

OFFICE OF THE CHIEF ENGINEER
LOCAL SELF GOVERNMENT DEPARTMENT
3RD FLOOR, REVENUE COMPLEX
PUBLIC OFFICE COMPOUND,
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No.DB3/5215/2013/CE/LSGD

Dated : 04.10.2018

CIRCULAR

Sub : LSGD (EW) – Monthly updation of details of staffs in Google Sheet Proforma P-1020 – reg.

Ref :- This office circular of even no. dated 31.07.2018

This office vide reference cited has directed that all the Head of the Engineering Wing officers should update their contact details before 5th of every month in the google sheet no P-1020. On perusal of the google sheet, it is found that many of the officers haven't updated the same. It is hereby directed that all the head of the Engineering Wing of Local Self Government Institutions (Corporation / Municipality / Grama / Block / District Panchayath) should compulsorily update the google sheet P-1020 before the 5th day of every month. Those officers which haven't updated the details of the month of October 2018 should update the same before 10.10.2018. Strict action will be taken against those office heads who fail to update the same before 10.10.2018. There will not be any further direction the subjects. Every month the details should be updated before the stipulated time. The officers which have updated the details should mark (updated on date) on the remarks column.

The proforma can also be accessed from 'contact' page of www.celsgd.kerala.gov.in


Chief Engineer