

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES

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No. 5-3/DAT/SK.Estt/2026 /149

Dated: 27.07.2026

CIRCULAR

Sub: DAT-SK.Estt.- Updation of Service particulars of Store Keeping
Personnel – Particulars Called for – Reg.

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The Directorate of Accounts and Treasuries, Puducherry is the Cadre Controlling Authority for the Store Keeping personnel under the Government of Puducherry. In order to update and maintain the Incumbent register containing the service particulars of all Store Keeping personnel, all the Heads of Departments/Offices are requested to furnish the particulars of all Store Keeping personnel working under their administrative control, including those serving in subordinate offices and those whose services have been spared to other Departments/Institutions, in the enclosed Proforma-I and Proforma-II. The information furnished will be utilized for processing service-related matters pertaining to the Store Keeping personnel.

The duly filled-in Proforma-I and Proforma-II may be forwarded to this Directorate on or before **24.08.2026**, so as to reach this office within the stipulated time.


(K. SASIREKHA)
DIRECTOR

To
All the Heads of Departments/Offices

Copy to:

1. The Joint Secretary (Finance), Chief Secretariat, Puducherry - For information.
- ✓ 2. The Programmer, DAT, Puducherry - with a request to upload in the DAT's website

PROFORMA – I

NAME OF THE DEPARTMENT/SUB-OFFICE:

Sl.No.	Name of the Cadre	Sanctioned Strength	Filled	vacant	Date and cause of vacancy	Name of the incumbent	Whether service spared to other institution (if YES, Name of the Institution in which spared)
1.	STORE SUPERINTENDENT						
2.	STOCK VERIFIER						
3.	STORE KEEPER GR-I						
4.	STORE KEEPER GR-II						
5.	STORE KEEPER GR-III						

Head of the Institution

PROFORMA – II

NAME OF THE DEPARTMENT/SUB-OFFICE:

Sl. No.	Name and designation of the Store Keeper	Date from which working	Date Of Birth	Date of Retirement	Present residential address/ Mobile No.	Date of Appointment in the post of SS/ SV/ SK Gr-I/ SK Gr II/ SK Gr III	Service particulars from the date of their initial appointment to till date including deputation			
							Name of Department/Office /Institution	Designation	From	To

Head of the Institution