



ABSTRACT

Public Services - Wearing of Photo Identity Cards compulsorily by all Government servants - Orders issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

G.O.Ms.No. 363

Dated : 1-12-2004

ThiruvalluvarAandu 2035

Tharana - Karthikai 16.

Read :

G.O.Ms.No. 336, Personnel and Administrative Reforms (Per.A)
Department, dated 26-3-86.

ORDER :


In the G.O. read above, orders were issued that the Government officials and staff at all levels particularly by those who have direct dealing with the public should wear a clear name badge (both in English and Tamil) while on official duty. Accordingly, badges were supplied then, and however at present the practice of wearing it is not in force due to efflux of time. In the conference of collectors held from 9-8-2004 to 11-8-2004, it has been announced that all Government officers and staff will be required to wear a name label card to identify themselves while attending office.

2. The matter has been examined by the Government in detail. In most of the Government offices, the officials and members of staff have been provided with 'photo identity cards' and the Government servants are required to wear it while entering into office not only to identify them as Government servants belonging to a particular Department but, also their name and status in office. Whenever, the Public approach the Government officials / members of staff for their requirements the photo identity cards would help them to identify the name of the official who deals with the particular subject. As the purpose of wearing the name label card would be fully met with in the wearing of photo identity cards, it has been decided that all Government servants should compulsorily wear a photo identity card while on duty.

(p.t.o.)

3. Accordingly, the Government direct that all the Government servants should wear a laminated photo identity card of the size mentioned below compulsorily while on duty. The photo identity card should bear the name and designation of the Government servant and the office to which he belongs as detailed below :

7 cm.

	
Government of Tamil Nadu	
..... Department	
I.D. Card	
Photo	Name :
	Designation :
	(Sd.) xx xx
	Issuing Authority
Official Hologram (e) (Govt. Emblem)	

10 cm.

4. The photo identity card should be purchased from out of office contingencies by the respective departments / offices and supplied to those who have not been issued yet for the first time. In case, the identity card is lost, it should be replaced at the cost of the employee.

5. This order issues with the concurrence of the Finance Department vide its U.O. No. 3056/FS/P/04, dated 19-10-04.

(BY ORDER OF THE GOVERNOR)

LAKSHMI PRANESH
CHIEF SECRETARY TO GOVERNMENT

- To
- All Secretaries to Government, Chennai-9.
 - All Departments of Secretariat, Chennai-9.
 - All Heads of Department including District Collectors,
District Judges, District Magistrates (Judicial).

(Contd...3...)

The Secretary, Tamil Nadu Public Service Commission, Chennai-2.
The Registrar, Tamil Nadu Administrative Tribunal, Chennai-104.

Copy to :

The Secretary I / II / III to Chief Minister, Chennai-9.
The Private Secretary to Chief Secretary to Government, Chennai-9.
The Private Secretary to Secretary to Government, Personnel and
Administrative Reforms Department, Chennai-9.
The Private Secretary to Secretary to Government, Personnel and
Administrative Reforms (Trg.) Department, Chennai-9.
All Officers in Personnel and Administrative Reforms Department, Chennai-9.
All Sections in Personnel and Administrative Reforms Department, Chennai-9.

/Forwarded by Order/

M. Kumaran
11/2/04
SECTION OFFICER.