

**No.E-43972/FD/F3/A3/2025-26
GOVERNMENT OF PUDUCHERRY
FINANCE DEPARTMENT**

Puducherry, dated **24** /03/2026

C I R C U L A R

Sub: Finance Department – Streamlining of file referrals – Avoidance of submission of multiple/new files on ongoing or continuing proposals - Instructions - Issued.

Ref: This Department's Circular of even number dated 16.09.2025.

Despite issuance of instructions vide reference cited, emphasizing the need to avoid referring multiple or new files to the Finance Department, it has been observed that several Departments continue to initiate new files or submit multiple fragmented files through e-office in respect of proposals of an ongoing or recurring nature. This practice results in administrative delays, duplication of effort, and disruption of file continuity during the scrutiny process.

2. In order to ensure greater efficiency and expeditious processing, all Administrative Secretaries and Heads of Department are hereby informed that proposals of an ongoing or continuing nature, involving financial concurrence for subsequent administrative approvals or expenditure sanctions, shall invariably be processed and referred through e-office in the original parent file only. Opening of part files for such purposes shall strictly be avoided.

3. It shall also be ensured that all earlier observations/queries have duly been addressed along with supporting documents prior to submission of any files to the Finance Department.

4. In exceptional circumstances where submission through a part file becomes unavoidable, a new file in e-office may be opened only with the prior approval of the concerned Administrative Secretary.

**Digitally signed by
Krishna Mohan Uppu
Date: 24-03-2026
13:57:59**

Development Commissioner-cum-Secretary(Finance)

To,

All Secretariat Departments
All Heads of Department