



GOVERNMENT OF KERALA

General Administration (Co-ordination) Department

No.75188/Cdn.4/2014/GAD

Dated. Thiruvananthapuram, 28.10.2014.

CIRCULAR

Sub:- **General Administration Department - Inclusion of PIN Code in the name boards of Government Offices and the contact telephone numbers & e-mail addresses of the senders in all Government communications - Strict compliance - Reg.**

Ref:- Circular No.79342/Cdn.4/09/GAD dated 07.01.2010.

Government had given direction to include PIN Code in the address boards, seals of Government Offices, in the designation stamps and letter heads of Government offices, vide Circular referred above. It was also instructed therein to include the contact telephone numbers & e-mail addresses of the officer approving the communication just below the subscription part of the Government communications.

It is noted that the non-compliance of the above Circular by many Government officials is causing hardship to the public in contacting the sender of the communications. In this circumstance, Government hereby direct all heads of departments to strictly comply with the instructions mentioned in the above Circular. All heads of departments are strictly directed to initiate steps to include PIN Code in the address boards, seals of Government Offices, in the designation stamps and letter heads of Government offices. Contact telephone numbers & e-mail addresses of the officer approving the communication should also be included just below the subscription part of the Government communications.

E.K. BHARAT BHUSHAN
CHIEF SECRETARY

To

All District Collectors.
All Heads of Departments.
The Chief Executives of Public Sector Undertakings/Autonomous Bodies.
All Additional Chief Secretaries/Pl. Secretaries/Secretaries/Spl. Secretaries.
The Secretary to Governor, Kerala Raj Bhavan, Thiruvananthapuram (with C.L)
The Registrar General, Hon'ble High Court of Kerala, Ernakulam (with C.L)
The Secretary, Kerala Legislative Assembly, Thiruvananthapuram (with C.L)
The Secretary, Kerala Public Service Commission, pattom,
Thiruvananthapuram (with C.L)
The Resident Commissioner, Kerala House, New Delhi.
The Registrar, Kerala Administrative Tribunal, Vanchiyoore, Thiruvananthapuram.
The Registrar, University of Kerala/Mahatma Gandhi/Calicut/Cochin/Kannur
The Registrar, Kerala Agricultural University, Mannuthi, Thrissur.
The Registrar, Sree Sankaracharya University of Sanskrit, Kalady. P.O. Ernakulam.
The Registrar, Kerala University of Health and Allied Sciences, Thrissur - 680 596.
The Registrar, Kerala Veterinary and Animal Sciences University, Camp Office,
Kerala Agricultural University Campus, Mannuthi, Thrissur.
The Registrar, Kerala University of Fisheries and Ocean Studies, Panangad, Cochin.
All Departments in Government Secretariat including Law and Finance.
(they may be requested to ensure that the circular is being forwarded to all the Heads of Departments and offices under their control and the instruction is strictly adhered to)