

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

No.1-3/DAT/S.K.Estt./SV&SKGr-1/2024/28

Puducherry, dt. 25.07.2024

I.D.NOTE/MEMORANDUM

Sub: DAT – S.K. Estt. – Filling up of the post of Stock Verifier/Store Keeper Gr-I – Service Particulars, CRs and Relevant certificate – Called for – Regarding.

It is proposed to fill up the vacant post of Stock Verifier/Store Keeper Gr-I by promotion from the feeder cadre of Store Keeper Gr-II.

2 The Heads of Departments/Offices are, therefore, requested to furnish the service particulars and Certificates (as per proformae enclosed) in respect of Store Keeper Gr-II working in their department/office who completes 5 years of regular service in the post, failing which 10 years of regular service both in the posts of Store Keeper Gr-II and Store Keeper Gr-III as on 01.01.2025. The Confidential Reports for the last five years upto 2023-24 may also please be furnished to this department **on or before 26.08.2024**

3. Further, in the case of officials who belong to PH and SC(Origin) category, original certificate having validity may also please be furnished alongwith the above documents.

S. Udayasankar
25/7/24

(S. UDAYASANKAR)
DIRECTOR

2/3

Encl: As stated.

To

All the Heads of Departments/Offices.

Copy to:-

✓ The Programmer, DAT, Puducherry

.....for uploading in DAT's Website

PROFORMA – I

Name and Designation of the Store Keeping Personnel	Date of Birth	Educational Qualification	Whether SC/ST*/PH	Whether Accounts Test for subordinate Officers passed, If passed, state Date/Month/Year	Date of appointment
				Part-I Part-II	S.K.Gr-III S.K.Gr.II

Date of completion of probation, Whether orders issued. If not why?	Whether Integrity Certificate enclosed	Disciplinary action pending/contemplated	Whether C.R.s for the last five years have been sent. If not furnish the reasons	Remarks

* 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

Name of the Govt.Servant with Designation and Fathers' Name	Service particulars including deputation, from the date of appointment to till date				Ref. to I.D.Note/Memo. No. and date wherever disciplinary action was required by CVO to be taken against the individual if any pending in the Dept./Office as on date
	Name of Department	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