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Commissionerate of Municipal Administration: Madras-600 005.

Rec.No. 70078/93/C1/

/Dated:1.8.1995

CIRCULAR

Sub: OFFICIAL CORRESPONDANCE - Observance of proper procedure - Instructions - Issued.

Ref: This Office Circular No.70078/93/C1 dt.27.8.93.

Attention is invited to the reference cited, wherein the Regional Directors of Municipal Administration and Executive Authorities of Municipalities were specifically informed that they have no business to send letters to Government on official matters, directly and all matters should be addressed to the Head of Department only and it is the prerogative of the Head of Department to refer matters to Government, if necessary. Further, it was also instructed that there is no need for the Municipalities to mark advance copies to Government on official matters.

Of late, it was brought to the notice that many of the references have been made to Government by the Municipalities directly without sending through proper channel, which is contrary to the official procedure. The Executive Authorities of Municipalities may be aware that all correspondence that are to be made to Government should be routed through the proper channel viz. R.D.M.A and C.M.A. The instructions issued in the reference cited have not been allowed in many cases which is highly irregular.

Hence, all Executive authorities of Municipalities are directed to follow the instructions issued in this regard scrupulously and no reference should be made to Government either directly or by sending advance copies to Government in future. Any lapses in this regard will be viewed seriously.

The receipt of the circular should be acknowledged by return of post.

Sd/- M.Degaraj,  
Commissioner of Municipal Administration

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