



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

**Letter No. 9682608/J/2025-1, dated 24.02.2025**

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

To  
All Additional Chief Secretaries / Principal Secretaries /  
Secretaries to Government, Chennai - 600 009  
All Departments of Secretariat, Chennai - 600 009 /  
All Heads of Departments (Through Administrative Departments of Secretariat) /  
All District Collectors.

Sir / Madam,

Sub: Service Associations of State Government  
Employees - Proposed One day Mass Casual Leave  
on 25.02.2025 (Tuesday) by certain associations -  
Participation of State Government Employees /  
Teachers - Instructions - Issued.

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I am directed to state that certain Associations of State Government employees have proposed to avail one day Mass Casual Leave on 25.02.2025 (Tuesday) pressing for certain demands.

2. In this regard, I am directed to state that as per rule 5(k) of Tamil Nadu Government Servants Recognition of Service Association Rules, 1974, the association shall not advise its members to apply for mass Casual Leave.

3. All the Heads of Departments are requested to send report on the attendance position in respect of the staff working in their offices to the administrative Department in Secretariat in the Proforma given below by 11.00 a.m. on 25.02.2025 (Tuesday) without fail.

P.T.O

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4. The Secretariat Departments are requested to send the attendance details of Officers/ Staff in their Department and consolidated details in respect of Heads of the Department under their administrative control, separately in the proforma given below by 11.30 a.m. to the Human Resources Management Department:-

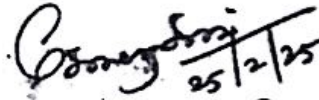
**Proforma**

Sl. No.	Name of Depts.	Total sanctioned strength of the Dept. including Officers	Working strength of the Dept.	No. of persons who have attended the office	No. of persons on leave with prior sanction	No. of persons absent without prior sanction	Percentage of persons who did not attend without prior sanction (Col.7/Col.4*100)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

\* working Strength is the actual personnel available as on date.

5. This may be treated as 'Most Immediate'.

Yours faithfully,

  
 for Chief Secretary to Government.  
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 25-02-2025