

OFFICE OF THE CHIEF ENGINEER
LOCAL SELF GOVERNMENT DEPARTMENT
3RD FLOOR, REVENUE COMPLEX
PUBLIC OFFICE COMPOUND,
THIRUVANANTHAPURAM -33

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No. E10 - 9490/2011/CE/LSGD

Dated : 23/10/2013

CIRCULAR

Sub: Estt - LSGD – Procedure to be adhered by all officers in connection with handing over records, valuables and M. Books to successors while relief of charges – strictly followed - Reg.

Ref: Govt. Letter No. 29593/EW2/11/LSGD, dated 09/05/2013

It is brought into the notice of the undersigned and Government that there were so many instances for not following the rules, procedures and codal provisions in connection with the handing over records, valuables and M.Books to successors while relief of charges.

Hence all officers under my jurisdiction are hereby directed to strictly adhere the rules and provisions contained in the documents mentioned below in connection with transfers of charge in future especially with valuables, records, M.Books and all other documents.

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| 1. Report of transfer of charge of
Gazetted Government Officers
and transfers of charge of divisional
and sub divisional officers & executive
subordinates including Divisional
Accountants | } | (i) Article 81 of KFC. Vol. I
(ii) Paragraphs from 327 to 336 of Kerala
Public Works Department Code
(iii) Paragraphs from 23.1.1 to 23.2.2
of Kerala Public Works Account
Code. |
|--|---|---|

(P.T.O)

2. M.Books and record of M.Books
- (i) Article 189 of KFC Vol. I
 - (ii) Paragraphs 10.2.9 to 10.2.15 of Kerala Public Works Account Code.

Any relectancy or deviation or violation from the part of the officers concerned in this regard should invite disciplinary action against them and find no loop hole for excuse. Hence each officer is hereby once again directed to strictly follow the codal provisions and to act as dutiful civil servants.


CHIEF ENGINEER

To

1. All Superintending Engineers and all the Project Directors of the PIUs. *and all the Executive Engineers of the District Panchayaths.*
(You are directed to circulate the copy of the Circular to all Assistant Executive Engineers and Assistant Engineers under your jurisdiction with proper acknowledgement receipt).
2. Copy to Website

n.p/-