



ABSTRACT

Public Services – Office Procedure – Use of Permanent Blue, Blue Black or Black inks in Government Offices – Amendment to paragraph 557 of the Tamil Nadu Secretariat Office Manual – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

G.O.Ms.No. 38

Dated: 25.03.2011

Panguni 11

Thiruvalluvar Aandu 2042

Read:

G.O.Ms. No.151, Personnel and Administrative Reforms (A)
Department, dated 21.10.2010.

ORDER:

In the Government Order read above, orders have been issued for usage of Permanent Blue, Blue Black or Black inks in Government Offices by Government Officials.

Pursuant to the orders issued in the Government Order read above the following amendment is issued to paragraph 557 of the Tamil Nadu Secretariat Office Manual :-

AMENDMENT.

In the said Manual, in Chapter XXIII, under the heading "OFFICE MANAGEMENT", for paragraph 557, the following paragraph shall be substituted, namely:-

557. Use of 'Permanent Blue' or 'Blue Black' or 'Black' ink while writing in Government records – Ban on use of other colour inks in notings and draftings.

The Officers and Staff while writing notes or drafting files in the disposal of their official business shall only use "Permanent Blue" or "Blue Black" or "Black" fountain pen ink. The O.P. sections shall supply only "Permanent Blue" or "Blue Black" or "Black" ink to Officers and staff members in the respective departments. The Office Procedure section shall also supply red fountain pen ink to the Assistant Section Officers to enable them to make necessary entries in the Personal Registers and other files as required under Secretariat Office Manual. Use of other colours is not allowed in Government Offices.

(P.T.O.)

The use of ball point pens and gel pens in Government Offices is permitted. The Personnel and Administrative Reforms Department and the Law department may, however, use green and red ink respectively, while making corrections on draft orders, notifications, rules etc.

The officers who are permitted to attest true copies of certificates, testimonials etc., as per the orders issued in G.O.Ms.No.189, Personnel and Administrative Reforms (S) Department, dated 18.07.2007 may use Green Ink while making attestation. Group 'A' officers may use green ink to write brief notes in files.

(BY ORDER OF THE GOVERNOR)

S. MALATHI
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Chennai-600 009.
All Departments of Secretariat, Chennai-600 009. (OP Sections)

Copy to:

The Private Secretary to Chief Secretary to Government, Chennai - 600 009.
The Private Secretary to Principal Secretary to Government, Personnel and Administrative Reforms Department, Chennai - 600 009.
The Personnel and Administrative Reforms (AR-II/CC) Department, Chennai - 600 009.
The Personnel and Administrative Reforms (All Officers/Sections) Chennai - 600 009.
The Law (P&AR-Scrutiny) Department, Chennai - 600 009.
The Secretariat Library, Chennai - 600 009.
SF/SC.

//Forwarded By Order//

நா. சிவசுப்பிரமணியன்
SECTION OFFICER

For
2/11/11