

TAMIL NADU PUBLIC SERVICE COMMISSION

Office Order No. 188, dated 22.09.2021

Sub.: Personnel Department – Tamil Nadu Public Service Commission – Office Procedure – Maintenance of Movement Register in all Sections – Issued.

Ref: Copy of Notes and Orders in C.No. 57/PD- MM/2021, dated 14.09.2021.

The following instructions are issued with regard to the maintenance of Movement Register in the section.

2. The Movement Register should be maintained by each section in the following form:

Section I (For Members of the Section)

Sl. No.	Name and Designation	Purpose for which the person left the Section	Time of leaving the section	Time of return	Initial of the person	Initials of the S.O

Section II (For Members of the other sections who come to the section on official matter)

Sl. No.	Name and Designation	Section to which he belongs	Purpose of the visit	Time of arrival	Time of departure	Initial of the person	Initials of the S.O.

3. Every movement of every member of the section from his / her seat should be recorded in the Movement Register during office hours. The staff of the section should make an entry of the time of his / her arrival as soon as he/she enters the section in the morning everyday. Whenever the staff leaving their section or any bonafide official purpose connected with their work, they should promptly make entries in the Register. Similarly, when he/she goes to another section necessary entries regarding the time of arrival, departure and also the purpose of visit should be made in Section II of the Register maintained in that Section.

4. Similarly, whenever the staff leaves the section for taking tea/coffee and lunch or for answering calls of nature, they should also make necessary entries in the Movement Register. The lunch interval allowed for the staff shall be half an hour between 1.00 PM and 2.00 PM.

5. The Section Officer should check whether the staff of the section have made necessary entries in the Register before leaving their section. Anyone who fails to make entries or make false entries are liable for disciplinary action. Surprise inspection will be made frequently by the officers incharge of the section. The Register should be sent to the Officer incharge of the section at the close of Office hours every day and his/her initial obtained for having checked the entries.

6. The above instructions should be strictly followed. No section is exempt from maintaining the Movement Register. Any violation in this regard will be viewed seriously and disciplinary action will be initiated against erring individuals.

P. Uma Maheswari, I.A.S.
Secretary