



GOVERNMENT OF KERALA

Personnel and Administrative Reforms (AR-14) Department

CIRCULAR

No. 9661/AR-14(2)/2011/P&ARD. Dated, Thiruvananthapuram, 30th June, 2011.

*Sub:—100 Days Programme of Government—Observance of “Intensive File Disposal Period” from July to August 2011—Instructions issued.*

1. It is observed that a large number of files are pending for disposal in Government Offices including Government Secretariat. The matter is viewed seriously and Government have decided to dispose of maximum number of pending files which have no legal formalities to complete immediately and included the same as one of the items in the 100 days programme already launched. For the effective disposal of the long pending files an intensive file disposal drive from July, 2011 to August, 2011 is being launched. During this drive, all Secretaries and Heads of Departments shall adopt effective measures for the disposal of pending files.

2. All Secretaries, Heads of Departments and Head of Offices shall submit a consolidated report in every fortnight from the first fortnight of July, 2011 onwards in the Proforma enclosed. They shall give instructions to their subordinate Officers to participate in this drive and dispose maximum number of pending files. The consolidated details in every fortnight shall be forward to Government after the second day of the fortnight itself.

3. All Secretaries/Heads of Department and other Officers are requested to co-operate with the intensive file disposal drive and have to ensure the disposal of maximum number of pending files during the period.

DR. P. PRABAKARAN,

*Chief Secretary.*

