

Copy of Circular Memorandum No.55526/F7/65/Home dated 29<sup>th</sup> January, 1966 from the Deputy Secretary, Home (F) Department, Trivandrum, to the All Heads of Departments.

Sub:- Abnormal delay and slackness of work in the offices of Heads of Departments and other offices – curing of – Instructions - Issued

It has come to the notice of the Government that in several offices pending files are lying idle without action for periods ranging from one month to one year and on the part of the Government employees who deal with such files. The only effective method of during this delay would be to emphasise the importance of the supervisory duties of the various grades of officers. The ministerial heads of the offices, viz. Head Clerk, Manager, Superintendent, Sheristadars, as the case may be has to account for the delay in the Sections though the delay may be in a file entrusted to the Clerks. The Heads of Offices are also responsible for delay in the disposal of files in their offices. When supervisory officers and heads of offices fail to make effective supervision of work and allow delay to exist in the offices it should be considered as dereliction of duty on their part and they should be made liable for disciplinary action.

2. The Government would impress upon all the ministerial and supervisory officers as well as Heads of Offices the need to reduce delay in the disposal of files and thus check the kind of corruption that goes hand in hand with delay. Penalising the Clerks alone for delay is not sufficient to remove the defect. The supervisory officers and heads of offices should also devote a part of their time every day to attend to long pending files and help their disposal, instead of waiting till the files are put up to them in the usual course. The supervisory officers and heads of offices should handle such files personally and should see that they are disposed of quickly.

3. It has also come to the notice of the Government that inspecting officers like co-operative and Panchayat Inspectors etc. are not carrying out their work of inspection properly with the result that serious defects and irregularities which should not have escaped their notice in the normal course came to the notice of higher authorities at the time of their inspection. This kind of slackness and dereliction of duty on the part of such

officers should not be tolerated. The Heads of Departments who come across such instances should take stringent action against such officers. No leniency should be shown in such cases.

4. The Government, therefore, direct that the above instructions shall be followed strictly.

Endt. On B2-4227/66 (F.Dis) dated 14-2-1966

Copy forwarded to all Sub Offices for information and strict attention. Copy to all officers and sections in this office. Copy to B2 Stock file, etc. etc.

Chief Conservator of Forests,  
Trivandrum.

For Chief Conservator of Forests

Endt. On F.Dis (G2) 3142/66 dated 14-03-1966

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for Chief Conservator of Forests