

Instructions for Search

Search option enables you to find out the current status of Petition / Tapal / File in Govt. Secretariat. Government initiated the process of digitizing the movements of Files in Govt. Secretariat since 2007. Hence the Status of Petitions / Files generated after 2008 are currently available in the System and Files prior to that are being updated into the system in a phased manner.

Search can provide only the details available in the system. A failed search doesn't mean that the file is missing in Govt. Secretariat, but may be due to non entry into the System.

Since Digital File Flow application is being implemented in Information Technology, Food & Civil Supplies and Higher Education Department, the File pertaining to these Departments is not available for Status Search.

File / Tapal Search

File / Tapal search allows you to search File / Tapal generated in different Departments in Government Secretariat.

Click on the 'File / Tapal Search' TAB to view the File / Tapal Search page.

How to search a File

A. Using a File no.

1. Select the concerned Department from the Drop down list box (*Department selection is mandatory*). The last portion of your File no shows the concerned Department.
2. Enter the numeric part of the File no. Eg. If your File no. is "7346/Budget A3/2009/FIN", then enter only "7346" in the space provided.
3. Click on the Search button to list all the Files pertaining to the Department starting with the Number provided

B. Using Subject.

1. Select the concerned Department from the Drop down list box (*Department selection is mandatory*). The last portion of your File no shows the concerned Department.

2. Select the Date range between which the File to be searched. **The Date range should not be more than 3 Months.**
3. Enter at least 3 Characters of the File Subject. Eg. If your File subject is "**Revenue recovery proceedings stay from KFC for Mr.Sukumaran Nair**", then enter either "**Suku**" or "**Reve**" or "**proce**" in the space provided.
4. Click on the Search button to list all the Files pertaining to the Department with the subject specified.

Petition Search

Petition search allows you to search Petitions submitted by Citizens to Chief Minister and other Ministers.

*Click on the '**Petition Search**' TAB to view the Petition Search page.*

How to search a Petition

A.Using Petition no.

1. Select the concerned Minister' Office, where you have submitted your Petition, from the Drop down list box (**Minister's Office Selection is mandatory**).
2. Enter the numeric part of your Petition no in the space provided. Eg. If your Petition no. is "**8945/NOR/2012/M(Rev)**", then enter only "**8945**" in the space provided.
3. Click on the Search button to list all the Petitions received in the selected Minister's Office starting with the Number provided.

B. Using Subject.

1. Select the concerned Minister's Office, where you have submitted your Petition, from the Drop down list box (**Minister's Office Selection is mandatory**).
2. Select the Date range between which the Petition Subject / Petitioner Name to be searched. **The Date range should not be more than 3 Months.**
3. Enter at least 3 Characters of the Petition Subject. Eg. If your Petition subject is "**Revenue recovery proceedings stay from KFC for Mr.Sukumaran Nair**", then enter either "**Suku**" or "**Reven**" or "**proc**" in the space provided.

4. Enter at least 3 Characters of the Petitioner Name. Eg. If your Petitioner Name is "**Rahim, Rahim Manzil, Pothencode, Thiruvananthapuram**", then enter either "**Rah**" or "**Man**" or "**poth**" in the space provided.
5. Click on the Search button to list all the related Petitions received by the selected Minister with the subject / Petitioner Name specified.