

No.57898/EW2/12/LSGD.

Local Self Government (EW) Department,
Thiruvananthapuram, Dated, 15-12-2012.

CIRCULAR

Sub:- LSGD - Engineering Wing – Office procedure for LSGD Officers – Reg
Ref:- Circular No. 53526/EW3/10/LSGD dated 16-10-2012.

As per the circular referred above Government have issued guidelines for monitoring attendance in the LSGD. (EW) Offices in Kerala. Now based on the Inspection conducted at Vanimel Grama Panchayat in Kozhikode District and the issues reported from some Engineering Wing Offices and Municipal Offices, Government have decided to issue the following further guidelines for the smooth functioning of the LSGD offices. All these guidelines have to be strictly practised.

1. Overseers, Assistant Engineers and Assistant Executive Engineers should submit their monthly work report clearly by specifying their every day's field duty, place of visit, time of visit with date, to the Chief Engineer, LSGD as the Head of Department, in the first week of next month. Chief Engineer should verify the consolidated monthly work report from subordinates every month. This report is to be kept as record in the office of the Chief Engineer for submitting to Government, if requested in any case for examination.
2. Field duty of Overseer/Assistant Engineer/Assistant Executive Engineer/Executive Engineer/Superintendent Engineer etc. should be reported to the President of Grama/Block/District Panchayat, every morning. Regarding Municipality and Corporation, report should be submitted to the Chairman /Mayor of the Municipality or Corporation as the case may be, everyday morning. Chief Engineer LSGD is hereby directed to give instructions to the Engineering staff in this regard. President/Chairman/Mayor may take steps to display the daily attendance /duty of field officers of Engineering Wing through the concerned Secretaries on a notice board in front of the office so that the public may transparently understand whether the officers are on field duty and if so the place of their duty.
3. Registers are not maintained in Engineering Wing offices showing the movement of files through that office. Hence it is impossible to verify the date of receipt and date of report given on each files. This will collapse the seniority on issuing reports. Chief Engineer should direct subordinates to maintain such registers.

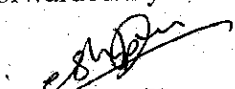
4. Office key of Engineering Wing offices also to be kept in Office of the Panchayat/Municipality/Corporation. Office key should not be kept under the personal custody of an officer, by locking the office during working hours even though due to the reason of field duty.
5. The Clerk of Panchayat, who is handling the files of building permits should be in the office of the Engineering Wing so as to ensure that the office is not closed during office time.
6. Engineering Wing Offices at Grama /Block/District Panchayats/Municipality/ Corporation are functioning as 'Self Government Departments' running parallel to the administration of Panchayats/Municipality/Corporation. Hue and cry is heard from some places on brewing discords between EW and other LSG staff. Hence a committee consisting of President/Chairman/Mayor, Standing Committee Chair Persons, Secretary and Engineers of concerned LSG Offices is to be formed for coordinating the effective function of the offices.
7. Tendency of marking office duty in the attendance register and going for personal purposes by some officers of Engineering Wing is to be curbed. Officers of Engineering Wing are hereby directed to maintain personal register or any other registers showing their movement. Their presence at work sites in field/ office will be inspected. Officers from Administrative Department will conduct surprise check and inspections at the Engineering Wing offices periodically so as to ensure that the officers are on duty and complying the directions in the circular.
8. Engineers of every Grama/Block/District Panchayat/Municipality/Corporation is hereby authorised as the Public Information Officer under RTI Act 2005 in the office of the Engineering Wing in the concerned LSGD Office and the supervisory officers of concerned LSG institutions are authorised as the Appellate Authority and such notice also to be pasted in front of every Engineering Wing office.

T.J. MATHEW,
Secretary to Government

To

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2. The Director of Panchayat, Thiruvananthapuram.
3. The Director of Urban Affairs, Thiruvananthapuram.
4. The Commissioner of Rural Development, Thiruvananthapuram.
5. All Secretaries of Local Self Government Offices.
6. All Presidents of District /Block/Grama Panchayats.
7. All Mayors/Chairpersons (Corporations/Municipalities) (including standing committees)
8. The LSG (EPB/EU) Department.
9. The Web & New Media, I & PRD.
10. The Stock File/Office copy.

Forwarded/By Order


Section Officer