



GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Kerala Local Government Service Delivery Project (KLGSDP)
-Office Management Manual - Approved - Orders issued.

LOCAL SELF GOVERNMENT (DA) DEPARTMENT

G.O.(Rt)No.1699/2017/LSGD.

Dated, Thiruvananthapuram, **24.05.2017**

Read :- (1) G.O(Rt) No.1652/15/LSGD dated 01.06.2015
(2) G.O(Rt) No.2420/16/LSGD dated 11.08.2016.
(3) Letter No. 49/2015/KLGSDP dated 17/04/2017 received from the Project Director,
KLGSDP

ORDER

As per Government Order read as 1st and 2nd paper above, Manual Vetting Committee and Sub Committee were constituted for vetting and quality assurance of various manuals prepared under Kerala Local Government Service Delivery Project (KLGSDP). After a detailed deliberations on Manual, the Manual Vetting Committee held on 18.03.17 decided to approve the Office Management Manual and forwarded to Government for apex approval.

2) Government have examined the matter in detail and are pleased to approve the Office Management Manual prepared by Kerala Institute for Local Administration (KILA) under Kerala Local Government Service Delivery Project (KLGSDP).

By Order of the Governor
A.K.MOHANA KUMAR
Joint Secretary to Government

To

The Project Director, KLGSDP
The Director of Panchayats, Thiruvananthapuram,
The Director, Urban Affairs Department, Thiruvananthapuram.
The Director, KILA, Thrissur
The Director, Local Fund Audit, Thiruvananthapuram.
The State Performance Audit Officer (SPA0)
The Secretaries, All Districts Panchayats.(Through Director of Panchayats)
The Executive Director, IKM, Thiruvananthapuram,
Office Copy/Stock File

Copy to :-

Private Secretary to M(LSG&WM)
Personal Secretary to Principal Secretary, LSGD
Personal Secretary to Special Secretary, LSGD

Forwarded/By order,


Section Officer