

GOVERNMENT OF KERALA
Finance (IT-Systems) Department

CIRCULAR

No. 69/ 2014/Fin

Dated, Thiruvananthapuram, 22/07/2014

Sub:- Finance Department - Submitting of Files for scanning -
Directions issued - Reg.

It is noticed that some sections in Finance Department are sending Administrative Departments files once scanned in Finance (RMU) Department for further scanning after resubmitting by Administrative Department, with clarifications / further information sought by Finance Department. Since these files are transmitted for the second time to Finance Department, only the newest unscanned portion need to be scanned. Hence all Sections in Finance Department are hereby directed to scan these type of files in the concerned Section itself by using the flat bed scanner allotted to the Sections / Wing so as to avoid undue delay / repetition in file processing.

If the files of Administrative Departments seeking further remarks / advice / clarification/information contains more than 15 pages to be scanned, that shall be scanned through Finance (RMU) Department .

JAI MARY JOHN
Additional Secretary (Finance)

To

All Sections / Officers in Finance Department
✓ Nodal Officer, www.finance.kerala.gov.in
Stock file/office copy

Forwarded/By order

Accounts Officer