

No.C2/I/50906/2026

GOVERNMENT OF PUDUCHERRY

DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

O/o THE SPECIAL SECRETARY (REVENUE)-cum-DISTRICT COLLECTOR

Puducherry, dt. 17-08-2026

CIRCULAR

Sub.:DRDM – Online issuance of Revenue Certificates through ServicePlus Portal – Acceptance of Caste/Community Certificates by Government Departments/Institutions – Instructions – Reg.

It is hereby informed that, with the approval of the Hon'ble Lieutenant Governor of Puducherry, the Department of Revenue and Disaster Management has introduced an online mechanism, through the ServicePlus Portal, for the application, processing and issuance of various Revenue Department certificates, namely, Residence Certificate, Income Certificate, Caste/Community Certificate, Economically Weaker Section (EWS) Certificate and Legal Heir Certificate, in addition to Patta Transfer services.

2. With effect from 17.08.2026, the aforesaid services are being delivered through the said online system. Certificates issued through the Portal are digitally generated and bear a Quick Response (QR) Code, which enables online verification of their genuineness and authenticity.

3. With a view to avoiding repeated issuance of Caste/Community Certificates and the consequent inconvenience caused to applicants/beneficiaries, it is clarified that a Caste/Community Certificate issued by the competent Revenue Authority, and which continues to remain valid and has not been cancelled, modified or otherwise invalidated, shall ordinarily be accepted by all Government Departments, Institutions, Corporations and other authorities for purposes of admission, scholarships, educational benefits, employment-related benefits and Government welfare schemes, subject to fulfilment of the eligibility conditions applicable thereto.

4. Accordingly, a fresh Caste/Community Certificate shall not be insisted upon from an applicant/beneficiary merely on the ground that the certificate is being submitted in connection with a different scholarship, admission, educational benefit, employment-related benefit or welfare scheme, except in cases where a fresh certificate is specifically required under any statutory provision, rule, regulation or binding scheme guidelines. Wherever verification is considered necessary, the genuineness of the certificate may be ascertained through the QR Code/online verification facility available on the Portal.

5. However, in respect of certificates relating to particulars that are liable to change over time, such as Residence and Income, the concerned Departments/Institutions may continue to obtain/insist upon fresh certificates, wherever required, in accordance with the rules, eligibility conditions and guidelines applicable to the service, scheme or benefit concerned.



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6. All Departments, Institutions and authorities concerned are requested to issue suitable instructions to their subordinate offices and officers dealing with admissions, scholarships, employment, welfare schemes and other citizen-centric services, to ensure uniform compliance with the above procedure and to avoid unnecessary insistence on repeated/fresh Caste/Community Certificates from applicants/ beneficiaries.

Digitally signed by
KULOTHUNGAN A IAS
Date: 17-08-2026
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**SPECIAL SECRETARY (REVENUE)
-CUM-DISTRICT COLLECTOR**

To

1. All Heads of Departments/ Public Sector Undertakings/ Local bodies, Government of Puducherry.
2. The Sub/Deputy Collector (Revenue)- North/ South/ Karaikal/ Mahe/ Yanam.
3. The Tahsildar/Dy. Tahsildar, Taluk/Sub-Taluk Office, Puducherry/ Oulgaret/ Villianur/ Bahour/ Karaikal/ Thirunallar/ Mahe/ Yanam.