

No.E20/1168/2015/CE/LSGD

Dated : 01.07.2015

### Circular

Sub:- LSGD – Engineering Wing – Irregularities in the offices of Local Self Government Institutions – Guidelines issued – reg.

Ref:- 1) Vigilance Dept. Lr. No. 12308/D1/14/Vig dated 30.10.2014.  
2) Govt. Lr. No. 73073/EW2/14/LSGD dated 27.01.2015 & 03.06.2015.

The surprise inspections conducted by Government in various offices of Engineering Wing noticed, many irregularities in office procedures, Lack of responsibility / discipline etc in various technical files. As per reference cited, Govt. directed to implement the following corrective measures on Engineering Wing office at Panchayath.

- 1) List of all Measurement Books under the custody of Assistant Engineer is to be maintained. The list is to be handed over to the successor while relieving of office charges / duties.
- 2) Plan copies of all technical plan including building permit, occupancy etc is to be filed by Assistant Engineer and Overseer with file no. of Panchayath and recommended remarks (recommended permit / occupancy / revision or modification in the plan / revised plan / rejected etc.)
- 3) A file in Engineering wing office are to be maintained with current file in date wise chronological order and note files are to be written and affixed with date, name & designation seal of officer, as per MOP.
- 4) The Assistant Engineer who recording the Measurement Book and Assistant Executive Engineer who check measuring the Measurement Book should be signed with date, name & designation of officers with date.
- 5) In some Grama panchayaths instead of Engineering Wing found using the office board as Public Works Wing. Strict direction is issued to use only LSGD Engineering Wing as office board.

All controlling officers concerned are directed to implement the above correction measures in the offices under their control. ~~Strict disciplinary actions may be~~ initiated against those who are not obeying the above directions.

  
Chief Engineer