

**MOST  
//URGENT//**

**No.4923/FD/A2/2022  
GOVERNMENT OF PUDUCHERRY  
FINANCE DEPARTMENT  
\*\*\*\*\***

Puducherry, dated 28/03/2022

**CIRCULAR**

Sub: Particulars of charges assigned to the Senior Accounts Officers and  
Junior Accounts Officers – Called for – Reg.

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The Heads of Offices / Departments are requested to furnish the charges assigned to the Senior Accounts Officers / Junior Accounts Officers who working under their control in the following Proforma in order to submit the same to the Development Commissioner-cum- Principal Secretary (Finance) as required:-

**PROFORMA**

- 1 Name of Department / Office :
2. Name of the Post(s) (SAO/JAO) :
3. Total sanctioned strength of the post(s)-  
Category wise :
4. Allocation of work to the SAO / JAO in detail  
(individual wise) :
5. Total budgetary outlay of the Department / :  
Office

2. The afore said particulars duly certified by the Head of Department / Office shall be furnished to reach this Office **on or before 01/04/2022 by Return of Post.**

  
(K. GOVINDARAJAN)

**UNDER SECRETARY TO GOVERNMENT (FINANCE)**

To  
All Heads of Departments / Offices,  
Puducherry / Karaikal / Mahe / Yanam regions.