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GOVERNMENT OF KERALA 7101  
LAW (INSPECTION WING) DEPARTMENT

C I R C U L A R

No.2157/B1/02/Law. Dated, Thiruvananthapuram, 11.6.2002.

Sub:- Streamlining the procedures of receiving and returning of files - reg.

The Hon'ble Lck Ayukta in their order dated 12.6.2001 in complaint No.386/2000 filed by Shri.K.E.Mammen has expressed their displeasure due to non-production of certain Government/Departmental files before them. One of the files which has found missing was a file of Excise Department entrusted to the office of Advocate General. An enquiry was conducted in the matter and it was found that lapses and lack of accountability in receiving and returning the documents had lead to such a situation. The following guidelines for streamlining the procedure of receiving and returning of files to avoid missing of Govt./Departmental files in the office of the Advocate General, Kerala, Ernakulam, are hereby issued for strict compliance :-

1. Files/disposals from Government/Heads of Department shall be received through the office of the Advocate General only.
2. Proper acknowledgement shall be given in all such cases.
3. Files/disposals shall be handed over to Government Pleaders only and that too on proper acknowledgement.
4. The return of the same may be ensured and acknowledged.
5. Files/disposals shall be returned to Govt./Heads of Departments soon after the requirement is over by registered post or by hand for which proper receipt shall be obtained.

Advocate General Kerala, Ernakulam will make proper arrangements in his office in this regard.

All Departments of Govt. Secretariat and Heads of Department shall co-operate with the Advocate General in this regard.

V.RAM KUMAR  
LAW SECRETARY.

To  
The Advocate General, Ernakulam, Ernakulam:  
All Secretaries and Heads of Departments.  
Endt. No.B5-14952/2002, Dated: 16.7.2002.

Copy forwarded to all Chief Conservator of Forests, Conservator of Forests, Divisional Forest Officers, Wild Life Wardens and Asst. Conservator of Forests.

for Chief Conservator of Forests(Admn.)