



**Personnel and Administrative  
Reforms (A) Department  
Secretariat, Chennai-600 009.  
Aani 14,  
Thiruvalluvar Aandu 2041.**

**Letter No. 11850/A/2010-1, dated: 28.06.2010.**

**From  
Thiru K.N.Venkataramanan, I.A.S.,  
Secretary to Government.**

**To  
All Secretaries to Government, Chennai-600 009.  
All Departments of Secretariat, Chennai-600 009.  
All Heads of the Departments including District Collectors/  
District Judges and Chief Judicial Magistrates.  
The Secretary, Tamil Nadu Public Service Commission,  
Chennai – 600 002.  
The Registrar, High Court, Chennai – 600 104.**

**Sir/Madam,**

**Sub: Administrative Reforms Committee Recommendation –  
Maintenance of Movement Register – Instructions –  
Reiterated.**

**Ref: G.O.Ms.No. 24, Personnel and Administrative Reforms (AR-I)  
Department, dated 17.02.2010.**

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The Administrative Reforms Committee constituted under the Chairmanship of Dr. Justice A.K. Rajan, Retired Judge of Madras High Court has recommended that staff movement should be strictly monitored and the Movement Register shall be maintained and checked by the Head of Office every day.

2. Movement Register for monitoring Staff Movement is already in vogue in all Government Offices. Consequent to the recommendations of the above Committee, Government has decided to accept the recommendation and to reiterate the maintenance of the Staff Movement Register in every Government Office.

(P.T.O.)

3. Therefore, all the Departments of Secretariat and the Heads of the Departments are requested to maintain the Staff Movement Registers promptly. The Heads of the Departments are requested to instruct all the Sub-ordinate Offices under their control to maintain the Staff Movement Register for monitoring the Staff Movement during office hours strictly.

Yours faithfully,

நா. விநாயகசுந்தர்  
22/06/2010  
for Secretary to Government.  
28/6/10

**Copy to**

All Sections/All Officers in Personnel and Administrative Reforms  
Department, Chennai-600 009.

The Personnel and Administrative Reforms (OP-I) Department, Chennai-600 009.

The Personnel and Administrative Reforms (AR-I) Department, Chennai-600 009.