

NO. 31015 /DSE/ESTT.IV/2026
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION

Puducherry, dt.15-10-2026

CIRCULAR

Sub: DSE – Estt.IV – Confirmation of services in the entry grade post - Particulars called for – Reg.

It is incumbent upon the Heads of Offices to ensure that proposals for confirmation of services of teachers are submitted to this Directorate immediately upon their successful completion of the prescribed probation period, subject to fulfillment of the applicable conditions, so as to facilitate timely scrutiny and issuance of confirmation orders.

2. It has, however, been observed that certain teachers appointed earlier are yet to be confirmed in their respective entry-grade posts. In order to identify and process the pending cases of eligible teachers who have been left out without confirmation, it has been decided to undertake a **one-time measure** to collect the requisite particulars from all the Heads of Offices concerned.

3. Accordingly, **all Heads of Offices are hereby directed** to furnish the particulars of all teachers working under their control whose services are yet to be confirmed in their respective entry-grade posts, in the prescribed proforma along with the following documents:

- (i) Attested copy of the bio-data page of the Service Book.
- (ii) Attested copy of the page of the Service Book containing the declaration of probation.
- (iii) Reference number of submission of the property return of the individual concerned.
- (iv) Reason for the delay in submission of the proposal

4. The complete particulars, along with the requisite documents, shall be submitted to this Directorate **on or before 30.11.2026**, without fail, to enable further necessary action for confirmation of their services. Any pending proposals submitted after 30.11.2026 will be viewed seriously.

5. This may be treated as **“TOP PRIORITY.”**

/By Order/

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FLORA PUSHPA VERBINA JAYARAJ
Date: 15-10-2026 13:24:52

(F.P.VERBINA JAYARAJ)
JOINT DIRECTOR (ADMN.)

To

1. All Heads of Offices / Inspecting Officers of this Department, Puducherry / Karaikal / Mahe / Yanam.
2. The Computer Section of this Directorate.... To upload in the official website of