



GOVERNMENT OF KERALA

Taxes (E) Department

CIRCULAR

No. 15282/E3/93/TD. Dated, Thiruvananthapuram, 10th November, 2000.

Sub:—Taxes Department—Prompt Supply of Government Orders and Circulars issued by Government—Instructions issued.

It has come to the notice of Government that there are several instances of inordinate delay in communicating/supplying copies of many important orders/circulars issued by Government from time to time and this has caused huge amount of revenue loss to Government. Mention has been made in the Report of the Comptroller and Auditor General of India about such loss of revenue due to belated receipt of Finance Act 1991, enhancing stamp duty with effect from 1-8-1991. In order to avoid such instances in future, the following guidelines are issued for strict compliance:

(i) Whenever copies of such orders/circulars are received in the office of the Inspector General of Registration, he will record the time and date of receipt of the order.

(ii) The Inspector General of Registration should inform the matter to the Deputy Inspectors General of Registration and District Registrars over phone and the District Registrars will inform the matter to the Sub Registrars.

(iii) The Inspector General of Registration will immediately supply sufficient copies of such orders to the offices of DIGs using the service of a special messenger/speed post.

(iv) As soon as the orders reach the office of DIGs, the District Registrars will immediately collect the same and will personally arrange to hand over the same to the Sub Registrars then and there. The time and date of receipt shall be recorded by both District Registrars and Sub Registrars.

GPT. 3/4980/2000/DTP.

(v) The very next day onwards the new order should come into force.

(vi) Not more than 48 hours should be taken for the whole process.

The above instructions should be strictly followed and if there is any laxity on the part of officers in this regard, it will be viewed seriously.

V. S. SENTHIL,
Secretary to Government.

To

The Inspector General of Registration, Thiruvananthapuram.

All Deputy Inspectors General of Registration and the District Registrars.

All Sub Registrars (through District Registrars concerned).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A & E), Kerala, Thiruvananthapuram.

SF/OC.