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28/7/15-



GOVERNMENT OF KERALA
General Administration (Co-ordination) Department

No.51315/Cdn4/2015/GAD

Dated, Thiruvananthapuram, 23.07.2015.

CIRCULAR

**Sub:- Affixing office seals in official communications -
Instructions - Regarding.**

It is noticed that majority of the office sections are affixing their office seals on the reference portions or date portions of the communication received, causing problems in finding out the date of receipts/time limits of the communications especially in the High Court/Supreme Court/Lok Ayukta cases. Hence, all office sections in the departments in the Government Secretariat are strictly directed to avoid affixing office seals on the reference portions or date portions of the communications received in order to avoid such problems in future.

K.R. JYOTHILAL
Secretary to Government

To

All Office Sections in Government Secretariat including Law and Finance.
All Departments in Government Secretariat including Law and Finance.
(for information)
✓ Web & New Media, Information & Public Relations Department,
Government Secretariat
Stock File / Office Copy.

Forwarded/By Order

Section Officer

Copy to:-

The Additional Secretary to Chief Secretary.
PA to Secretary, General Administration Department.
CA to Additional Secretary, General Administration Department.
CA to Additional Secretary, Home Department.