



GOVERNMENT OF KERALA

No.43203/C3/2016/RD
Revenue (C) Department,
Thiruvananthapuram
Dated: 22.10.2016

CIRCULAR

Sub: Revenue Department – Land Revenue- Establishment- Name and designation of authenticating officers while approving letters / proposals submitted to Government – Instructions - reg.

It has come to the notice of the Government that proposals / communications from Land Revenue Commissionerates /Land Board / Directorate of Survey and Land Records /Institute of Land and Disaster Management/ Directorate of Legal Metrology District Collectorates and other lower offices address Government without specifying name and designation of the forwarding officer on the pretext that the documents are digitally signed or otherwise. Even though the document is digitally signed, it is not admissible to forward proposals / communications to Government without specifying the name and designation of the forwarding officer. In the circumstance, all proposals / communications addressed to Government from all subordinate offices under Revenue Department in Government shall be authenticated by an officer, not below the rank of a Deputy Collector / Finance Officer/ Administrative Officer, other Senior Officers concerned by affixing the name and designation. This shall be scrupulously followed.

Forwarded/By order

Section Officer

REMANI MATHEW
Joint Secretary

To

The Commissioner of Land Revenue, Thiruvananthapuram
The Secretary, Land Board, Thiruvananthapuram.
The Director, Survey and Land Records, Thiruvananthapuram.
The Director, Institute of Land and Disaster Management, PTP Nagar,
Thiruvananthapuram.
The Controller, Legal Metrology, Thiruvananthapuram.
All District Collectors.
All Revenue Divisional Officers
SF/OC