

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

No.01/DSE/Accts.III/GPF/2026

Puducherry, 30-06-2026

CIRCULAR

Sub: DSE – Accts. III – GPF – Submission of GPF Applications
through E-file/E-office – Instructions - Reg.

Kind attention is drawn to the subject mentioned above,

2. The implementation of e-Office is aimed at strengthening governance for facilitating efficient, transparent, and streamlined inter and intra-governmental processes. It also supports the vision of paperless governance by effectively utilizing Information and Communication Technology (ICT) tools in the field of e-Governance.

3. As a part of the above initiative, this Department proposes to switch over the process of issuance of GPF sanctions from physical mode to digital mode as a measure towards achieving paperless e-Governance with effect from 01.07.2026 onwards.

4. In order to implement the process of submission of GPF applications through e-Office by utilizing ICT tools, the Inspecting Officers of this Department are requested to instruct the DDOs under their control to strictly adhere to the instructions mentioned at para 5 & 6 below.

5. It is mandatory for the concerned authorities/DDOs to digitize the supporting documents mentioned below and to forward the GPF applications to this Directorate through their respective Inspecting Officers(IO's) only for issuance of sanction not later than 15th of every month in a consolidated manner and to avoid sending in piece-meal method.

a) Scanned Documents in PDF Format:

- GPF Application.
- GPF Account Slip
- Copy of Previous Sanction Order if any.
- PACT Slip of DAT

b) Sanction Order :

- Upload the Draft Sanction Order in editable Word Format .

6. The Inspecting Officers(IO's) shall instruct their DDOs working under their control to maintain scanned copies of GPF sanction files, including note sheets and related correspondence, in a consolidated manner under a single file for each financial year, so as to facilitate easy access, search, retrieval, reference, and future record management process scrupulously.

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7. Henceforth, all GPF applications shall be routed through the concerned Inspecting Officers to this Directorate through e-File/e-Office from July 2026 onwards without fail.
8. This issues with the approval of the Director, DSE, Puducherry.

Digitally signed by
FLORA PUSHPA VERBINA JAYARAJ
Date: 30-06-2026 13:02:15

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

To

1. The Joint Director/Deputy Director(Secondary Education), Puducherry/Karaikal
2. The CEO, Puducherry/Karaikal/Mahe
3. The Deputy Director (Women), Puducherry
4. The Delegate to DSE, Yanam
5. The DIS, (Zone – I,II,III,IV,V) Puducherry/Karaikal
6. The DPA , Computer Section ----- for hosting in the official website.