

Copy of Circular No. C&M(1)44958/83 dated 9-6-1983 of the Chief Engineer, General, Trivandrum to the Superintending Engineer, Irrigation Central Circle, Trichur.

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Sub: Office procedure – Inspection of offices of Head of Departments by the  
By the Secretaries to Government – Instructions – regarding.

Ref: G.O.MS.No.4/83 P&ARD dt. 11-5-1983.

In the above G.O. Government have ordered that the offices of the Heads of departments will be inspected annually by the Secretaries to Government that the finding of the Inspection will be brought to the notice of the Minister concerned, and that the Head of the Department will be held personally responsible for the rectification of the defects in time.

The following instructions are therefore issued for the information of the subordinate offices for compliance. (1) The instructions in the manual of office procedure may be strictly complied within official transactions,. Personal requester and allied registers should be inspected on the due date according to a rational schedule of inspection drawn up. (ii) All registers prescribed to be maintained should be kept properly and up to date (iii) closed file should be sent to the records at regular intervals and the record room maintained properly.

The supervisory officers will be held personally responsible for the proper functioning of the office. Cases of persons who fail to co-operate with these instructions may be brought to the notice of the undersigned by the Head of office concerned for initiating appropriate disciplinary action.

The Superintending Engineers will acknowledge the receipt of this circular and report the action taken in each of the offices under his control for the implementation of these instructions. The Deputy Chief Engineer (Administration) and the Administrative Officer will be visiting all the offices to verify compliance of these instructions from 1<sup>st</sup> August 1983 onwards.

The Deputy Chief Engineers and Administrative Assistant at Head Quarters will initiate suitable action in the lines indicated above in the respective branches under their Control.

Sd/-  
Chief Engineers (General)

Endt. On vig.192/83 dt. 13-10-1983.

Copy forwarded to all Executive Engineers for attention and necessary action. He is requested to report the action taken on the points raised in Chief Engineer's circular.

Copy to all Section in this office.

Copy submitted to the Superintending Engineer's table.

Copy to AA,AA,FA, SS,JS,HS,HC,HDS AND STOCK FILE.

For Superintending Engineer.