



GOVERNMENT OF KERALA

No.25578/E1/2011/T.D

Taxes (E) Department
Thiruvananthapuram
Dated: 28/11/2011.

2767

From
The Secretary to Government

To
The Inspector General of Registration,
Thiruvananthapuram.

Sir,

Sub:- Taxes Department – Registration – Maintenance of Personal Cash Declaration Register and Attendance Register in the Sub Registrar Offices –Reg.

It has come to the notice of Government that there is laxity on the part of employees of Sub Registrar Offices, in the proper maintenance of Personal Cash Declaration Register and Attendance Register. It is evident in the several surprise check reports of Vigilance Department. In the circumstances, I am to request you to issue a circular direction, for ensuring prompt declaration of personal cash by the employees of the Sub Registrar Offices in the Personal Cash Declaration Register and also its verification by Sub Registrars as per rules, and also for ensuring prompt marking in the Attendance Register. It may also be prescribed that, Sub Registrars concerned should verify and ensure the same everyday.

Yours faithfully,
Sd/-
A. Shaji,
Additional Secretary,
For Secretary to Govt.

Approved for issue

A. Shaji
Section Officer.

A.O.
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Office of the Inspector General of
Registration 6.12.11

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for ITR