

**GOVERNMENT OF TAMIL NADU**

**ABSTRACT**

OFFICE PROCEDURE – Tamil Nadu Government Office Manual – Maintenance Of Brought Forward Personal Register – Pending item – Certificate to be furnished – Issued.

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**PERSONNEL & ADMINISTRATIVE REFORMS (A) DEPARTMENT**

**G.O.Ms.No.166.**

**DATED : 26.3.1996.**

READ :

D.O.Letter No.77439/Inspn.III, dated 15.3.95 from Tmt.Latika D.Padalkar, Secretary, Personnel & Administrative Reforms (Inspn.) Department.

From the Principal Commissioner & Commissioner for Revenue Administration, Letter No.D.Dis.(P) 4267C/95, dated 11.1.96.

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ORDER :

While inspecting the Office of the Chief Engineer, National Highway, the Inspection Officer has made a suggestion that under the Brought Forward Personal Register system, files pending in the Personal Register for more than 3 months are brought forward to the Brought Forward Personal Register every month. However, there is no procedure to record a certificate that all pending items have been properly brought forward and accounted for in the Brought Forward Personal Register. Such a certificate may be furnished.

2. The Government have examined the above suggestion in consultation with the Principal Commissioner and Commissioner for Revenue Administration. The Government, after careful consideration, have decided to accept the suggestion of Inspection Officer and direct that a provision be made in the Tamil Nadu Government Office Manual to record a certificate that all pending items have been properly brought forward and accounted for in the Brought Forward Personal Register.

3. The Principal Commissioner and Commissioner for Revenue Administration is requested to send necessary draft amendment to Tamil Nadu Government Office Manual.

(BY ORDER OF THE GOVERNOR)

**P.S. PANDYAN,  
SECRETARY TO GOVERNMENT.**

To

The Principal Commissioner & Commissioner for Revenue Administration, Chepauk,  
Madras-5.  
All Heads of Departments / All Collectors / All District Judges and Judicial Magistrates.

Copy to :

All Secretaries to Government, Madras-9.  
All Departments of Secretariat, Madras-9.  
All Officers/Sections in Personnel & Administrative Reforms Department, Madras-9.  
The Private Secretary to Secretary to Government, P.&A.R. Department, Madras-9.

| FORWARDED | BY ORDER |

(Sd.)  
**SECTION OFFICER**