



## GOVERNMENT OF TAMIL NADU

### ABSTRACT

PETITIONS – Petitions presented to Government officers – Acknowledgement - Instructions – Issued.

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### PERSONNEL AND ADMINISTRATIVE REFORMS (PER-A) DEPARTMENT

**G.O.Ms.No.66.**

**DATED : 23rd FEBRUARY 1993.**

Thiruvalluvar Aandu 2024.  
12, Masi, Aangeerasa.

#### ORDER :

As per para 33 of the Secretariat Office Manual, any tappal delivered by a Messenger should be acknowledged full signature in ink in the Messenger's delivery book. As per instructions regarding petitions to be received by Government officers contained in Para 167(1) of the Tamil Nadu Government Office Manual (Formerly District Office Manual), petitions may either be presented in person or sent through post. They should be received whenever, by whomsoever in whatever language they may be presented.

2. The Government after careful consideration issue the following further instructions regarding the acknowledgement of petitions given to Government officers / offices in person :-

1. (i) If the petition is presented by a Messenger, it shall be acknowledged on the Messenger's delivery book; Further acknowledgement by post is not necessary;
2. (ii) In cases where a large number of petitions or statements like Urban Land Tax / Property returns are expected to be received, special adhoc arrangements may be made by the Heads of Office concerned to issue simple on-the-spot acknowledgements in suitable forms that may be devised by them;
3. (iii) In all other cases, the acknowledgement shall be given in the Format annexed to this order. This format with counter-foil shall be filled up and brought by the petitioner and signed/stamped by the recipient. The counterfoil of acknowledgement shall be kept by the recipient for future reference.

3. The Director of Stationery and Printing, Madras, will print the Format of the acknowledgement with counterfoil and supply the same to Secretariat Departments and

Heads of Department.

4. The Secretaries to Government / Heads of Departments will issue instructions to the officers / Tappal Clerk to supply the printed format of the acknowledgement form and counterfoil free of cost to the petitioners concerned.

5. Necessary amendments to Secretariat Office Manual and Tamil Nadu Government Office Manual (Formerly District Office Manual) will be issued separately. The Principal Commissioner and Commissioner of Revenue Administration is requested to send necessary draft amendment to Tamil Nadu Government Office Manual.

6. This order issues the concurrence of Information and Tourism Department vide its U.O.No.376/Secretary/93, dated 22.3.93.

(BY ORDER OF THE GOVERNOR)

**T.V. VENKATARAMAN,  
CHIEF SECRETARY TO GOVERNMENT.**

To

All Secretaries to Government, Departments of Secretariat, Madras-9.

All Heads of Department including Collectors, District Judges and Chief Judicial Magistrates.

The Registrar, High Court, Madras-104 (with covering letter)

The Secretary, Tamil Nadu Public Service Commission, Madras-2.(with covering letter).

The Registrar, Tamil Nadu Administrative Tribunal, Madras-6 (with covering letter).

The Director of Stationery & Printing, Madras-2.

Copy to :

All Sections in Personnel & Administrative Reforms Department, Madras-9.

| FORWARDED | BY ORDER |

(Sd.)  
**SECTION OFFICER.**

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## ANNEXURE

### FORMAT OF THE ACKNOWLEDGEMENT

1. (I) Name and address of the petitioner :
2. (II) Addressed to whom :

Received.

Signature and  
Designation.

Date :  
Stamp :

| TRUE COPY |

(Sd.)  
**SECTION OFFICER.**