

URGENT

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GOVERNMENT OF KERALA

No.66952/EW2/13/LSGD.

Local Self Government (EW) Department,
Thiruvananthapuram, Dated, 24-01-2014

From
The Secretary to Government.

To
The Chief Engineer,
LSGD, Thiruvananthapuram.

Sir,
Sub:- LSGD - EW - Government Inspection - Reg.
Ref:- Vigilance Dept. letter No. 10438/D1/13/Vig. dated 08-10-2013.

I am to request you to direct all Overseers and Clerks of Engineering
Wing Offices to maintain Personal Register with the following entries.

1. File No and name with address of applicant.
2. Date of receipt of file for site inspection/technical report by concerned Overseer
3. Date of return the file with report / remarks of Overseer
4. Remarks of Overseer on the file:recommended / rejected / notice is to be issued / plan to be revised etc.

The Action Taken Report to be furnished to Government within a week.

Yours faithfully,

Sd/-
SELVARAJAN. L
Under Secretary
For Secretary to Government

Approved for issue

Section Officer