



ABSTRACT

Office Procedure – Tamil Nadu Secretariat Office Manual - Amendment to para 567 – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS(A)DEPARTMENT

G.O.(Ms) No.40

Dated: 12.04.2011

Panguni 29

Thiruvalluvar Aandu, 2042

ORDER:

Consequent on purchase of Computers in departments of Secretariat, typewriters are not in use now in the Secretariat. Hence, it is decided to amend paragraph 567 of Tamil Nadu Secretariat Office Manual.

2. Accordingly, the following amendment is issued to the Tamil Nadu Secretariat Office Manual:-

AMENDMENT.

In the said Manual, for the existing paragraph 567 to Tamil Nadu Secretariat Office Manual, the following paragraphs shall be substituted namely:-

- (i) All the computers now available in the Departments of Secretariat (available in the Officers' rooms and sections) should be numbered;
- (ii) All the Private Secretaries/Personal Assistants/Section Officers/Assistant Section Officers/Senior Personal Clerks/ Personal Clerks /Typists in the Departments of Secretariat, should maintain a Register for the Computers allotted to them. In the above Registers, the details viz. date of installation of the computer, date of replacement of spare-parts in the computers, etc., should be incorporated and it should be submitted to the concerned second level Officer every month along with a run-on-note file;
- (iii) When a successor takes charge of the system from his predecessor, he/she should examine it carefully and if found any damage he/she should note it in the register and get the initials of the concerned

(P.T.O.)

Under Secretary to Government. If it is not so, it will be presumed that he/she has taken over the computer in good condition and that he/she is responsible for any damage subsequently brought to notice.

(BY ORDER OF THE GOVERNOR)

S. MALATHI
CHIEF SECRETARY TO GOVERNMENT

To
All Secretaries to Government, Chennai-600 009.
All Departments of Secretariat, Chennai-600 009.(OP Sections)

Copy to:

The Private Secretary to Chief Secretary to Government, Chennai-600 009.
The Private Secretary to Principal Secretary to Government,
Personnel and Administrative Reforms Department, Chennai-600 009.
The Personnel and Administrative Reforms (AR-II/CC) Department,
Chennai-600 009.
All Officers/Sections in Personnel and Administrative Reforms
Department, Chennai-600 009.
The Law (P&AR-Scrutiny) Department, Chennai-600 009.
SF/SC.

//Forwarded By Order//

நா. விநாயகமூர்த்தி
SECTION OFFICER

15/11/11