

GOVERNMENT OF TAMIL NADU

Abstract

Office procedure - Tamil Nadu Government Office Manual - Inspection of Official premises of a subordinate by superior Officers - Instructions - Issued.

Personnel & Administrative Reforms (Per-A) Department

G.O.Ms.No.307

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ORDER

It has been laid down in para 131 of Tamil Nādu Government Office Manual that it is the duty of the heads of sections and of the Sarishtadar to check the personal registers thoroughly, and at reasonable intervals, and to take steps to ensure that no avoidable delays occur and that no paper is shelved. The Section heads should check the personal registers in the presence of the clerk concerned and with reference to all his pending files. Any grave delay or irregularity will be reported to the Collector at once.

2. In para 132 of Tamil Nadu Government Office Manual, it has been further laid down that on the first of every month, each Assistant/Junior Assistant should prepare an abstract of pendency from the

brought forward volume of personal register in Form VII. The papers to be entered in it will be papers received by the previous day and remaining undisposed of. The abstract in "Form VII should be prepared in duplicate. One copy should be sent to the Superintendent, Fair Copying Section, who will check it with the Distribution Register and reconcile any discrepancies with the subject Assistant/Junior Assistant. He will then have the abstract arrear list of the Assistant/Junior Assistant copied into a list for the whole office and submit it direct to the District Revenue Officer and the Collector every month. The other copy of the abstract in Form VII should be submitted by the subject Assistant/Junior Assistant to the Gazetted Assistant incharge through the Section Head. The Gazetted Assistant will critically review the progress of disposal and pendency with special reference to over six months and over one year cases and give necessary instruction to the staff.

3. Eventhough there are checks and measures like inspection of personal registers, arrear list etc; for finding out delay in submission of files, still it is noticed that there is delay in each stage. As there are no specific instructions in the Tamil Nadu Government Office Manual to the effect that the Superior Officer concerned can inspect the office table of a subordinate to check delays, misuse of office premises, etc: it has been examined by the Government and decided that a superior officer can check the office table of a subordinate. Accordingly the "Government direct that the superior officer concerned be empowered to check the office table and official premises of a subordinate so as to avoid delay in dealing with files and to check misuse of office premises etc.

4. Necessary amendments to Tamil Nadu Government Office Manual will be issued separately.

(By Order of the Governor)

M.AHMED,
Secretary to Government