



GOVERNMENT OF KERALA
General Administration (Co-ordination) Department

C I R C U L A R

No. 79342/Cdn.4/09/GAD.

Dated, Thiruvananthapuram, 07-01-2010.

Sub:- **General Administration Department - Inclusion of PIN Code in the name boards of Government Offices and to include the contact telephone numbers & e-mail addresses of the senders in government communications -- Regarding.**

In a petition received in the Sutharya Keralam Programme there is a request to include PIN Code number in the address boards of Government Offices, Designation Stamps of Government Officers and letterheads of Government Offices.

Government have examined the matter in detail. It is felt that if telephone numbers and e-mail addresses of the sender of the communication are included it would be very convenient. After considering all aspects, it is directed that in the address boards & Seals of Government Offices and in the designation stamps & Letterheads of Government Officers, PIN Code should be included. Just below the subscription part of the Government communication, Contact telephone numbers and e-mail address of the Officer who have approved the communication should also be included.

NEELA GANGADHARAN
Chief Secretary.

To

All Departments and Sections in the Secretariat including Law and Finance
(They are requested to bring the matter to the notice of the all concerned Offices under them)
The Director, Information & Public Relations Department, Thiruvananthapuram
(For giving wide publicity through media)
The Secretary, Kerala State Legislature Secretariat, Thiruvananthapuram (with CL)
The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with CL)
The Registrar, High Court of Kerala, Ernakulam (with CL)
The Advocate General, Ernakulam (With CL)
The Registrar, Kerala/Mahathma Gandhi/Calicut & Kannur University
The Registrar, Sree Sankaracharya University of Sanskrit, Kalady
The Registrar, Kerala Agriculture University, Mannuthy, Thrissur.
The Registrar, Cochin University of Science & Technology, Cochin.
Stock File/Office Copy.

Forwarded/by Order,


Section Officer.

Copy to :

The Secretary to Governor, Raj Bhavan, Thiruvananthapura (with CL)
The Secretary to Chief Minister
The Private Secretary to Chief Minister and other Ministers.
Joint Secretary to Chief Secretary
PA to Secretary, GAD.

G.A.(CMPGR Cell) Dept.(Vide Endt. No. 15760/CMPGRC/SKL/2009/GAD dated 22-10-2009)

Endt. No. EA2/257/2010 dated 26-03-10

Instruction is issued to all Heads of offices for compliance