



**Human Resources Management
(Inspection) Department,
Secretariat, Chennai - 600 009.
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திருவள்ளூர் ஆண்டு 2056

Letter No.9076/Inspection/2025-1, Dated 26.12.2025

From
Thiru.C. Samayamoorthy, I.A.S.,
Secretary to Government.

To
All Additional Chief Secretaries / Principal Secretaries /
Secretaries to Government, Secretariat, Chennai - 600 009.
All Departments in Secretariat, Chennai - 600 009.
All HODs through the concerned Department,
All District Collectors.

Sir,

Sub: Human Resources Management Department -
Office Inspection - Inspection of Departments of
Secretariat, Heads of Departments, Public Sector
Undertakings / Boards / Corporations, Municipal
Corporations and Government Offices - Registers -
Instructions / Guidelines to be followed -
Communicated - Regarding.

Ref: Letter No.6252/Inspection.II/2025-1, Human Resources
Management Department, dated:27.10.2025

I am directed to state that the performance of Inspection Cells have been reviewed and it has been decided that to ensure clean and transparent administration, adherence to the office procedure relating to maintenance of various registers, distribution of work and speedy disposal of official business is necessary.

2. In order to improve office administration and increase efficacy, the Departments of Secretariat, Heads of Department, Public Sector Undertakings / Boards / Corporations, Municipal Corporations and Government Offices are instructed to maintain the following Registers (In physical / e-format) as required:-

| SL. No. | Name of the Registers |
|---------|--|
| 1. | Establishment Register (Permanent and Temporary) |
| 2. | Regularization Register |
| 3. | Probation Register |

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| 4. | Panel Preparation Register |
| 5. | Pay Fixation Register |
| 6. | Increment Register |
| 7. | Rule of Reservation Register |
| 8. | Staff Strength Register |
| 9. | Foreign Service Register |
| 10. | RTI Register |
| 11. | Court Case Register |
| 12. | Assembly Questions Register |
| 13. | Assembly Assurance Register |
| 14. | Attendance Register |
| 15. | Late Attendance Register |
| 16. | Casual Leave Register |
| 17. | Movement Register |
| 18. | Long Pending Cases * |
| 19. | Personal Register * |
| 20. | Arrear Personal Register * |
| 21. | Run on Note * |
| 22. | Reminder Diary * |
| 23. | Call Book Entry * |
| 24. | Stock File Register * |
| 25. | Petition Rectification Register |
| 26. | CM Cell /Mudalvarin Mugavari Petition Register |
| 27. | Cheque Register |
| 28. | Contingent Register |
| 29. | Distribution Register |
| 30. | Tappals Register |
| 31. | Despatch Register |
| 32. | RTI Tappal Register |
| 33. | Register Post Register |
| 34. | Important Tappals Register |
| 35. | Stamp Account Register |
| 36. | Vehicle Register |
| 37. | Register of Caste/Community particulars of Personnel |
| 38. | Official Language Register |

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| 39. | Disciplinary Case Register |
| 40. | Suspension Case Register |
| 41. | Rotation of Staff Register |
| 42. | Audit Objections Register |
| 43. | Budget Register |
| 44. | Confidential Report Register |
| 45. | Announcement Register |
| 46. | Schemes Register (HOD) |
| 47. | Stock Register |
| 48. | e-Procurement Register |
| 49. | Stationery and Forms Register |
| 50. | Furniture Register |
| 51. | Telephone Register |
| 52. | Uniform Register |
| 53. | e-Tender Register |
| 54. | Computer, Printer, Fax, Xerox Machine etc., Register |
| 55. | Public Accounts Committee (PAC) Register |
| 56. | 10 years above AG Audit Paras Pending |
| 57. | Record Room Register |
| 58. | Inspection of Sub-ordinate Offices |
| 59. | Office organization and Distribution of Subject |
| 60. | Library Register |

*Sl.No.18 to 24 in offices where e-office is not implemented.

3. In the present scenario of developments in office management and administration including e-mail, implementation of Integrated Financial and Human Resources Management System (IFHRMS), e-Governance, etc., the following registers shall be removed subject to seamless integration with IFHRMS, as they have become redundant:-

1. Allowances Register
2. Loans and Advances Register
3. Periodical Register
4. Arrear List
5. Fair copy Register
6. Cash Due to Register
7. Petty Cash Register
8. TNTC 70 Register

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9. Copy Application Register
10. Un Disbursed Pay Register
11. Power Delegation Register

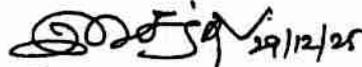
4. All the Departments of Secretariat, Heads of Departments, Public Sector Undertakings / Boards / Corporations, Municipal Corporations and Government Offices are instructed to follow the guidelines listed below:

- i. The offices are insisted to adhere to e-Governance wherever it is possible.
- ii. Citizens charter shall be made available in an office for public knowledge on the activities of the office.
- iii. All Offices shall ensure that there is no overlapping of activities and duplication of work. The review system should pinpoint deviations, if any, from the established procedures and practices.
- iv. Cleanliness – All Officers are requested to ensure cleanliness in the offices as instructed vide D.O. Letter No.1160/Public (Spl-A)/ 2020-1, dated 01.08.2021.
- v. Accessibility of the office premises to the public shall be ensured in the following ways: a) accessibility to Differently Abled persons. b) a front office shall be setup in each Office to receive the public and address their grievance.
- vi. In an office which is directly dealing with the public like R.T.O office / Sub-Registrar office, etc., such officers may be requested to appoint a Public Grievances Officer for attending to the grievances of the public. Facilities like Toilet, drinking water, shelter, shall be recommended wherever it is possible.
- vii. Public Grievances shall be disposed of within the stipulated time (30 days) from the date of receipt. In this regard orders are already in existence vide G.O (Ms) No.73, P&AR (A) Dept., dated 11.06.2018 and reiterated in G.O (Ms) No.25, HRM (A) Dept., dated 04.06.2025.
- viii. The Internal Audit Paras and Local Fund Audit Paras shall be gone through in detail and settled as early as possible. The rectification of deviations pointed in audit paras in practice should be ensured.
- ix. All the competent authorities in various Government Departments are directed to maintain the entries in the Service Book of the individuals under their control as per the guidelines in Government Letter No:18522/P&AR (FR-3)Department/2015-1, dated 21.05.2015. Simultaneously, conversion of SR into e-SR shall be upgraded.
- x. All the authorities who deal with disciplinary matters shall avoid delay in disposal of disciplinary cases, imposition of

unimplementable punishments and non-furnishing of relevant records by following the instructions issued in G.O(Ms)No.81, P&AR (N) Department, dated 04.08.2022 and reiterated in Government Letter (Ms) No.66/HRM(N)Department/2024-1, dated 23.07.2024.

- xi. Staff Grievances shall be fulfilled from time to time as per orders issued in the G.O(Ms)No:109, P&AR (K) Department, dated 25.06.2001 and Government Letter No:8644306/HRM (J) Department/2024-1, dated 15.10.2024.
- xii. The Internal Complaints Committee shall be constituted so as to provide protection against sexual harassment of women at work place as instructed in G.O(Ms)No:64, Social Welfare and Women Empowerment (SW3) Department, Dated:18.06.2025.

Yours faithfully,

 29/12/25

for Secretary to Government.

 29/12/25