



GOVERNMENT OF TAMIL NADU

ABSTRACT

Petitions – Petitions presented to Government Officers – Procedures for dealing petitions – Instructions – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

G.O.Ms.No.89.

Dated :13.5.99.

Read :

G.O.Ms.No.66, Personnel and administrative Reforms (Per.A)

Department, dated 23.2.1993.

ORDER :

In the Government Order above, instructions regarding acknowledgement of petitions given to the Government Offices / Officers in person were issued to all Government Officers.

2. Based on the decisions taken in the Cabinet Meeting on the recommendations of High Level Committee for prevention of Corruption and Administrative Reforms, the Government modify the instructions issued in the Government Order read above as follows :-

1. i) A compact printed form of acknowledgement slip with identity number and date which would help to locate the relevant papers in office at a later time, is annexed with this Government Order.
2. ii) Privately printed applications in the prescribed form shall also be accepted in Government Order.
3. iii) A time limit of one week for giving acknowledgement and one month time for giving final reply shall be prescribed excepting those items for which time has been statutorily provided.
4. iv) In cases where one Department requires a “No Objection Certificate” from another Department for processing a matter, if no reply is received from latter Department within 30 days, the former Department may process the matter on the presumption that the latter Department has no objection on the matter for Departmental proposal, as per rules.

5. v) A time limit of three months shall be prescribed for giving final reply to private persons.
3. The Director of Stationery and Printing, Chennai, will print the Format of the acknowledgement with counterfoil and supply the same to Secretariat Departments and Heads of Departments.
4. The Secretaries to Government / Heads of Department will issue instructions to the Officers / Tappal Clerks to supply the printed format of acknowledgement form with counterfoil free of cost to the petitioners concerned.
5. Necessary amendments to Secretariat Office Manual and Tamil Nadu Government 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.

(BY ORDER OF THE GOVERNOR)

**A.P.
MUTHUSWAMI,
CHIEF SECRETARY TO GOVERNMENT.**

To

All Secretaries to Government, Department of Secretariat, Chennai-9.
All Heads of Department including Collectors, District Judges and Chief Judicial Magistrates.
The Registrar, High Court, Chennai-104. (with covering letter).
The Secretary, Tamil Nadu Public Service Commission, Chennai-2. (with covering letter).
The Registrar, Tamil Nadu Administrative Tribunal, Chennai-6. (with covering letter).
The Director of Stationery and Printing, Chennai-2.

Copy to :

All Officers and Sections in Personnel and Administrative Reforms Department, Chennai-9.

| FORWARDED | BY ORDER |

(Sd.).
SECTION OFFICER.

ANNEXURE

FORMAT OF THE ACKNOWLEDGEMENT

(TO BE HANDED OVER TO THE APPLICANT)

1. Name and address of the petitioner :
2. Addressed to whom :
3. Number and Date of receipt of petition :
for future reference.
4. Name of the Department / Section to :
which petition referred to for action.

Received :

Signature and Designation

Date :

Stamp :

| TRUE COPY |

(Sd.)

SECTION OFFICER.