

GOVERNMENT OF TAMIL NADU

ABSTRACT

Secretariat - Introduction of Single File System between Departments of Secretariat and Heads of Departments located in Chennai city - Orders issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

G.O.Ms.No.135

Dated : 14.11.2002

Read:

1. G.O.Ms.No.1403 Personnel and Administrative Reforms (AR) Department dated 2.5.75
2. G.O.Ms.No.669 Personnel and Administrative Reforms (A) Department dated 23.12.88

Order:-

As per the recommendations of the Administrative Reforms Commission in 1975, orders were issued in the Government Order first read above introducing the Single File System in the Secretariat for a period of six months in respect of some routine subjects like sanction of rent, staff etc. In the Government Order second read above, the said system was dispensed with for the reason that the Secretariat files should not be sent outside the Secretariat.

2. However, in order to reduce the workload, time, delay and stationery, the significance of introducing the single file system wherever possible has again been examined by the Government in detail. After detailed examination, the Government have decided to introduce the said system initially for a period of six months between the Departments of Secretariat and the Heads of Departments located in the Chennai city in respect of the following subjects only :-

Schemes,

Postings and Transfers,

Preparation of panels for promotions,

Permission under Government Servants' Conduct Rules,

Fixation and revision of pay,

Further continuance/permanent retention of temporary posts,

Review under FR 56(2) of officers under the control of Heads Of Departments.

3. The Government accordingly direct that single file system be introduced forthwith between the Departments of Secretariat and the offices of the Heads of Departments located in the Chennai city alone, in respect of the subjects referred to at para 2 above and that the said system be continued for a period of six months. The Government also direct that at the end of six months, all the Secretaries to Government should send a report on the functioning of the single file system to the Secretary to Government, Personnel and Administrative Reforms Department so as to review the possibility of continuing the said system beyond six months.

4. Keeping in mind the basic objective of avoiding / minimising repetitious work and time thereon, the following are the guidelines to be scrupulously adhered to while implementing the single file system:-

A self contained note should be recorded in the File of the Office of the Head of the Department. Single File should be complete in all respects to enable the Secretariat Department to take a decision expeditiously. It should be ensured that-

every point for decision or order is clearly brought out.

all the relevant papers are placed in the file.

(c) a clear statement is included in the self-contained note that the proposal is covered by the existing budget provision; or if it is a proposal which involves fresh expenditure, adequate justification is given.

All files originating from the Head of the Department need not be examined by officers at all levels in the Secretariat. Hence, Secretaries to Government shall issue orders / instructions to the Heads of Departments indicating which type of file should be marked to which Officer in the Secretariat and also issue orders indicating the levels through which different types of files will move.

Head of the Department may, if necessary, retain copies of notes / papers of the Single File before sending it to the Secretariat.

Single Files should be delivered under acknowledgement while coming from the Head of the Department and also while being returned to the Head of the Department.

The Secretariat notings on the Single File System should start on a new page and the notings done sequentially.

Whenever, the need arises to issue a Government Order, such an order should be issued by the Secretariat Department and a copy placed in the Single File before returning it to the Head of Department. The Government Order should be retained in the Department of Secretariat with note file which leads to the issue of the Government Order.

If the Secretariat Department considers it necessary, it can retain copies of the connected important documents for reference, before returning the file to the Head of the Department. There should however be no undue delay in the process of taking copies.

Since, important notings and orders will be in the Single File, the Head of Departments should ensure that the record rooms in their offices are re-organised, kept in a good shape and systems are introduced for easy retrieval of files. Correct instructions regarding classification should be given before closing the files. Record rooms should be periodically inspected by second level officers in Heads of Departments' offices.

Adequate care and caution should be exercised while sending the files to the Secretariat and taking them back to the office of the Head of the Department so that files are duly acknowledged and are in full shape without loss of any sheet.

A responsible messenger from the office of the Head of the Department should be engaged exclusively for the above purpose and he should be provided with necessary conveyance and leather boxes for the transportation of files from the office of the Head of the Department and from the Secretariat.

The leather boxes containing files should be sealed every time while sending / returning them to the respective offices.

Necessary arrangements should be made in the Tappal section of both the Department of Secretariat and Head of the Department for sending / receiving the boxes containing files.

(BY ORDER OF THE GOVERNOR)

SUKAVANESHVAR,

CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Chennai-9.

All Departments of Secretariat, Chennai-9.(OP Sections)

All Heads of Departments located in Chennai city.

The Secretary to Governor, Chennai-22.

The Secretary I & II to Chief Minister, Chennai-9.

The Senior Personal Assistant to all Ministers, Chennai-9.

The Private Secretary to Chief Secretary, Chennai-9.

The Private Secretary to Secretary, Personnel and Administrative Reforms Department, Chennai-9.

The Public (Special A) Department, Chennai-9.

The Public (SC) Department, Chennai-9.

The Secretary, Legislative Assembly Secretariat, Chennai-9.

Copy to:

The Personnel and Administrative Reforms Department, Chennai-9. (All Officers/Sections)

/ Forwarded by order /

SECTION OFFICER