

GOVERNMENT OF TAMIL NADU

Abstract

Public Services - Tamil Nadu Secretariat - Improving efficiency and toning up functioning of Secretariat - Orders - Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT.

G.O.Ms.No.355

Dated the 21st November 2003.

Subhanu

Thiruvalluvar Andu, 2034

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ORDER:

To improve the efficiency and to tone up the functioning of the Secretariat, the following orders are issued:-

(i) Attendance:- As per para-510 of the Tamil Nadu Secretariat Office Manual, the usual office hours are from 10-00 A.M. to 5-45 P.M. and as per para-520, all the Staff working under the control of each Under Secretary should sign the attendance register maintained in the room of the Under Secretary and it will be closed and sent to the Deputy Secretary or Joint Secretary as the case may be by 10-15 A.M. Now, the Government direct that all the Staff of the Secretariat should sign the attendance register twice a day on all working days both in the morning at 10-00 A.M. and in the evening at 5-00 P.M. and the register should be submitted to the Officers concerned.

(ii) Lunch Interval:- As per the provisions contained in para-521 of the Tamil Nadu Secretariat Office Manual, the time allowed for lunch is half-an-hour between 1-00 and 2-00 P.M., which may be availed by the Staff in turns. Hereafter, an uniform lunch interval of half-an-hour between 1-30 and 2-00 P.M. shall be allowed invariably for all the staff/officers in the Departments of Secretariat.

(iii) Control of movement of staff:- Para-539 of the Secretariat Office Manual provides for the maintenance of the Movement Register to check and control the movements of the staff among the departments. There shall be a register to be maintained in each section for this purpose. The Government now direct that the members of staff should not waste their time in activities not related to office work. The Government also direct that the movement of the staff should be entered in the movement register and such a register should be submitted to the Under Secretary

concerned of the sections promptly and to be checked by the next higher level officer everyday.

(iv) Late attendance in the morning:- As per para-518 of the Tamil Nadu Secretariat Office Manual, if the Government servants come to office late for 3 days in a calendar month, they will forfeit 1 day C.L. This should be implemented strictly and the monthly report put up to the concerned Secretary before the fifth of the succeeding month. The Secretary will closely monitor this.

(v) Leave:- As per para-528 of the Secretariat Office Manual, all the leave applications and requests for extension of leave should reach the office 7 days before the date of commencement of leave applied for or expiry of the original leave granted as the case may be, failing which, the applications will be liable to be rejected. Now, the Government direct that all the staff should obtain prior permission for any kind of leave other than leave on Medical Certificate and get it sanctioned before they proceed on leave.

(vi) Prohibition from seeing outsiders in office:- As per para-539(v) of the Secretariat Office Manual, members of the establishment are prohibited from seeing outsiders at any place within the office campus, in connection with official matters pending in the Secretariat or relating to their personal issues. Strictly enforcing this, the Government direct that the visitors should meet only the Officers at the level of Deputy Secretary and above with prior appointment. There shall be a Nodal officer in each department to meet the visitors coming to a particular department without any prior appointment. He shall regulate those visitors within the department and shall meet their requirements. Visitors should on no account be entertained in Sections and such a practice should be totally prohibited.

3. Necessary amendments to the Secretariat Office Manual will be issued separately.

(By Order of the Governor)

LAKSHMI PRANESH
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Chennai-9.

The Secretaries to Hon'ble Chief Minister, Chennai-9.

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

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

The Private Secretary to Governor, Chennai-22.

The Private Secretary to Chief Secretary to Government, Chennai-9

The Private Secretary to Secretary to Government,

Personnel & Administrative Reforms Department, Chennai-9.

The Private Secretary to Secretary (Trg.) to Government,

Personnel & Administrative Reforms Department, Chennai-9.

Copy to

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

// Forwarded/by order //

SECTION OFFICER.