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24/11/20



GOVERNMENT OF KERALA
HEALTH & FAMILY WELFARE (FW) DEPARTMENT

No: HEALTH-FW2/650/20²⁰¹⁹HEALTH

Thiruvananthapuram,
Dated :21.01.2020

CIRCULAR

Sub : Health & Family Welfare Department - Meeting of Hon'ble Chief Minister, other Ministers, Legislative Assembly Committee Meetings, Accountant General, other statutory meetings - procedures to be followed by various departments for the smooth conduct of the meeting. - Reg

It is noticed that some of the statutory meetings of the Legislative Assembly Committee Meetings or National Commission issues are handled at the last minute. This puts enormous pressure for complying with the instructions.

In order to have institutional mechanism the following circular is issued for compliance by the HoDs and Heads of the Organizations functioning under Health Department.

Whenever there is any statutory meeting such as Meeting of Hon'ble Chief Minister and Hon'ble Health Minister, Legislative Assembly Committee Meeting, Accountant General Meeting, State or National Human Rights Commission or any other Quasi Judicial Committees etc. The details are to be furnished in the following booklet format.

1. Cover page
2. Index
3. Chapters - Appropriately to be done.
4. Chapter 1 - Issue in the notice and details regarding the issue / issues
5. Chapter 2 - Supplementary information regarding the subject
6. Chapter wise what all actions are taken by the Department/ Organization
7. Relevant data
8. Relevant case studies
9. Photographs of activities
10. Any other important issues.

All Head of the department should strictly follow the above procedure and ensure that the details are mailed well in advance for providing the details to the respective Committees / Bodies / Commission.

N. R. SREELEKHA
Additional Secretary to Government

To :

The Director of Medical Education, Thiruvananthapuram
The Director of Health Services, Thruvananthapuram
The Drugs Controller, Thiruvananthapuram
The Food Safety Commissioner, Thiruvananthapuram
The Executive Director, CHIAK, Thiruvananthapuram
Information and Public Relations (Web & New Media) Department
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Section Officer