

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

No.14215/DAT/EDP/2024.

Puducherry, dt. 12.08.2024.

CIRCULAR / I.D. NOTE

Sub: DAT – EDP – Updating Personal Information Entry in the PaySoft Portal by all Drawing and Disbursing Officers – Compliance Report - Requested – Reg.

Of late, complaints are being received that important fields viz., Date of Birth, Date of Entry into Service, Date of Retirement of the officials are being wrongly entered in the Personal Information Entry in the Paysoft portal resulting the over stayal in service beyond the actual date of superannuation and over payment of salary.

2. Therefore, all the Head of Departments / Offices / Drawing and Disbursing Officers are hereby requested to ensure that all the important fields viz., Date of Birth, Date of Entry into service, Date of Retirement etc., are correctly entered as per the data available in the Service Book of the Officials in the Personal Information Entry in Paysoft portal and to rectify the errors, if any, being wrongly entered in the Personal Information Entry in the Paysoft portal. The compliance report in this regard may please be sent to this Directorate on or before 23.08.2024.

**Signed by Udayasankar
Date: 12-08-2024 18:21:36**

**(S. UDAYASANKAR)
DIRECTOR**

To

All Head of Departments /Head of Offices / Drawing and Disbursing Officers, Puducherry, Karaikal, Mahe, Yanam.

Copy to:

1. The Deputy Secretary to Government (Finance), Puducherry.
2. The Under Secretary to Government (CCD), Chief Vigilance Office, Puducherry.
3. The Regional Administrator, Mahe / Yanam.
4. The Private Secretary to Development Commissioner-cum-Secretary(Finance), Puducherry.
5. The Programmer, EDP Section, DAT, Puducherry.


13/08/2024