

Copy of:

GOVERNMENT OF TAMIL NADU.



ABSTRACT.

Public Services - Personal files - Adverse remarks - Communication of adverse remarks - Revised Guide-lines-Issued.

PERSONNEL & ADMINISTRATIVE REFORMS (R) DEPARTMENT.

Dt. 8.5.96.

G.O.Ms.No.210

Read:

G.O.Ms.No.11. Personnel & Administrative Reforms Department,  
Dt. 5.1.84.

ORDER:

In paragraph 5 of the Government order read above, instructions have been issued that the personal files on the Government servant concerned should be shown to them during the month of August and February in the case of probationers and during the month of February, if he is not a probationer. In case the Government servant reported upon is on leave throughout February, the personal file should be shown to him as soon as he returns from leave and rejoins duty. Only the reports for the previous calendar year need be shown and necessary acknowledgement should be obtained in the personal file. The personal file should be shown to the Government servants concerned by the reporting officer or his successor in office after getting the report approved by the scrutinising officer.

2. In paragraph 8 of the Government order read above, guidelines have been issued that all adverse remarks in personal files recorded by Reporting Officers should be confirmed by the scrutinising officers and communicated to the Government servant concerned. It has also been instructed therein that the Government will take a serious view of non-communication of adverse remarks within a month of the acceptance of those remarks by the scrutinising officer. The scrutinising officer will be held liable for disciplinary action for any delay or omission in the discharge of the important duty.

3. As mentioned in paragraph 1 above, the full personal file for the year has to be shown to the Government servant reported upon, and acknowledgement obtained in the personal file in token of having seen the personal file. If the Government servant considers that any remarks is adverse to him, he is free to make a representation for expunging or modifying the adverse remarks. In view of this, the Government have reconsidered the need to communicate adverse remarks separately to the Government servant concerned. Perusal of the personal file itself provides sufficient opportunity for the Government servant concerned to note down any adverse remark. He can make a representation for expunging or modifying any adverse remark, within 3 months from the date of acknowledgement that he has perused the personal file.

This procedure will help the Government servant concerned to make his representation for expunging or modifying adverse remarks as early as possible.

4. The Government accordingly direct that it is enough if the personal file is shown to the Government servant concerned and his acknowledgement obtained in the personal file and that the system of communicating adverse remarks entered in the personal file to the Government servant concerned separately be dispensed with. Representation for expunging adverse remarks shall be made by the Government servant concerned not later than three months from the date on which the Government servant concerned has perused the personal file and acknowledged on it. Instructions issued in the Government order read above shall stand modified to the above extent.

(BY ORDER OF THE GOVERNOR)

Sd/- P.S. PANDYAN,  
SECRETARY TO GOVERNMENT.

(R.O.C.No.4018/96/C3) .....

R. DIS.No.371/1996.

Copy communicated.

HIGH COURT, MADRAS.

DATED: 4-6-1996.

*KRS. Subramanyam Rao*  
SUB ASSISTANT REGISTRAR (A/c) 15/7/96

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2. All Addl. District Judge-cum-Chief Judicial Magistrates.
3. The Presiding Officers of Labour Courts at Madras, Madurai, Coimbatore, Tiruchirappalli, Tirunelveli, Salem, Vellore & Cuddalore.
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7. The Industrial Tribunal, Madras.
8. The State Transport Appellate Tribunal, Madras.
9. The Chairman and Judicial Member, Sales Tax Appellate Tribunal, Madras.
10. The Judicial Member, Sales Tax Appellate Tribunal, (Addl. Bench), Coimbatore and Madurai.
11. The Presiding Officer, Special Court for Essential Commodities Act, Madras, Coimbatore, Salem, Madurai, Thanjavur and Pudukkottai.
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