

GOVERNMENT OF TAMIL NADU

ABSTRACT

Office Procedure – Special permission for one hour on Fridays to women Government servants granted – Orders – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

G.O.Ms.No.393.

Dated the 29th December, 1995.

ORDER :

The Tamil Nadu Arasu Aluvalar (C & D) Group placed certain demands for settlement by the Government. They have requested among other things, permission to women Government servants to attend office late by one hour in the morning on Fridays.

2. The Government after careful consideration have decided that women Government servants may be granted permission to attend office late by one hour on three Fridays in a month subject to the following conditions :

- i) That the work of Government should not in any way suffer;
- ii) If the office/unit consists of women Government servants alone, all of them should not avail the concession at a time in the interest of good administration;
- iii) They should get prior permission from the authority competent to sanction Casual Leave;
- iv) They should sign in the late attendance register which should be closed and submitted to the officer concerned at 11.10 A.M. on all Fridays;

This special permission now granted is in addition to the privileges available in paras 510 and 518 of the Secretariat Office Manual and paras 2 and 4 of the Tamil Nadu Government Office Manual.

3. The above concession will be applicable to women employees in Ministerial offices only and will not be applicable to women Government servants working in establishments rendering direct service to the public like hospitals, schools, colleges, police stations, etc..

4. This order comes into force with effect from the date of issue. Necessary amendments to the Secretariat Office Manual / Tamil Nadu Government Office Manual will be issued separately.

(BY ORDER OF THE GOVERNOR)

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

To

All Secretaries to Government, Madras-9.

The Vigilance Commissioner and Commissioner for Administrative Reforms,
Madras-9.

All Departments of Secretariat, Madras-9.

The Principal Commissioner and Commissioner of Revenue Administration, Madras-5.

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

The Secretary, Tamil Nadu Public Service Commission, Madras-2.

The Registrar, High Court, Madras-104.

The Registrar, Tamil Nadu Administrative Tribunal, Madras-6.

The Tamil Nadu Arasu Aluvalar (C & D) Group, Madras-5.

Copy to :

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

The Private Secretary to Secretary to Government, P.&.A.R. Department, Madras-9.

The P.&.A.R.(K) Department, Madras-9.

| FORWARDED | BY ORDER |

(Sd.)
SECTION OFFICER.