

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

No.12-1/DAT/S.K.Estt./Confirmation/2023/ **51**

Puducherry, dt. **10**.07.2023

I.D. NOTE/MEMORANDUM

Sub: DAT – S.K. Estt. – Direct Recruitment of Store Keeper
Grade-III – Confirmation in their entry grade – Service
Particulars – Called for.

It is proposed to confirm the Store Keepers in their entry grade.

2. The Heads of Departments/Offices are therefore requested to furnish the Service Particulars and Integrity Certificate/No Disciplinary case is pending Certificate etc. in the proformae enclosed along with the APARs for the period of five years (from 2018-19 to 2022-23) of the eligible Store Keeping personnel those who are declared to have successfully completed their period of probation in the entry grade (List of incumbents in the annexure enclosed), working under their control to this Directorate **on or before 31.07.2023**.

3. The confirmation proposal may be sent along with the attested copies of the following pages/entries made in the service book of the individual(s). The Service Book need not be sent with the confirmation proposal.

- i) First two pages of the Service Book containing the Bio-data of the Official.
- ii) Entry regarding Medical fitness with number and date of the certificate.
- iii) Entry regarding Character and Antecedents. Copy of the letter issued by competent authority to be enclosed.
- iv) Initial appointment entry containing date of appointment, designation, regular/ad-hoc service and period of probation.
- v) Entry towards Regularisation of ad-hoc service, if any
- vi) Probation extension entry, if any/Declaration of probation entry
- vii) Accounts Test for Subordinate officers (Part I & II) exams passed/Induction Training of "Techniques of Material Management" attended as per Recruitment Rules
- viii) Special relaxation entry if any.


(S. PRABHAVADY)
DIRECTOR

Encl: As above

To

All the Heads of Departments/Offices

Copy to:-

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

ANNEXURE

LIST OF INCUMBENTS WHO HAVE TO BE CONFIRMED

Sl. No.	Name & Designation Tvl./Tmt./Selvi	Date of regular appointment as Store Keeper Gr.III	Department/Office in which working at present	Remarks
1.	S. Balamourougane, Stock Verifier	25.09.1992(AN)	Central Office, Public Works Department, Puducherry	
2.	K.J. Beena Nelson, Store Keeper Gr.II	31.05.2012	Mothilal Nehru Govt. Polytechnic College, Puducherry	
3	S. Radjasegarane, Store Keeper Gr.II	16.05.2013	Calve College GHSS.,Puducherry	
4	R. Ramkumar, Store Keeper Gr.II	15.05.2013	Indira Gandhi Govt. General Hospital & PG Institute, Puducherry	
5	D. Muthukumaran Store Keeper Gr.II	15.05.2013	Directorate of Stationery & Printing, Puducherry	
6	S. Senthil Kumaran, Store Keeper Gr.II	15.05.2013	Office of the Chief Inspector of Factories & Boilers, Puducherry	
7	S. Vijayanadan Store Keeper Gr.II	16.05.2013 AN	Indira Gandhi Govt. General Hospital & PG Institute, Puducherry	
8	R. Seenuvasan Store Keeper Gr.II	11.12.2013	Directorate of School Education, Puducherry	
9	N. Srinivas Store Keeper Gr.II	12.12.2013	Directorate of Survey and Land Records, Puducherry	
10	J. Veeraragavan, Store Keeper Gr.II	08.04.2015	Office of the Deputy Director(Immunization), Karaikal	
11	R. Senthamizh Selvan, Store Keeper Gr.II	12.03.2015	Electricity Department, Puducherry	
12	P. Prasath, Store Keeper Gr.II	24.12.2013	B&R(Central), Public Works Department, Puducherry	
13	V. Virakumar, Store Keeper Gr.II	11.12.2013	Electricity Department, Puducherry	
14	S. Parthiban Store Keeper Gr.III	13.08.2015	Department of Animal Husbandry and Animal Welfare, Karaikal	
15	K. Mohamed Sithik, Store Keeper Gr.III	17.12.2013	Govt. ITI for Men, T.R. Pattinam, Karaikal	
16	G. Balraj, Store Keeper Gr.III	16.07.2015	Department of Art & Culture, Puducherry	
17	Dadala Gowtham, Store Keeper Gr.III	04.03.2015	Govt. General Hospital, Yanam	
18	N. Kathiravan, Store Keeper Gr.III	06.12.2013	Arignar Anna Govt. Arts & Science College, Karaikal	
19	E. Prabavathy, Store Keeper Gr.III	17.05.2013	Office of the Deputy Director(FW&MCH), Puducherry	
20	K.P. Shinoj, JN GHSS., Mahe	20.05.2013	JN GHSS., Mahe	Probation not yet declared


(S. PRABAVADY)
DIRECTOR

PROFORMA-I

- 01 Name of the Official :
- 02 Designation :
- 03 Date of Birth :
- 04 Date of Initial appointment :
- 05 Date of regular appointment in the entry grade :
- 06 Whether satisfied the age limit of initial appointment :
- 07 Post held at the time of initial appointment :
- 08 Present post held :
- 09 Whether Medically examined at the time of appointment :
- 10 Whether Character and antecedents verified :
- 11 Educational Qualifications at the time of initial appointment :
- 12 Nationality :
- 13 Whether Passed Accounts Test for Subordinate Officers : Part -I Yes/No Date (Exam Held):
Part-II Yes/No Date (Exam Held):
- 14 Whether probation declared in the entry grade : Yes/No Date of declaration:
- 15 Whether Disciplinary proceedings pending/contemplated? :
- 16 Whether Integrity certificate/Probation Certificate/No Disciplinary action certificate/Fitness Certificate furnished :
- 17 Whether up to date Confidential Reports enclosed :
- 18 Confirmation required in which post :
- 19 Date from which the Government servant is proposed to be confirmed :
- 20 Whether any break-in-service :
- 21 Remarks, if any :

HEAD OF DEPARTMENT/OFFICE

PROFORMA -II

Sl.No.	Name of the Store Keeper Gr.III	Name of the Father/Husband (in case of Female)	Service particulars including deputation from the date of initial appointment to till date				Reference to I.D.Note/Memo No. and date whether disciplinary action was required by the CVO to be taken against the individual, if any, pending in the Department/Office as on date	Remarks
			Name of the Department/Office	Designation	Date of Appointment			
					From	To		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

HEAD OF DEPARTMENT/OFFICE

INTEGRITY CERTIFICATE

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

HEAD OF DEPARTMENT/OFFICE

NO DISCIPLINARY CASES 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 grave 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.
- (vi) No Minor/Major Penalty has been imposed.

HEAD OF DEPARTMENT/ OFFICE

PROBATION CERTIFICATE

Certified that Thiru/Tmt./Selvi..... (Designation)....., is deemed to have satisfactorily completed his/her probation in the grade of Store Keeper Gr.III with effect from

HEAD OF DEPARTMENT/OFFICE

FITNESS CERTIFICATE

Certified that the records of Service including Confidential Reports of Thiru/Tmt./Selvi..... (Name),(Designation), has been carefully verified and no adverse remarks have been noticed and that the individual is fit for confirmation.

HEAD OF DEPARTMENT/OFFICE