



GOVERNMENT OF KERALA

41431/FM2/2014/LSGD

Local self Government (FM) Department,

Dated: 19.08.2014.

Phone : 2518075, 2518627,

E-mail : lsgfmdept@gmail.com.

CIRCULAR.

Sub:- Performance reports- reg.

It is observed that during the time of discussion in the Niyamasabha about the demands of grants, Head of Departments /Institutions take initiative at the last minute and prepare sketchy notes for the discussion and submit to the Government. Most of the time these notes were submitted in the last minutes, often directly to the office of the concerned Honourable Minister. Head of Institutions are seen usually not submit details to the Government. These activities invariably affect the proper reporting and appreciation of facts to the Honourable Ministers by the respective Government Secretaries.

In order to avoid such things in future, the following are ordered for adherence.

- 1 Immediately after the presentation of the State Budget in the Niyamasabha, all HOD/Is will prepare the following details :-
 - a. Allocation and expenditure in respect of their department/ Institution for each plan/ Non-plan programme for the last five years in Tables.
 - b. Performance report on each budgetary (Plan & Non plan) allocation and all other funds received for the last financial year.
 - c. Separate brief notes on achievements made as part of the plan implementation during the previous years of the current Five year Plan with enough photographs.
 - d. Plan of action envisaged for the implementation of schemes initiated in the current year.
 - e. A brief note on pressing issues which could be raised by the Members of the Legislative Assembly and needed special mentions by the Honourable Minister and its possible resolves that can be tackled by the administrative department.
 - f. Staff position, status of department facilities in general.

2. *All the details except items d and e mentioned above, prepared and compiled in the form of a booklet (Covering the areas such as an introduction, Aims / functional objectives of the department, details of administration, programme, services, details of various agencies working under the department, since their inception, Budget, conclusion) should be forwarded to the LSG(FM) department before November 30th of every calendar year and published in the LSGD / their websites. The items d & e shall be forwarded within a week after the presentation of the State Budget in the Niyamasabha.*

3. Meanwhile the Head of departments and Institutions shall publish all their annual administrative reports, performance reports with available photographs, since their inception, in the LSGD / their website within a month.

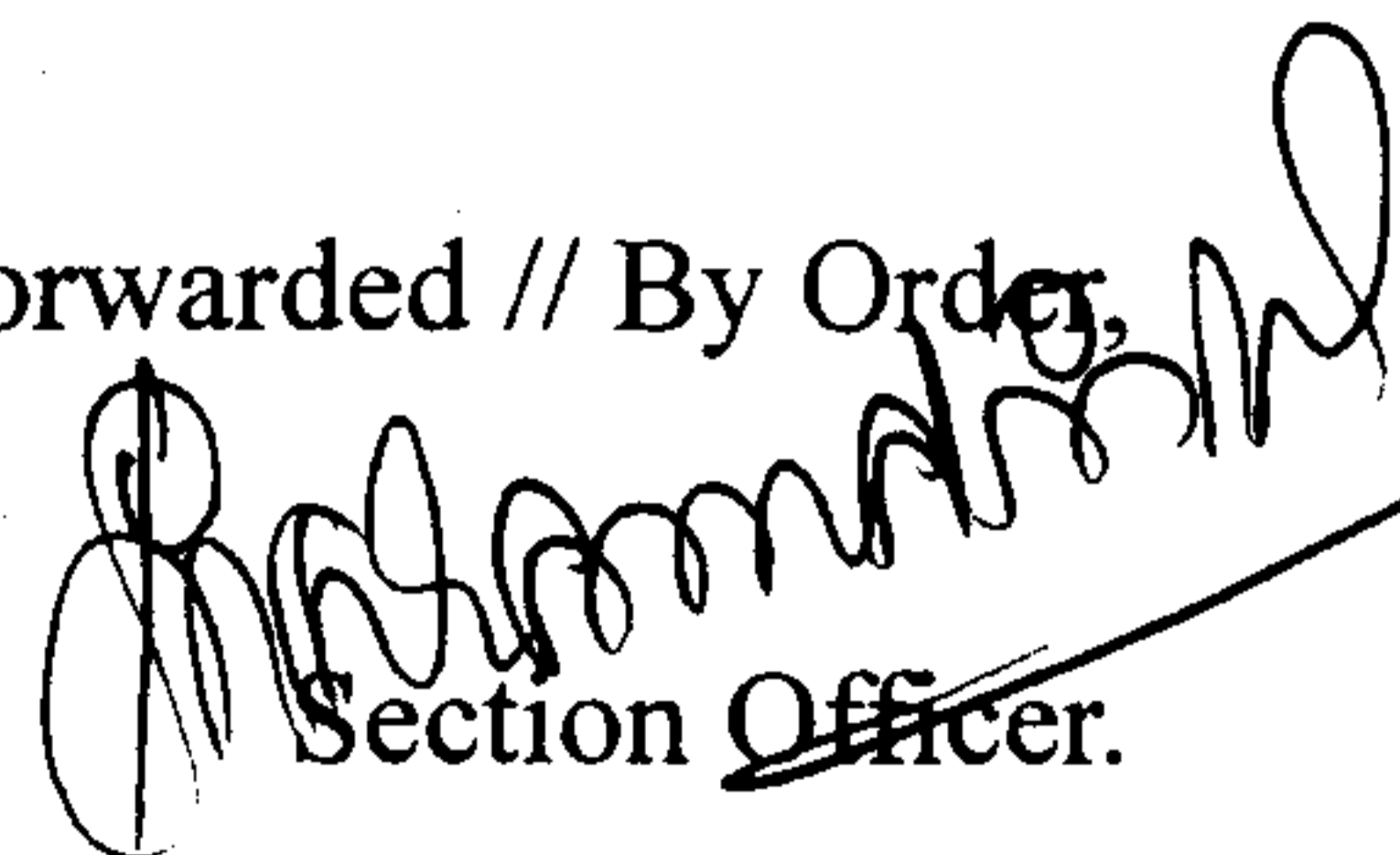
Dr.RAJAN KHOBRAGADE,
SECRETARY TO GOVERNMENT.

To

The Director of Panchayats, /The Director of Urban Affairs, /The Commissioner for Rural Development, /The Chief Engineer, LSGD, /The Executive Director, Kudumbashree, / The Executive Director, Information Kerala Mission, /The Chief Town Planner, /The Executive Director, Suchitwa Mission, /The Director, KLGSDP, /The Mission Director, MGNREP Cell, O/o the CRD, / The Project Director, KSUDP, /The Secretary to Ombudsman for Local Bodies, / The Secretary to State Election Commission, / The Secretary to Tribunal for Local Bodies, /The State Performance Audit Officer, Secretariat Annexe, Thiruvananthapuram. The Director, KILA, Thrissur. / All District Panchayats / All Development Authorities / The Executive Chairman and Director, Information Kerala Mission, Thiruvananthapuram. (For taking measures as per the paragraph 2 & 3 said above & publishing in the LSGD Website).

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Forwarded // By Order,


Section Officer.