



GOVERNMENT OF KERALA

General Administration (Co-ordination) Department

C I R C U L A R

No. 66430/Cdn.4/10/GAD.

Dated, Thiruvananthapuram, 22-09-2010.

Sub:- General Administration Department - Inclusion of full postal address and designation of Gazetted Officers while making correspondence with the office of the Accountant General (A&E)-Instructions Issued-Regarding.

Ref :- Letter No: GE01/EDP/MISC/10-11/000333 dated 08-09-2010 from the Senior Deputy Accountant General (GE), Thiruvananthapuram.

Senior Deputy Accountant General (GE) has requested the Government to instruct all the Heads of Departments to issue circulars to all the Gazetted officers serving in their departments to indicate full postal address of their institution/office with PIN Code while making correspondences with them so as to ensure prompt despatch of pay slips/authorisations and their proper receipt by the beneficiaries.

Government have examined the matter in detail. It is felt that if full postal address with PIN Code of the office and designation of Gazetted officers are included in the communications, it would be very convenient for proper delivery of articles. After considering all aspects, Government hereby instruct all concerned that the under mentioned details should be included while making correspondence with office of the Accountant General (A&E), Kerala, Thiruvananthapuram for pay slips / authorization etc.

- (a). The full name of the Institution/office in which the officer is attached should strictly be indicated in their correspondence and use of abbreviation should be avoided
- (b). The full postal address of the institution/office, including PIN Code number, telephone number (both land phone and mobile number) of the officer should be furnished.
- (c). The designation of the gazetted officers (in expanded form) should be specified while forwarding their correspondence to Gazetted Entitlement Sections of the office of the Accountant General (Use of abbreviation may be avoided). The Gazetted Entitlement Number of the gazetted officer may also be indicated in the correspondence.

U.K.S. Chauhan
Secretary.

To

- All Additional Chief Secretaries/ Principal Secretaries/ Secretaries in Govt. Secretariat.
- All Heads of Departments
- All Departments in the Secretariat including Law and Finance
(They are requested to bring the matter to the notice of the all concerned Offices under them)
- The Director, Information & Public Relations Department, Thiruvananthapuram
(For giving wide publicity through media)
- The Senior Deputy Accountant General (GE), Office of the Accountant General (A&E), Kerala, Trvm.
(Vide letter No. GE01/EDP/MISC/10-11/000333 dated, 08-09-2010)
- The Secretary to Governor, Raj Bhavan, Thiruvananthapuram (with CL)
- The Secretary, Kerala State Legislature Secretariat, Thiruvananthapuram (with CL)
- The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with CL)
- The Registrar, High Court of Kerala, Ernakulam (with CL)
- The Advocate General, Ernakulam (With CL)
- The Registrar, Kerala/Mahatma Gandhi/Calicut / Kannur University (with CL)
- The Registrar, Sree Sankaracharya University of Sanskrit, Kalady (With CL)
- The Registrar, Kerala Agriculture University, Mannuthy, Thrissur (With CL)
- The Registrar, Cochin University of Science & Technology, Cochin (With CL)
- Stock File/Office Copy

Forwarded/by Order,


Section Officer.

Copy to :
Additional Secretary to Chief Secretary
PA to Secretary, GAD.

Order No: A/19887/10/2010 dated 22-09-2010
Copy to All D/Os, RTI & S.I. & B.O.

For the Secretary to Government