

Copy of Circular No. 25014/83/O&M(mi) dated 15-1983 of the Chief Engineer, General, Trivandrum, to the Superintending Engineer, Irrigation Central Circle Trichur.

There had been severe criticism from Government regarding the volume of pendency of files during the last several months. This office had been finding it difficult to attain the minimum target of 30% disposal fixed by Government in many months. Instances are not rear when even the first reference on a subject is not even considered initially in the concerned seat for months and even D.O. reminders are not replied with at least on interim reply. The attention of all concerned is drawn to those awkward situation and they are requested to make a conscientious effort in disposing of as many cases as possible in future. By sending reminders promptly the officers concerned will be getting an opportunity to locate the pendency and to initiate appropriate action for the disposal of such cases.

The subordinate officers are also requested to co-operate with this venture by promptly replying to the communications from this office.

The under signed will not hesitate to take disciplinary action against the officer and staff concerned, in case there is undue delay in transacting officer and staff concerned, in case there is undue delay in transacting official business for no valid reasons.

Sd/-
Chief Engineer

To

All Deputy Chief Engineers/superintending Engineers/Administrative Officer/Administrative Assistants/Finance Officers/Executive Engineers and All the section heads in the Chief Engineer's office.
Copy for information to the Chief Engineer (B&R). Irrigation, etc. etc.

Endt. On vig.189/83 dt. 15-7-83.

Copy to all Executive Engineers.
Copy to PA,AA,SS,FA,JS,HDs AND STOCK FILE.
Copy to all sections in this office.

For Superintending Engineer.