

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

No.1-1/DAT/S.K.Estt./SS/2026/ 174

Puducherry, dt. 21.10.2026

To

All Heads of Depts./Offices concerned

Sir/Madam,

Sub: DAT – S.K. Estt. – Filling up of the post of Store
Superintendent – Service Particulars, CRs and
Relevant certificate – Called for – Regarding.

I am to state that it is proposed to fill up the vacant post of Store Superintendent by promotion from the feeder cadre of Stock Verifier/Store Keeper Grade I with 5 years of regular service in the grade rendered after appointment there to on regular basis and having successfully completed two to four weeks training on "Store Keeping Materials Management". Hence it is requested that the required Service Particulars and Certificates (as per annexure) in respect of eligible Stock Verifier/Store Keeper Grade I working in your department/office along with the APARs for last five years upto 2025-26, may please be furnished to this Department **on or before 13.11.2026**.

Further, in the case of officials who belong to SC(Origin) category, original certificate having validity should be produced

Yours faithfully,


(K.SASIREKHA)
DIRECTOR

Encl: As stated.

Copy to:-

✓ The Programmer, DAT., Puducherry

with a request to host in DAT Website.

PROFORMA – I

Sl. No.	Name and Designation of the Store Keeping Personnel	Date of Birth	Educational Qualification	Whether SC/ST*/PH	Whether completed training on Store Keeping Materials Management. If yes, state the period of training attended.
(1)	(2)	(3)	(4)	(5)	(6)

Date of appointment	Date of completion of probation, Whether orders issued. If not why?	Whether Integrity Certificate enclosed	Disciplinary action pending/ contemplated	Whether APARs for the last five years have been sent. If not furnished the reasons	Remarks
(7)	(8)	(9)	(10)	(11)	(12)
S.K.Gr-III: S.K.Gr-II: SV/S.K.Gr.I:					

* Caste certificate issued AFRESH by the Competent Authority may be obtained and furnished. It may also be stated therein whether he/she is an origin or migrant.

HEAD OF DEPARTMENT/OFFICE

PROFORMA – II

Sl. No	Name of the Govt. Servant (with Employee Code & Date of Birth)	Present Designation	Name of Father/ Husband	Service particulars from date of initial appointment to till date including deputation				Whether the official has filed his/her property return online for the current year	Details of Disciplinary action, initiated against the individual, if any, pending in the Dept./office as on date	Remarks if any
				Name of Department/ Office /Institution	Designation	From	To			

HEAD OF DEPARTMENT/OFFICE

INTEGRITY CERTIFICATE

Having scrutinized 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/she 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.

HEAD OF DEPARTMENT/OFFICE

NON –DECLINING PROMOTION CERTIFICATE

Based on the information/records available and declaration of the individual, it is certified that Thiru/Tmt./Selvi.....(Name).....(Designation) has not declined the promotion so far.

HEAD OF DEPARTMENT/OFFICE