

GOVERNMENT OF TRIPURA
OFFICE OF THE SUB-DIVISIONAL MAGISTRATE
KHOWAI: TRIPURA

No. 1173/F.XV-45/SDM/KH/CON/2016

Date:- 04/03/2017

To
The District Magistrate & Collector,
Khowai District, Tripura

Subject: Action taken on various inspections -regarding.

Sir,

With reference to the subject as stated above I am furnishing below salient aspects of the action taken on inspection of various offices:

1. The collection of mutation fee etc. was synchronized as a result of which the applicants can get the benefit of the CLRs at ease.
2. The process of issuance of order for death and birth certificate is improvised through single window system from the SDM, Office Khowai.
3. In respect of Sub Treasury Office Khowai, a consolidated road map is formulated for development of this office proper.
4. In respect of the Sub Registry Office Khowai, financial regularization is made on introduction of deposit of fees directly through challan to the Govt. head of accounts in place of cash receive.
5. One system in the line of putting signature of the Sub Registrar on every page of deeds and over leafs is also introduced in order to strengthen the authenticity of the concerned legal tool.
6. Four officials posted in the T.K.s were show caused due to their unauthorized absence on particular day/s leading to deduction of salary.

This is for your favour of your kind information and necessary action please.

Yours faithfully

(Prasun De)

Sub-Divisional Magistrate
Khowai: Tripura

etc/