

OFFICE OF THE CHIEF ENGINEER
LOCAL SELF GOVERNMENT DEPARTMENT
3RD FLOOR, REVENUE COMPLEX
PUBLIC OFFICE COMPOUND,
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CIRCULAR


Sub:- Updating contact details of Head of Engineering Wing of LSGIs – reg.

All head of the Engineering Wing officials of (Grama / Block / District Panchayaths / Municipalities / Corporations) are directed to update the contact details in the google sheet **P-1020** published in the contacts page of www.celsgd.kerala.gov.in (contact / e-mail IDs). The following points should be followed while updating.

1. The name, PEN No, Mobile No. , Office land telephone No (if any) of the present officer should be entered.
2. If there is correction or change in the official e-mail ID, that should be corrected.
3. A separate official e-mail ID should be provided for each LSGI. In the case of cluster panchayath, both HQ and the other panchayath included in the cluster must be give with separate e-mail ID's. The e-mail ID should be strictly official e-mail ID only.
4. All officers should fill the Original charge / Additional charge column. In the case of additional charge, the name of the Head Quarter (HQ) LSGI where the officer is holding the original charge should be entered.
5. All are directed to write "verified" in the Remarks column after through verification / modification of the details. The date of verification / updation should also be entered in the Remarks.
6. This google sheet should be compulsorily updated between 1st and 10th day of every month.
7. The above correction for this month shall be made before 10.12.2018.

The Assistant Executive Engineer's in all Block Panchayaths should see that the details of the Engineers in the subordinate Grama panchayaths under his jurisdiction are correctly entered.

Superintending Engineers / Executive Engineers / Assistant Executive Engineers of Corporations/ Circle offices / Municipalities / District Panchayaths / Block panchayaths are directed to supervise the above updations.


Chief Engineer