

Office of the Director of Public Health and Preventive Medicine, 259, Anna Salai, Madras-600006. Dated: 27.12.91.

R. No. 184470/Cash/Sty/91

Sub: Uniforms - Supply of uniforms to Office Assistants Attending in the Gazetted Officers' rooms - Violation of procedures - Avoidance - Instructions - Issued.

Ref: G.O. Ms. No. 317, Information and Tourism (S&P.III) Department, dt. 19.12.91.

Copy communicated to all officers of this Department for necessary action.

A. RAJALINGEISWARA RAO,
DIRECTOR OF PUBLIC HEALTH AND PREVENTIVE MEDICINE: MADRAS-6

To
All Officers of this Department.
Copy to: All Officers at Headquarters.
" All Establishment sections and Inspection section.
" Stock file.

true copy/forwarded/by order

[Signature]
S. C. SUPERINTENDENT 3.1.92

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GOVERNMENT OF TAMIL NADU

ABSTRACT

(As Above)

INFORMATION & TOURISM (S&P.III) DEPARTMENT

G.O. Ms. No. 317

Dated: 19.12.91.

READ:-

G.O. Ms. No. 53, Information and Tourism, dt. 27.2.91.

ORDER:

In the orders first read above, orders have been issued for the supply of 2 sets of polyester uniforms once in 4 years to the Office Assistants attending the rooms of officers in the state Government offices in the proportion of Khadi/Handloom at 50:50 basis (ie., one set of white khadi Polyester and/set of Handloom Polyester). It has also been ordered that the uniforms should be issued to the Office Assistants only after stitching from the Government approved Institutions.

2. However of late, it has been brought to the notice of the Government that many Government Departments are not following the procedures laid down in the above Government Order. Certain Departments have requested to permit them to supply the clothes to the Office Assistants without stitching. In

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certain other Departments no proper procedure has been adopted in the supply of uniforms to the Office Assistants.

3. In order to implement the orders issued in the Government order first read above, strictly the following instructions are issued.

- a) Uniforms should be supplied to the Office Assistants attached to Officers' rooms in Government Departments according to norms prescribed by the Government. The Government Departments should ensure that Office Assistants to Officers' rooms are posted strictly according to seniority.
- b) Once uniforms are supplied to Office Assistants attending to the Gazetted Officers, they should not be disturbed till the next supply or if they even happen to be disturbed due to administrative reasons, they must invariably be posted to other officers' rooms only, instead of getting back the uniforms from the Office Assistants.
- c) The uniform clothes should not be given to the Office Assistants before stitching. The Uniform should be stitched only from the Government approved Institutions or in the places where such institutions are not available, the uniform should be stitched through private tailors after calling for quotations.
- d) It must be strictly ensured that Office Assistants who have been supplied with uniforms wear the uniforms regularly during office hours. It shall be the responsibility of the Officers in charge of Establishment Section to ensure compliance with the

4. The Government also direct that a periodical as mentioned in the annexure should be maintained for this purpose to monitor the proper implementation of the programme and each heads of Office should send a periodical report to Heads of Departments/Collectors every month. The departments of Secretariat and the Heads of Departments/Collectors should furnish a consolidated report to Government in Information and Tourism Department through the Administrative Department in Secretariat once in three months.

(BY ORDER OF THE GOVERNOR)

K.J.M. SHETTY,
PRINCIPAL SECRETARY TO GOVERNMENT

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3/11/62