



GOVERNMENT OF TAMIL NADU

File.

RE. J.M
20x95

Letter No. 52011/A/95-3,
Personnel and Administrative
Reforms (A) Department,
Secretariat, Madras-600 009.

Dated: 18.9.1995.

From

Thiru M.B. Pranesh, I.A.S.,
Secretary to Government.

To

All Secretaries to Government, Madras-9.
All Heads of Department (including District
Collectors, District Judges, Chief Judicial Magistrates).

Sir,

Sub: Office Procedure - Handing over of charges and
Notes to their successor - Instructions -
Issued.

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It has been noticed in recent times that many officers on transfer do not prepare and give "handing over brief" to their successors. As such a brief fulfils a very important purpose, I am directed to request you to insist on all officers (at all levels) under your control to prepare and give a handing over brief in duplicate signed both by the relieving and relieved officer in the interest of smooth administration. The handing over brief should highlight the important programmes being implemented and also the points on which immediate or special attention is due. In case, any other items of work which are incomplete and require further action, the details of these items may also be pointed out. The note should serve as a link with the past and a call for the future.

2. A copy of the brief so handed over should be sent for information as follows:

- (i) By IAS Officers to the Secretary to Government, Public Department for being placed before the Chief Secretary to Government (vide Letter No. 1034/89-2, Public (Special-A) dated 7.2.89).
- (ii) By other Heads of Department to the concerned Secretary to Government.

(iii) By others to the Head of Department.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

A. S. pale

(A. SURIYAKUMARI)
for SECRETARY TO GOVERNMENT

17/9/95

REC.No. 327 195A.1.

Office of the Chief Judicial Magistrate
Thanjavur at Kumbakonam. Dt. 19.10

Copy Communicated in all the Judicial Magistrate
in this District.

Chief Judicial Magistrate,
Thanjavur at Kumbakonam.

B
19/10/95

MAGISTRATE'S COURT
RECEIVED
21 SEP 1995

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