



ABSTRACT

Tamil Nadu Government Office Manual – Office Procedure – Use of Permanent Blue, Blue Black or Black Inks in Government Offices – Amendment to paragraph 14A of the Tamil Nadu Government Office Manual – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

G.O.Ms.No.167

Dated : 26.11.2012,
நந்தன, கார்த்திகை 11,
திருவள்ளூர் ஆண்டு 2043.

Read:

G.O(Ms)No.151, Personnel and Administrative Reforms (A) Department,
dated 21.10.2010.

Read also:

From the Principal Secretary / Commissioner of Revenue Administration
D.O Letter No. OP.1(1)/51869/2012, dated 01.11.2012.

ORDER:

The amendment suggested by the Principal Secretary and Commissioner of Revenue Administration in his letter read above is approved. The following amendment is issued to the Tamil Nadu Government Office Manual.

AMENDMENT.

In the said Manual, for the heading "Ink to be used in Office" for paragraph 14A, the following paragraph shall be substituted, namely:-

"14A. INK TO BE USED IN OFFICE,- Fountain pen, ball point pen and gel pen can be used for writing by staff / officers in Government records. Ink in Permanent Blue / Blue Black or Black Colour only manufactured by a Standard Company should be used by Officers and staff for writing in the records of all Government Offices. Provided,

- a) The Officers who are permitted to attest true copies of certificates testimonials etc, as per the orders issued in G.O(Ms)No.189, P&AR(S) Department, dated 18.07.2007, may use green ink while making attestation.
- b) Group 'A' officers may use green ink to write brief notes in files".

2. The Principal Secretary / Commissioner of Revenue Administration is requested to take necessary action for issue of correction slips to the Tamil Nadu Government Office Manual.

(BY ORDER OF THE GOVERNOR)

M. KUTRALINGAM
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Principal Secretary / Commissioner of Revenue Administration, Chepauk,
Chennai-5.

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

The Registrar, High Court, Chennai-104.

The Secretary, Tamil Nadu Public Service Commission, Chennai-3.

Copy to:

Revenue Department, Chennai-9.

All Departments of Secretariat, Chennai-9.

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

Stock File / Spare Copy.

| FORWARDED | BY ORDER |

P. Kalaiselvi
26/11/2012
SECTION OFFICER
918-98
26/11/2012