

GOVERNMENT OF TAMIL NADU

ABSTRACT

OFFICE PROCEDURE –Tamil Nadu Government Office Manual applicable to all offices (other than Secretariat) by re-naming the “District Office Manual” – Orders Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (PER.A) DEPARTMENT

G.O.Ms.No.514.

Dated : 26th December 1990

Read :

From the Special Commissioner and Commissioner of Revenue Administration, Madras-5, Lr.No.K.Dis.X/38297/83, dated 7.6.83.

ORDER :

A suggestion to prepare a revised Office Manual applicable to all Government Offices (except Secretariat where Secretariat Office Manual is applicable) has been made to Government, since the District Office Manual is intended primarily for use in the offices of the Collectors in the correspondence Branch. 2. The Government, after careful examination, consider that the District Office Manual may continue to be adopted in all Government Offices (except Secretariat where Secretariat Office Manual is applicable) with minor editorial changes and that it could be re-named as the “Tamil Nadu Government Office Manual”.

3. The Government accordingly direct that the District Office Manual would continue to be adopted in all Government Offices (except Secretariat where Secretariat Office Manual is applicable) with minor editorial changes. They also direct that District Office Manual be re-named as the “Tamil Nadu Government Office Manual”,

4. The Special Commissioner and Commissioner of Revenue Administration, Madras-5 is requested to take necessary follow up action in the matter.

(BY ORDER OF THE GOVERNOR)

**F.J. VAZ,
SECRETARY TO GOVERNMENT.**

To

The Special Commissioner and Commissioner of Revenue Administration, Madras-5.
All Heads of Departments including District Collectors / District Judges, Chief
Judicial Magistrates.
The Secretary, Tamil Nadu public Service Commission, Madras-2.
The Registrar, High Court, Madras-104.
The Accountant General, Madras-18.

Copy to :

All Departments of Secretariat, Madras-9.
All Sections in P.&A.R. Department, Madras-9.
The Secretary to Chief Minister, Madras-9.

| FORWARDED | BY ORDER

(Sd.)
SECTION OFFICER.