

GOVERNMENT OF KERALA

Abstract

Stationery Department – Typewriters supply to Government Offices – procedure for –
Revision of – Orders issued -

Education (J) Department

G.O.Rt.No.893/66/Edn.

Trivandrum, Dated, 04-04-1966.

ORDER

The procedure followed at present for the supply of Typewriters laid down in item 51 of Appendix IV of the Kerala Financial Code, Vol.II according to which Departments or offices have to obtain typewriters only by indent on the Stationary Department with the sanction of Government in each case. Thus, after the sanction of Government for the supply of a typewriter to a Department or office is received, the usual procedure is for the Department or office to place an indent for it to the Controller of Stationery.

An instance of considerable delay in the supply of a typewriter an office where the typist had joined duty, has recently come to the notice of Government.

In order to avoid such delay in future it is necessary to simple the procedure for the supply of typewriters. Government are therefore pleased to order that, in future, when the supply of a typewriter is sanctioned to an office that office should move the Controller of Stationery for the necessary typewriter immediately after such sanction is received. The controller of stationery should treat a request from a higher authority also as requisition for the typewriter. Government also order that a typist sanctioned to an office should normally be permitted to join duty only after the typewriter is received.

By Order of the Governor,

T.B. Pareed,
Assistant Secretary.

To

All Heads of Departments and Offices

Endt. On L.Dis.A5-14325/66 dated 6-5-1966

Copy to all subordinate officers for information and guidance. Copy to stock file, B1 section.

Chief Conservator's Office,
Trivandrum.

Sd/-
For Chief Conservator of Forests

Endt. On R-8208/66 dated 30-8-1966

Copy to E1, E2 and stock file.

For Conservator of Forests