

Kerala Gazette No. 49 dated 5th December 1978

PART I



GOVERNMENT OF KERALA

Abstract

OFFICE PROCEDURE—A MANUAL OF OFFICE PROCEDURE FOR USE IN OFFICES
OTHER THAN THE SECRETARIAT—AMENDMENT ISSUED

GENERAL ADMINISTRATION (RULES) DEPARTMENT
G.O. (P) No. 503/78/GAD. Dated, Trivandrum, 17th November 1978.

ORDER

The following amendment is issued to the Manual of Office Procedure
namely :—

In the said Manual, after paragraph 166 and the entries thereunder the
following shall be added as paragraph 167.

“167 Peons. —Peons will be under the immediate control of the section
heads who are responsible for the transaction of work in the sections and
officers. They are expected to do the duties allotted to them by section
heads and clerks and also by the officers to whom they are attached. The
ministerial staff should not use peons for their private work.”

By order of the Governor,
C. RANGASWAMY,
Under Secretary.

G. 1965

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- All Heads of Departments and Offices
- All Departments of the Secretariat (all sections)
- The Secretary, Kerala Public Service Commission (with C. L.)
- The Registrar, University of Kerala, Trivandrum. "
- The Registrar, University of Calicut, Calicut "
- The Registrar, University of Cochin, Cochin "
- The Registrar, High Court, Ernakulam "
- The Advocate General, Ernakulam. "
- The Registrar, Kerala Agricultural University Trichur "
- The Accountant General, Trivandrum.
- All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.
- The Secretary to Governor.
- The Private Secretaries to the Chief Minister and other Ministers
- The Under Secretary to the Chief Secretary

GENERAL ADMINISTRATION DEPARTMENT, TRIVANDRUM, 17th November 1952.

The following amendments are made to the list of officers mentioned in the above list:-

1. The name of the Secretary to the Government is changed to the Secretary to the Government.

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3. The name of the Secretary to the Government is changed to the Secretary to the Government.

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9. The name of the Secretary to the Government is changed to the Secretary to the Government.

10. The name of the Secretary to the Government is changed to the Secretary to the Government.

In order to the Secretary,
 GENERAL ADMINISTRATION DEPARTMENT,
 TRIVANDRUM.