

GOVERNMENT OF TAMIL NADU

ABSTRACT

MEETING – Convening of periodical meetings by Secretaries to Government, Departments of Secretariat, and Heads of Department with representatives of recognized Service associations – Revised orders – Issued

PERSONNEL AND ADMINISTRATIVE REFORMS(K) DEPARTMENT

G.O.Ms.No.47

Dated: 30.1.96

Read again:

1. G.O.Ms.No.717 Personnel & Administrative Reforms(K) Department dated 20.6.78.
2. G.O.Ms.No.1134, Personnel & Administrative Reforms(K) Department dated 6.10.79.

ORDER:

In the Government orders 1st and 2nd read above, the Government have ordered that the periodical meetings with the representatives of recognised Service Associations and Heads of Department be convened once in three months by the Secretaries to Government to discuss all outstanding day-to-day problems questions such as relaxation of rules or major schemes.

2.The Secretaries to Government, in the Secretaries meeting held on 15.11.95, have recommended that the Heads of Department should also conduct the periodical meetings with the representatives of the recognised Service Associations pertaining to that department, once in a quarter and that the quarterly meetings hither to conducted by the Secretaries to Government may be convened once in half year.

3.The Government have carefully considered the recommendation of the Secretaries to Government, referred to in para 2 above and have decided to accept it. In partial modification of the orders issued in para 2 of the G.O.2nd read above, they direct that periodical meetings with the representatives of the recognised Service Associations and Heads of Department be convened by Secretaries to Government once in six months, instead of once in three months. They also direct that the procedure of calling for notes on subjects from the Service Associations and Heads of Department, after the subjects are included in the agenda be dispensed with, and that the subjects to be discussed in the periodical meeting convened by Secretaries to Government should be sent in advance by the Service Associations direct to the Secretaries to Government. The subjects for which notes are ready

alone shall be included in the agenda for the meeting, as is being done for the meetings of Tamil Nadu Civil Services Joint Council.

4. The Government also direct that periodical meetings with the representatives of the recognised Service Associations should be convened once in three months by all the Associations also in the following.

(i) All the Heads of Department should conduct periodical meetings with the representatives of the recognised Service Associations under their control once in a quarter.

(ii) In that meeting, grievances of the staff and formulating measures for toning up administration at the department level alone be discussed.

(iii) The scope of this meeting shall confine to matters which affect the service conditions of the staff and which can be disposed of by the Head of Department as his level.

(iv) Issues and grievances purely of Local importance to that particular department alone be considered at this meeting.

1. (v) Matters of State-wise policy such as general conditions of Service and relaxation of rules, or major schemes, etc. should not be discussed.

(vi) Two representatives alone from each recognised Service Association pertaining to the particular Head of department Should be invited for discussion.

(vii) The representatives who attend the meeting with the Head of Department may be allowed to avail Traveling Allowance/ Dearness Allowance at the same rates admissible to staff side members of the Tamil Nadu Civil Services Joint Council.

(viii) The period of absence of the representatives of the recognised Service associations who are attending the meeting with the Head of Department may be treated as duty.

1. (ix) The subjects to be discussed in the quarterly periodical Meeting convened by the Head of Department should be sent in advance by the Service Associations direct to the Head of Department concerned.
2. (x) the subjects for which notes are ready alone shall be included in the Agenda for the meeting.
3. (xi) The Head of Department should conduct periodical meeting once on a quarter and send copies of the minutes of the meeting within a period of 15 days after the meeting is held. such minutes may be sent entry quarter, to the Secretary to Government of the concerned Department of Secretariat and to the Personnel and Administrative Reforms Department.
4. (xii) The Departments of Secretariat should also review the meeting Conducted by the Head of Department under its control regularly, Once in a quarter.
5. (xiii) The Personnel and Administrative Reforms(Inspection) Department should watch the functioning of the quarterly Meeting conducted by the Heads of Department, at the time of the inspection of the offices of the Heads of Department. A provision to this effect may also be made in the format prescribed by the Inspection wing, in the Inspection questionnaire.

5.This order issues with the concurrence of Finance Department – Vide its U.O.No.5697/PS/P/95, dated 28.11.95.

(BY ORDER OF THE GOVERNOR)

**N. HARIBHASKAR,
CHIEF SECRETARY TO GOVERNMENT.**

To

All Heads of Department.
All Recognised Service Associations.
All Secretaries to Government, Madras-9.
All Departments of Secretariat, Madras-9.
All Collectors/District Magistrates.
The Accountant-General, Madras-18.
The Secretary to Government, P&AR Department, Madras-9.
The Secretary to Government, P&AR(Trg.) Department, Madras-9.
The President, Tamil Nadu Secretariat Association, Madras-9.
The Tamil Nadu Government Officials' Union, 4, Neeli Veerasamy Street, Triplicane, Madras-5.
The President, Tamil Nadu Government Office Assistants and Basic Servants(Central) Association, Chepauk, Chennai-5.
The Secretary, Tamil Nadu public Service Commission, Chennai-2.

Copy to:-

The Secretary to Government, Government of India, Ministry of Home Affairs, New Delhi-110 001.
All Sections in P&AR Department, Madras-9.

SF.

/FORWARDED/BY ORDER/

SECTION OFFICER.