

Dis.010253/Sty/95

Office of the Director of Public Health and Preventive Medicine, Madras-600 006. Dated:24.1.1995.

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Sub: Uniforms - Supply of Uniforms to Office Assistants - Duffadors Drivers and other Categories of Staff - Sanction of - Stitching Charges - Orders - Issued.

Ref: G.O.Ms.No.290/Information and Tourism (Sty) & Printing) Department, dated 23.11.94.

Copy of the Government order cited is communicated to all Subordinate Officers for necessary action.

R. SAROJA,
for Director of Public Health and Preventive Medicine, Madras-6.

To
All Subordinate Officers.

Copy to: All Officers and Section.

/true copy/forwarded/by order/

27.1.95
SUPERINTENDENT

25/1/95
nl.25.1.

Copy of G.O.

GOVERNMENT OF TAMIL NADU

ABSTRACT

Uniforms - Supply of uniforms to Office Assistants, Duffadors, Drivers and other Categories of Staff - Sanction of stitching charges - Orders - Issued.

INFORMATION AND TOURISM (STATIONARY AND PRINTING.2) DEPARTMENT

G.O.Ms.No.290

Dated:23.11.94.

READ:

1. G.O.Ms.No.648 Transport Department dated 7.8.72.
2. G.O.Ms.No.659 Transport Department, dated 3.12.75.
3. G.O.Ms.No.605 Industries Department dated 11.5.76.
4. G.O.Ms.No.616 Transport Department, dated 21.7.78.
5. Letter No.10903/32/77-4 Transport Department, dated 31.10.78.
6. G.O.Ms.No.23, Transport Department, dated 7.1.84.
7. G.O.Ms.No.561, Information & Tourism & Tamil Culture Department, dated 21.11.84.

(P.T.O.)

8. G.O.Ms.No.1459, Industries Department, dated 12.12.84.
9. G.O.Ms.No.1443, Transport Department, dt.20.8.86.
10. G.O.Ms.No.2409, Transport Department, dt.10.12.86.
11. G.O.Ms.No.55, Information and Tourism (Stationery and Printing) Department, dated 27.2.91.
12. G.O.Ms.No.317, Information and Tourism (Stationery and Printing) Department, dated 19.12.91.
13. G.O.Ms.No.852, Public (Motor Vehicle) Department, dated 1.8.92.
14. G.O.Ms.No.213, Information and Tourism (Stationery and Printing) Department, dated 3.8.92.
15. G.O.Ms.No.227, Information and Tourism (Stationery and Printing) Department, dated 13.8.92.
16. G.O.Ms.No.290, Information and Tourism (Administration-II) Department, dated 13.10.92.
17. President Tamilnadu Office Assistants and Basic Servants Association representation dated 8.1.91.

ORDER:

The supply of Uniform to Drivers, Office Assistants and Duffadors and other Government Servants employed in Government offices is in vogue.

2. Government in their order thirteenth read above issued orders that the Drivers, Motor Cycle Messengers, Van Cleaners, working under the control of Public (Motor Vehicle) Department, under the Ministers, Special Representative for the Government of Tamilnadu, Chief Government Whip and State Guest House be supplied with 4 sets of polyster uniforms i.e. 2 sets in Khadi polyster and another 2 sets in Handloom polyster every year from 1992. In the government order sixteenth read above, orders were issued that the Drivers, Motor Cycle Messengers, Van Cleaners working in Information and Tourism Department (Head quarters) be supplied with 4 sets of polyster uniforms i.e. 2 sets in Khadi polyster and another 2 sets in Handloom polyster every year from 1992. In the government order eleventh read above Government ordered that the Office Assistants attending to the rooms of Officers in the State Government Offices in Tamilnadu, may be supplied with the Uniforms after stitching by the Government approved Institutions. In order to implement this order the government in their order twelfth read above, have issued the following instructions.

- 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;

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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 uniforms should be stitched through private tailors after calling for quotations; and

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 incharge of Establishment section to ensure compliance with this.

The Government also directed that a periodical as mentioned in the Annexure to the Government order twelfth read above be maintained for the purpose to monitor the proper implementation of the programme and each heads of Offices should send a periodical report to Heads of Departments/Collectors every month. All the Department 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.

3. The President Tamilnadu Office Assistants and Basic Servants Association has now represented to the Government that the measurement for stitched uniforms to Office Assistants are not taken properly by the government approved institutions and that the uniforms are not stitched to their measurements and hence they have requested the Government that Office Assistants may be permitted to have the uniforms stitched with private tailors and stitching charges may be paid to them. Similar representations have also been received from certain Departments of Secretariat and Head of Departments to supply the uniform cloth to Office Assistants and Basic Servants and they may be permitted to stitch clothes through private tailors.

4. The Government have carefully examined the above request and decided that the Office Assistants attending in the rooms of gazetted officers in the State Government Offices, Duffadors, Drivers and all other Government Servants eligible for supply of uniforms be supplied with 2 (two) sets of uniforms in Handloom and Khadi i.e. two pants and two shirts and they may be paid an amount of Rs.100/- (Rupees one hundred only) towards stitching charges for two sets of uniforms by private tailors. Accordingly the Government issue consolidated orders on supply of uniforms to the Drivers, Duffadors, Office Assistants and other Government staffs eligible for supply of uniforms issued from time to time as below:-

- i) The Drivers, Motor Cycle Messengers, Van Cleaners working under the control of Information and Tourism Department and Public (Motor Vehicle) Department under the Ministers. Special Representative for the Government of Tamilnadu, Chief Government Whip, State Guest House be supplied with 4 sets of polyster uniforms i.e. 2 sets in Khadi polyster and another 2 sets in Handloom polyster every year. (G.O.Ms.No.290, Information and Tourism (Administration-II); dated 13.10.92 and G.O.Ms.No.352, Public (Motor Vehicle-I) Department, dated 1.8.92.)
- ii) The Drivers employed in Government Departments other than Secretariat will be supplied with 3 (three) sets of uniforms in Handloom and Khadi cloth once in a year at the rate of one set of Pant/Shirt in Khadi polyster clothes and two sets of Pant/Shirt in Handloom cotton. (G.O.Ms.No.218, Information & Tourism (Stationery & Printing-II) Department, dated 3.8.92).
- iii) The Office Assistants attending in the rooms of gazetted officers in the State Government Offices and all Duffadors will be supplied with 2 sets of polyster uniforms in Handloom and Khadi at 50:50 ratio once in a year. (G.O.Ms.No.227, Information & Tourism Stationery & Printing) Department, dated 13.8.92).
- iv) The scale of white polyster cloth required to be supplied in Handloom will be 1.15 metre for one full Trouser and 1.60 metre for one bush Shirt and Khadi white polyster cloth will be 1.20 metre for one full Trouser and 1.60 metre for one bush shirt. (G.O.Ms.No.53 Information & Tourism Department, dated 27.2.91).

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5. The Government direct that the Office Assistants attached to gazetted officers' rooms, Duffadors, Drivers and all other Government Servants eligible for supply of uniforms in Handloom and Khadi be paid a sum of Rs.50/- (Rupees fifty only) per set (one pant and one shirt) towards stitching charges by private tailors.

6. The Departments of Secretariat, Head of Departments and other subordinate Officer may supply uniform clothes to eligible personnel as per the above orders and they should obtain the cash receipt from the individuals concerned for having stitched the uniform clothes supplied to them. They should also ensure that Drivers, Duffadors, and Office Assistants attached to officers' rooms and other eligible Government Servants who are supplied with uniform clothes wear the uniforms regularly during Office hours. It shall be responsibility of the Officers incharge of Establishment sections to ensure compliance with this.

7. A periodical as specified in annexure to this order should be maintained to monitor the proper implementation of the above orders and each Heads of Office shall send a periodical report to the Heads of Departments/Collectors every month. The Department of Secretariat and Head of Departments/Collectors should furnish a consolidated report to government in Information and Tourism Department (Stationery and Printing) once in three months.

8. This order issues with the concurrence of Finance Department vide its U.O. No.663/FS/P/94, dated 2.2.94.

(BY ORDER OF THE GOVERNOR)

S. PARTHASARATHY,
SECRETARY TO GOVERNMENT.

/FORWARDED BY ORDER/

Sd/- xxx
Section Officer.

/true copy/

R. Shantha
SUPERINTENDENT

27/1/55

ANNEXURE

Sl. No.	Name of the Office/ Department	Total No. of Drivers/Duffadors/ Office Assistants/ and other eligible Govt. Servants.	Total Procurement made	Total amount of expenditure	Whether the Drivers, Duffadors, O.As and other Staffis wear uniform all days.	If not the reasons	Action taken by the Head of Office/ Head of Dept. for failure to wear uniforms.
1.	2.	3.	4.	5.	6.	7.	8.