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Office of the Inspector General of
Registration, Kerala, Trivandrum 1
17-12-1976.

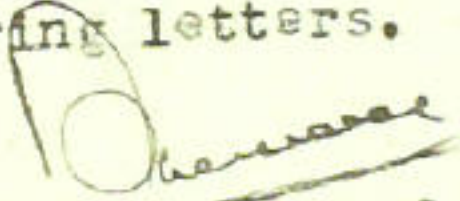
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C I R C U L A R

Sub. Submission of true copies of orders by Subordinate Officers -
Instructions issued.

It has come to the notice of this office that certain Subordinate Officers of this Department are sending true copies of the orders issued by them or the copies of their letters addressed to other officers etc by marking a copy "to the Inspector General of Registration" even without a formal covering letter. This is highly irregular and against the letter and spirit of the standing orders as regards correspondence with higher officials and other Departments.

It is therefore ordered that while sending copies of the orders etc issued by the Subordinate Officers of this Department to this office and those addressed to other Departments for favour of information of this office such communications must invariably be sent with covering letters.


Inspector General of Registration.

To

All Inspectors of Registration Offices
All District Registrars
All Sections
File 1

(P.T.O.)