



- (5) The office assistants, duffadar, drivers and other staff eligible for supply of uniforms in Handloom and Khadi shall be paid a sum of Rs. 400/- (Rupees Four Hundred only) per set (one pant and one shirt) towards stitching charges by private tailors.
- (6) The following procedure shall be followed while supplying uniform material to the eligible staff of the Commission's office:
- (a) After obtaining necessary concurrence from the PD-D section and due approval from the Secretary, the proforma invoices shall be obtained from M/s. Tamil Nadu Khadi and Village Industries Board and M/s. Tamil Nadu Handloom Weavers Co-operative Society Limited.
  - (b) The proforma invoices shall then be sent to the Pay and Accounts Office (PAO) (East) for 100% payment, since the Khadi Board / Co-optex deliver the uniform material only against 100% payment.
  - (c) After the receipt of uniform material, necessary entries shall be made in the Stock Register maintained in the Commission's office. The uniform material shall be supplied to the concerned staff after obtaining an acknowledgement in the Stock Register.
  - (d) Cash receipts shall be obtained from the individuals concerned for having stitched the uniform cloth supplied to them.
- (7) It shall be the personal responsibility of the Section Officers in charge of Building, Stationery and Furniture Department (BSFD) / Vehicles and Machineries Department (VMD) / Personnel Department (PD) concerned, to ensure that all staff concerned are in the uniform prescribed on all working days.
- (8) In case any of the staff are not in uniform, the Section Officer concerned shall issue a show-cause notice to the individual for not following the office order, at his level, on the same day.
- (9) In case an individual repeats the same mistake, a show-cause notice under section 17(a) of the Tamil Nadu Civil Service (Discipline and Appeal) Rules shall be issued by the Under Secretaries concerned.

- (10) In case the Section Officers fail to monitor the wearing of the uniform prescribed, a show-cause notice shall be issued to the Section Officer concerned, in the first instance by the Under Secretaries concerned and in the second instance by the Secretary, under section 17(a) of the Tamil Nadu Civil Service (Discipline and Appeal) Rules.
- (11) The staff employed in housekeeping activities that have been outsourced, shall be dressed in blue overalls with the logo of the respective agency embroidered or printed visibly on it. It shall be the duty of the vendor to ensure that all such staff are in the prescribed uniform within the Commission's office premises. The BSFD, entrusted with the work of monitoring the outsourced work, shall also monitor compliance with these instructions.

**K. NANTHAKUMAR, I.A.S.**  
**Secretary**