputy Director / JAO of concerned Pay Sections
3.	<u>Digital Payment Awareness Sessions</u> Training program on SNA - PFMS, Direct Benefit Transfer (DBT) mechanisms for DDOs and dealing assistant.	23 September 2025	Deputy Director (B&A Section)
4.	<u>Training Workshop for DDOs</u> Timely bill submission, e-salary portal usage, and audit-compliant practices to avoid delays	24 September 2025	Deputy Director (B&A Section) and Programmer – EDP Section.

Sl. No	Proposed Activities	Date of event	Officer / Section to organize the event
5.	<u>Master Health Check-up Camp / Yoga Session</u> In coordination with the Health Department – Focus on wellness and preventive care for officer / staff of the DAT, Puducherry.	25 September 2025	Deputy Director (Estt.)
6.	Awareness program on UPS / New Pension System to In-service and retired employees of UT of Puducherry.	26 September 2025	Deputy Director (NPS Section)
7.	<u>Cleanliness Drive and Plastic-Free Campaign</u> Activity: Swachh Bharat initiative within office premises and promoting alternatives to single-use plastics.	29 September 2025	Deputy Director (Estt.) and Store Superintendent
8.	<u>Paperless Office Initiative</u> Training program to the staff on promotion of e-office practices, digitization of old records, and reduction of paper usage.	30 September 2025	Programmer - EDP Section

3. The Section Superintendents / Heads entrusted with organizing the above events are required to submit a compliance report, including photographs and attendance records (where applicable), to the undersigned by **04.10.2025** so as to submit a compliance report to the Competent Authority.

4. All Section Superintendents / Heads must ensure wide participation of staff in these events.

Adel 11/9
(H.SHEIK MOIDEEN)
DIRECTOR

To

1. All DDAT / JAO / Programmer / Store Superintendent.
2. All Superintendent / Section Head.

(with instructions to circulate among the staff)

Copy to

1. The P.S. to Development Commissioner-cum-Secretary to Govt. (Finance), Puducherry.
2. The P.S. to Director of Accounts and Treasuries, Puducherry.
3. The Store Section, DAT, Puducherry.

(With direction to make necessary arrangements to ensure smooth conduct of these initiatives.)

4. The Cashier, DAT, Puducherry.

**GOVERNMENT OF PUDUCHERY
DIRECTORATE OF ACCOUNTS & TREASURIES**

No.12523/DAT/Estt/U-IV/Mis./2025/

Puducherry, dt. 13.08.2025

SEWA PAKHWADA (SERVICE FORTNIGHT)

(To be observed from 17.09.2025 to 02.10.2025)

**List of activities proposed to be carried out in Directorate of Accounts and Treasuries,
Puducherry**

1. Special camp for Pensioners Facilitation to redress the grievances regarding yearly submission of life certificate, settlement of pensionary benefits, improved satisfaction among the retired employees on digital pension tracking methods to reduce physical visits. (17-18 Sept.)
2. Digital Payment Awareness Session-SNA - PFMS, Direct Benefit Transfer for DDO's and staff Session for govt. employees (22-23 Sept.)
3. Training Workshop for DDOs-timely bill submission, e- salary portal usage, avoiding audit objections. Reduced delays and rejections in bill processing (24 Sept.)
4. Grievance redressal Desk-dedicated counter for queries on pay, allowances, and Arrears Quick resolution of service matters (25-Sept.)
5. UPS / New Pension System-awareness among the In service / Retired employees (26 Sept.)
6. Cleanliness Drive in office premises-Swachh Bharat activity and Plastic-Free Office Campaign-replace single-use plastics with eco-friendly alternatives (29 Sept.)
7. Paperless Office Initiative-promote e-office, digitization of old records Reduced paper usage, better record management (30 Sept.)
8. Master Health Check-up Camp for the staff of DAT in coordination with Health Dept. / Yoga Programme for Employees wellness and preventive care – (01 Oct.)

S. Udayasankar
13/8/25

**(S. UDAYASANKAR)
DIRECTOR**

To

The Development Commissioner-cum-Secretary to Govt. (Finance),
Chief Secretariat,
Puducherry.