



GOVERNMENT OF KERALA



Abstract

Taxes Department – Excise – The Kerala Excise Manual Volume - II
– Appendix II - modified orders issued.

TAXES (G) DEPARTMENT

G.O.(P)No.59/2022/TAXES Dated,Thiruvananthapuram, 02-06-2022

- Read 1. GO(P) No. 106/2018/TD, Dated 23-07-2018.
2. Letter No. XG1-1730/2021 dated 29.01.2022 and 29-4-2022 of the Excise Commissioner.

ORDER

In the circumstances reported by the Excise Commissioner as per the letter read as 2nd paper above, Government are pleased to modify the Kerala Excise Manual Volume- II, which was issued as per the GO read as 1st paper above, by substituting Appendix- II, with the following.

2. The GO read as 1st paper above, stands modified to the above extent.

APPENDIX- II

LIST OF REGISTERS

EXCISE DIVISION OFFICE	
GENERAL ESTABLISHMENT	
1	Inward Register
2	Distribution Register
3	PR Register
4	Reminder Diary
5	Register of Disposal -Records

6	Medical Reimbursement Register
7	Register of liabilities of Employees
8	Register WPC/OS Court cases
9	Register of Usufractory items
10	Register of Department Vehicle
11	Log Book
12	Register of Vehicle History
13	Arms & Ammunition stock / Distribution Register
14	Attendance Register
15	C/L Register
16	Paravu Duty Register
17	Despatch cum Stamp Account Register
18	Register of LAR and Internal audit
19	Registers of Officers Diary
20	Office Order Register
21	Landed Property Register
22	Record Issue Register
23	Register of Reference books
24	Register of printed items and Registers issued by departments
25	Register of stationery