

## GOVERNMENT OF TAMIL NADU

### ABSTRACT

Public Services - Meetings - Conducting periodical meeting by Secretaries to Government, Departments of Secretariat and Heads of Departments  
Announcement of Her Excellency the Governor of Tamil Nadu in the Legislative Assembly on 25.5.2001 - Conduct of periodical Meetings with representatives of Government Employees - Orders - Issued.

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### PERSONNEL AND ADMINISTRATIVE REFORMS(K) DEPARTMENT

**G.O.Ms.No.109 Dated: 25.6.2001**

**Read :**

G.O.Ms.No.47, Personnel and Administrative Reforms (K) Department, dated 30.1.96.

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#### **ORDER:**

Her Excellency the Governor of Tamil Nadu, in her speech on the floor of the Tamil Nadu Legislative Assembly on 25.5.2001 made the following announcement, among others:-

" Government employees constitute the bedrock of any administrative set up. This Government will be sympathetic to the genuine grievances of its employees and take steps to examine issues relating to their welfare and conditions of service. To facilitate this, a scheme will be implemented to enable the representatives of Government employees, teachers and employees in other sectors to meet the Heads of Departments in district and at State level to periodically represent and find solutions to their problems. XXXXXX".

2. Government, therefore, after a detailed examination, direct that the Secretaries to Government and Heads of Departments should conduct periodical meetings with the representatives of Government employees under their administrative control to redress their grievances and also to find solutions to their problems.

3. Accordingly, Government issue the following guidelines for the conduct of the said meetings:-

(i).The periodicity of the meetings should be three months in the case of Heads of Departments and six months in the case of Secretaries to Government.

(ii).Representatives of Government employees to be invited for the meetings should be only from the Associations recognised by the Government of Tamil Nadu;

(iii).Subjects to be discussed at the meetings to be conducted by the Heads of Departments should pertain to only the welfare measures taken at the level of Heads of Departments. In the same manner, subjects to be discussed at the meetings to be conducted by the Secretaries to Government should relate to welfare of Government employees that could redressed by the concerned Secretaries to Government;

(iv).Issues and grievances purely on local importance should alone be placed before the Heads of Departments as well as Secretaries to Government;

(v).Policy matters such as, relaxation of rules, revision of scales of pay, sanctioning of posts, etc., need not be placed before the meetings to be conducted by the Heads of Departments, as well as Secretaries to Government, as those matters have to be placed before a different forum;

(vi).Subjects to be discussed in the meetings should be sent atleast 15 days earlier to the date scheduled for the meetings;

(vii).Heads of Departments and Secretaries to Government should ensure that representatives from recognized Service Associations, not exceeding two members from each Association participate in the meetings;

(viii).Representatives who attend the meetings are entitled for Travelling Allowance and Daily Allowance and their absence shall be treated as duty;

(ix).Matters that have to be placed before the Tamil Nadu Government Civil Services Joint Council and Joint Civil Services District Council need not be taken up in the meetings to be conducted by the Secretaries to Government and Heads of Departments;

(x).Secretaries to Government should conduct the meetings in the second week of every Half Year, i.e., second week of January and July and Heads of Departments should conduct the meetings in the second week of January, April, July and October of every year;

(xi).Heads of Departments should send the minutes of the meetings to the Secretaries to Government of the administrative departments concerned with a copy marked to the Personnel and Administrative Reforms Department;

(xii).Secretaries to Government should review the reports of the Heads of Departments and submit the draft review to the Chief Secretary to Government;

(xiii).Secretaries concerned should submit the copy of the minutes of the meeting conducted by them to the Chief Secretary to Government, with a copy marked to the Personnel and Administrative Reforms Department;

(xiv).The Personnel and Administrative Reforms (Inspection) Department should watch the functioning of the quarterly meetings conducted by the Heads of Departments at the time of inspection of the Officers of the Heads of Departments. A provision to this effect may also be made in the format prescribed by the Inspection Wing in the Inspection Questionnaire.

4. This order supersedes the earlier orders read above in regard to conduct of periodical meetings by the Secretaries to Government and Heads of Departments.

(BY ORDER OF THE GOVERNOR)

**P. SHANKAR,**

**CHIEF SECRETARY TO GOVERNMENT.**

To

All Secretaries to Government, Chennai-9.

All Departments of Secretariat, Chennai-9.

All Heads of Departments including District Collector, District Judges and Chief Judicial Magistrate,

The Secretary, Tamil Nadu Public Service Commission, Chennai-2.

The Registrar, Tamil Nadu Administrative Tribunal, Chennai-6.

Copy to

All Recognised Service Associations.

The Secretary to Governor, Chennai-22.

The Secretary to Chief Minister, Chennai-9.

The Private Secretary to the Chief Secretary to Government, Chennai-9.

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

Personnel and Administrative Reforms(Inspection) Department, Chennai-9.

/FORWARDED/BY ORDER/

**SECTION OFFICER.**