

**No.E-43972/FD/F3/A3/2025-26 (2)**  
**GOVERNMENT OF PUDUCHERRY**  
**FINANCE DEPARTMENT**

\*\*\*

Puducherry, dated 16/09/2025

**C I R C U L A R**


Sub: Finance Department – Avoiding of referring multiple files/new files on ongoing / continuing proposals – Instructions – Issued.

\*\*\*

Consequent to the migration from physical file system to e-office by this Administration, it is noticed that often the Departments are sending separate files/new files for ongoing/continuing subjects to Finance Department for concurrence instead of continuing the proposals in the concerned previous files. Further, reference/link for relevant documents/particulars have also not been furnished/attached. This apart, separate files are being received by Finance Department for administrative approval and expenditure sanction pertaining to the same proposal. To be precise, even for periodical continuance of temporary posts/CLR engagement/contract engagement, fresh files are being received each time. This leads to unforeseen hardship/delay in processing such proposals.

2. Therefore, the Administrative Departments shall henceforth strictly avoid sending of multiple files to the Finance Department pertaining to the same subject.

// By Order//

  
(S. SIVAKUMAR)  
**UNDERSECRETARY(FINANCE)**

To

All Secretariat Departments  
All Heads of Department

Copy to

The Joint Secretary (Finance).