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GOVERNMENT OF KERALA

Finance (Inspection Works Wing) Department

CIRCULAR

No. 63/81/Fin.

Dated, Trivandrum, 3rd November, 1981.

Sub: Inspection Reports—Registers of Inspection Reports—Maintenance of—
Instructions issued.

According to the instructions issued in Circular Memorandum No. 57374/Ins. 2/65/Fin. dated 15th November 1965 the normal time limit fixed for sending first replies to Inspection Reports is four weeks from the date of receipt of each report. Even if final replies to certain paras in the report could not be furnished within the time limit the first reply should not be delayed on that account. In respect of points/paras which require longer time to give final reply, interim reply has to be given indicating the action taken to rectify the defects pointed out in the Inspection Report. Despite the above instructions it has come to the notice of Government that first replies to the Inspection Report are not given to the Accountant General within the time limit fixed. Final replies are also delayed very badly.

2. During inspection of offices it is also noted that Heads of Offices are not in a position to say the number of reports and paras outstanding without referring to the relevant files. Prompt action is also not taken to give replies to the pending paras. In order to watch the receipt of Inspection Reports and also to ensure that first replies are sent within the time limit and the final replies as expeditiously as possible the following instructions are issued:

- (i) A register in the form appended should be maintained immediately in every office to note the details of the pending Inspection Reports and paras.
- (ii) Details of all Inspection Reports and outstanding paras should be entered in the register with the help of the Half Yearly Statements received from the Accountant General. Particulars of Inspection Reports received hereafter should also be entered in the register.

GPT 4/4136/MC.

- (iii) The register should be inspected by the Head of Office or an officer authorised in this behalf atleast once in a month and the action taken to clear the outstanding paras should be verified and instructions issued for the speedy clearance of the outstanding paras.

P. NAMASIVAYAM,
Additional Secretary.

To

The Accountant General, Trivandrum
All Heads of Departments and Offices
The Secretary, Kerala Public Service Commission (with C.L.)
The General Manager, Kerala State Road Transport Corporation
(with C.L.)
The Secretary, Kerala State Electricity Board, (with C.L.)
The Registrar of High Court, Ernakulam (with C.L.)
The Registrar, University of Kerala/Cochin/Calicut (with C.L.)
The Registrar, Agricultural University, Mannuthy, Trichur (with C.L.)
All Special Secretaries, Secretaries, Additional Secretaries, Joint
Secretaries, Deputy Secretaries and Under Secretaries to Govern-
ment.
The Secretary to Governor.
The Under Secretary to Chief Secretary.
The Private Secretaries to Chief Minister and all other Ministers.

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REGISTER OF INSPECTION REPORT

Sl. No.	Date of receipt	A. G.'s Office letter No. & date	Period covered by the report	Total No. of paras	Date on which 1st reply sent to A. G.	Particulars of reply	Reason for the delay in furnishing the final reply	Date on which final reply sent to A. G.	Particulars of reply	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)