



Human Resources Management  
(J) Department,  
Secretariat,  
Chennai-600 009.

Letter No. 8644306/J/2024-1, Dated 15.10.2024

From  
Thiru N. Muruganandam, I.A.S.,  
Chief Secretary to Government.

To  
All Secretaries to Government, Secretariat, Chennai - 600 009.  
All Departments of Secretariat, Chennai - 600 009.  
All Heads of Department including District Collectors /  
District Judges and Chief Judicial Magistrate.  
The Secretary, Tamil Nadu Public Service Commission, Chennai - 600 003.



Sir/Madam,

Sub: Public Services - Meetings - Conducting periodical meetings by Secretaries to Government, Departments of Secretariat and Heads of Department with representatives of Government employees - Instructions reiterated - Regarding.

- Ref: 1. G.O.(Ms)No.109, Personnel and Administrative Reforms (K) Department, dated 25.06.2001.  
2. Government Letter No.42868/K/2015-1, Personnel and Administrative Reforms (K) Department, dated 23.06.2016.

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I am to invite your attention to the Government Order and Government Letter in the references cited.

2. In the reference 1<sup>st</sup> cited, necessary instructions/guidelines were issued that the Secretaries to Government and Heads of Department should conduct periodical meetings with the representatives of Government employees under their administrative control to redress their grievances and also to find solutions to their problems. The said instructions have been reiterated in the reference 2<sup>nd</sup> cited.

3. Now, all the Secretaries to Government and the Heads of Department are requested to follow the following guidelines issued in G.O.(Ms)No.109, Personnel and Administrative Reforms (K) Department, dated 25.06.2001 for conducting the meeting with the representatives of Government employees under their administrative control

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to redress their grievances and also to find solutions to their problems:-

- (i) The periodicity of the meetings should be three months in the case of Heads of Departments and six months in the case of Secretaries to Government;
- (ii) Representatives of Government employees to be invited for the meetings should be only from the Associations recognised by the Government of Tamil Nadu;
- (iii) Subjects to be discussed at the meetings to be conducted by the Heads of Departments should pertain to only the welfare measures taken at the level of Heads of Departments. In the same manner, subjects to be discussed at the meetings to be conducted by the Secretaries to Government should relate to welfare of Government employees that could be redressed by the concerned Secretaries to Government;
- (iv) Issues and grievances purely of local importance should alone be placed before the Heads of Departments as well as Secretaries to Government;
- (v) Policy matters such as, relaxation of rules, revision of scales of pay, sanctioning of posts, etc., need not be placed before the meetings to be conducted by the Heads of Departments, as well as Secretaries to Government, as those matters have to be placed before a different forum;
- (vi) Subjects to be discussed in the meetings should be sent at least 15 days earlier to the date scheduled for the meetings;
- (vii) Heads of Departments and Secretaries to Government should ensure that representatives from recognised Service Associations, not exceeding two members from each Association participate in the meetings;
- (viii) Representatives who attend the meetings are entitled for Travelling Allowance and Daily Allowance and their absence shall be treated as duty;
- (ix) Matters that have to be placed before the Tamil Nadu Government Civil Services Joint Council and Joint Civil Services District Council need not be taken up in the meetings to be conducted by the Secretaries to Government and Heads of Departments;
- (x) Secretaries to Government should conduct the meetings in the second week of every Half Year, i.e., second week of January and July and Heads of Departments should conduct the meetings in the second week of January, April, July and October of every year;
- (xi) Heads of Departments should send the minutes of the meetings to the Secretaries to Government of the administrative departments concerned with a copy marked to the Human Resources Management Department;



- (xii) Secretaries to Government should review the reports of the Heads of Departments and submit the draft review to the Chief Secretary to Government;
- (xiii) Secretaries concerned should submit the copy of the minutes of the meeting conducted by them to the Chief Secretary to Government, with a copy marked to the Human Resources Management Department;
- (xiv) The Human Resources Management (Inspection) Department should watch the functioning of the quarterly meetings conducted by the Heads of Departments at the time of Inspection of the Offices of the Heads of Departments. A provision to this effect may also be made in the format prescribed by the Inspection Wing in the Inspection Questionnaire.

Yours faithfully,

*H. Joshi*  
15.10.2024  
for Chief Secretary to Government.  
*H*  
15/10/24

**Copy to:-**

- All Recognised Service Associations.  
All Officers and Sections in Human Resources Management Department,  
Chennai – 600 009.  
The Human Resources Management (Inspection) Department,  
Chennai – 600 009.  
The Senior Principal Private Secretary to the Chief Secretary to Government,  
Chennai – 600 009.