

GOVERNMENT OF KERALA

Personnel and Administrative Reforms (AR-14) Department

CIRCULAR

No. 9661/AR-14(2)/2011/P&ARD. Dated, Thiruvananthapuram, 30th June, 2011.

Sub:—100 Days Programme of Government—Observance of "Intensive File Disposal Period" from July to August 2011—Instructions issued.

- 1. It is observed that a large number of files are pending for disposal in Government Offices including Government Secretariat. The matter is viewed seriously and Government have decided to dispose of maximum number of pending files which have no legal formalities to complete immediately and included the same as one of the items in the 100 days programme already launched. For the effective disposal of the long pending files an intensive file disposal drive from July, 2011 to August, 2011 is being launched. During this drive, all Secretaries and Heads of Departments shall adopt effective measures for the disposal of pending files.
- 2. All Secretaries, Heads of Departments and Head of Offices shall submit a consolidated report in every fortnight from the first fortnight of July, 2011 onwards in the Proforma enclosed. They shall give instructions to their subordinate Officers to participate in this drive and dispose maximum number of pending files. The consolidated details in every fortnight shall be forward to Government after the second day of the fortnight itself.
- 3. All Secretaries/Heads of Department and other Officers are requested to co-operate with the intensive file disposal drive and have to ensure the disposal of maximum number of pending files during the period.

Dr. P. Prabakaran,

Chief Secretary.

NAME OF DEPARTMENT

STATEMENT SHOWING DETAILS OF THE FILES DISPOSED AS PART OF THE 'INTENSIVE FILE DISPOSAL DRIVE'

PERIOD - SECOND FORTNIGHT OF JULY (16/07/2011 TO 31/07/2011)

		Total files		Details of pending files						
		100	ai illes	Below 6 month		Between six month & one year		Between one & two year	Over two years	
SI No	Sections	Balance No. of files after the disposal done in the first fortnight [1] No. of files disposed of during the Second fortnight of July 2011 [2]	(16/07/2011 to 31/07/2011) No. of files remaining to be disposed as on 01-08-2011 [3]&[4] (9+13+17+21) Percentage of disposal	Balance No. of files after the disposal done in the first fortnight [5] No. of files disposed of during the	Second formight of July 20 1 (16/07/2011 to 31/07/2011) c No. of files remaining to be disposed as on 01-08-2011 (7-8) Percentage of disposal	Balance No. of files after the disposal done in the first fortnight [6] No. of files disposed of during the Second fortnight of July 2011	No. of files remaining to be disposed as on 01-08-2011 (11-12) Percentage of disposal	Balance No. of files after the disposal done in the first fortnight [7] No. of files disposed of during the Second fortnight of July 2011 (16/07/2011 to 31/07/2011) No. of files remaining to be disposed as on 01-08-2011 (15-16) Percentage of disposal	Balance No. of files after the disposal done in the first fortnight [8] No. of files disposed of during the Second fortnight of July 2011 (16/07/2011 to 31/07/2011) No. of files remaining to be disposed as on 01-08-2011 (19-20)	
1	2	3 4	5 6		8 9 10	11 12	13 14	15 16 17 18	19 20 21 22	
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	Total		•	1						

- [1] 3rd Column Should be the sum of 7th ,11th ,†5th and 19th columns, (7+11+15+19= 3rd Column)
- [2] 4th Column Should be the sum of 8th ,12th ,16th and 20th columns, (8+12+16+20= 4th Column)
- 5th Column Should be the sum of 9th ,13th ,17th and 21st columns, (9+13+17+21= 5th Column)
- [4] 3rd Column of the Statement should be the 5th column of previous fortnight (Also Sl.No. 1)
- [5] 7th Column of the Statement should be the 9th column of previous fortnight
- [6] 11th Column of the Statement should be the 13th column of previous fortnight
- [7] 15th Column of the Statement should be the 17th column of previous fortnight
- [8] 19th Column of the Statement should be the 21st column of previous fortnight