



GOVERNMENT OF KERALA

Abstract

PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT—SPECIAL DRIVE FOR INTENSIVE CLEARANCE ON PENDING FILES IN THE GOVERNMENT OFFICES—OBSERVANCE OF INTENSIVE FILE DISPOSAL MONTH DURING JANUARY 2003—INSTRUCTIONS ISSUED

PERSONNEL AND ADMINISTRATIVE REFORMS (E) DEPARTMENT

G.O. (P) No. 52/2002/P & ARD. Dated, Thiruvananthapuram, 7th December, 2002.  
 Read:—Minutes of the Annual Conference of Collectors and Heads of Departments held on September, 2002.

ORDER

Government have decided to carry out an intensive file disposal programme during the month of January, 2003 in order to clear the pending files. All the Departments in the Secretariat will ensure that maximum number of files are disposed of during this month. Heads of Departments will ensure that maximum number of files are disposed of in their own offices and also in the subordinate offices under them with particular attention for redressal of public grievances during this month.

A review of the file disposal in respect of the Secretariat Departments will be submitted by the Principal Secretary/Secretary to Government to the Minister concerned through Chief Secretary in the attached Pro forma by 5-2-2003 with a report on the progress of the file disposal in the Secretariat and in the Departments.

Heads of Departments will also furnish the details of disposal of files in the prescribed Pro forma to the concerned Secretaries with a copy to Personnel and Administrative Reforms (E) Department by 5-2-2003. The Personnel and Administrative Reforms (E) Department will submit a consolidated report to the Chief Minister through Chief Secretary on or before 10-2-2003.

By order of the Governor,  
 N. CHANDRASEKHARAN NAIR,  
 Chief Secretary.

GCPT. 3/4580/2002/DTP/500.

- Additional Chief Secretary.
- All Principal Secretaries/Secretaries.
- The Principal Secretary to Chief Minister.
- All Heads of Departments.
- All Departments of the Secretariat including Law & Finance.
- The District Collector.
- The Director of Public Relations.

Copy to:

- The Private Secretary to Chief Minister.
- The Private Secretary to Ministers.
- The Joint Secretary to Chief Secretary.
- Stock File.

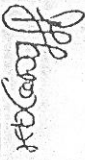
Statement showing the details of disposal of files during the "Intensive File Disposal Month" January-2003

Name of Department	Total No. of files disposed	Balance	Percentage
Over 2 years			
Between 1 & 2 years			
Between 6 months and 1 year			
Total			
ADP (PLS&P)			
ADP (PLS)			
CC (C)			
COF (H)			
COF (P)			
COF (PLB)			
COF (EDC)			
SAI			
SAI			

E2-32588/02

Dated 24.12.2002

Copy with copy of proforma forwarded to all Chief Conservators of Forests, Conservators of Forests and Divisional Forest Officer. They are requested to furnish the consolidated details of disposal of files in the prescribed proforma under their control on or before 03.02.2003.



For Chief Conservator of Forests (Administration)

Copy to all sections of the Office.

Imp. No. 02-185/2003 Dated, 01.02.03.

*Copy of the Government Order and Proforma forwarded to Divisional Forest Officer, Thiruvananthapuram/Varanasi/Malappuram/Perambalur. They are requested to furnish the details of disposal of files in the prescribed proforma submitted to this office on or before 01.02.2003.*

Copy to All Sections of this Office for preparing the details on the last day of the month.

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for Conservator of Forests.

