



GOVERNMENT OF KERALA
Finance (Accounts.B) Department

No. 67879/Accts.B2/2011/Fin.

Dated, Thiruvananthapuram, 01.09.2011

CIRCULAR

Sub:- Sending disposals to Records Section – Directions issued.

All the Sections in Finance Department are strictly directed to hand over all the old disposals upto 2010 to Finance (Records) Department within 2 months positively. The details of the disposals such as No., date, subject, page No. etc. should be promptly recorded on the docket & in the Records register also.

The Section Officers/Accounts Officers concerned are personally responsible for ensuring the same.

S. SREEKUMAR,
JOINT SECRETARY (FINANCE)

To

All Sections in Finance Department.
The Office Superintendent, Finance Records (to report the receipt of items when received)
Stock file/Office copy

Forwarded/By order


Section Officer

To

Finance (IT - SF) Dept
(for website)