

**Urgent- Meeting 11-07-2013**

OFFICE OF THE CHIEF ENGINEER  
LOCAL SELF GOVERNMENT DEPARTMENT  
3<sup>RD</sup> FLOOR, REVENUE COMPLEX  
PUBLIC OFFICE COMPOUND  
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**No. DB2-6748/12/CE/LSGD**

**Dated 01.07.2013**

**Circular**

A State level meeting cum workshop on rechecking and updating the Assets of Local Self Government Institutions using the 'Sachitra' software of IKM is scheduled for 11.07.2013 from 11.00 AM to 3.00 PM at KILA, Mulakunnathukavu, Thrissur. All Executive Engineers of District Panchayaths and Superintending Engineers of North & South Circle, are directed to attend this meeting. State Performance Audit Officer, Chief Engineer, LSGD, Deputy Director of Panchayaths, IKM coordinators and others concerned with Asset documentation will attend the meeting.

The Executive Engineers of District Panchyaths in coordination with Deputy Director of Panchayaths of the respective Districts should conduct a district level meeting cum workshop for all Asst Engineers, Overseers and Secretaries of Grama Panchayaths, immediately after this meeting. If necessary, two meetings/workshops may be conducted depending on the number of persons per workshop. Executive Engineers may consult with Deputy Director of Panchayaths of the respective District to fix a date and venue for the same between 15.07.2013 and 18.07.2013.

The Executive Engineers may also conduct a district level meeting cum workshop for Assistant Executive Engineers, Assistant Engineers, Overseers of Block Panchayaths along with Block Panchayaths Secretaries in coordination with Additional Development Commissioner (Rural Development Department) of respective Districts for the same. The date should be fixed between 15.07.2013 & 18.07.2013, after due consultation.

The Superintending Engineers of North & South Circle in coordination with Regional Directors of Urban Affairs Directorate may conduct a meeting cum workshop for all Municipal & Corporation technical staff along with Secretaries of the respective local bodies. For fixing the venue and date, they may consult with regional offices of Urban Affairs Department. The date should be selected between 15.07.2013 & 18.07.2013.

All Executive Engineers and Superintending Engineers may finalize and submit a copy of the proceedings issued by them for the meeting (between 15.07.2013 and 18.07.2013 with date and venue) for the district level / region wise meeting, when they attend the meeting on 11.07.2013.

  
CHIEF ENGINEER