

1936/5/2010 471  
Personnel and Administrative  
Reforms (FR-III) Department,  
Secretariat,  
Chennai-600 009.

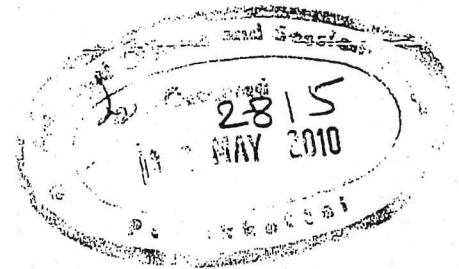
சீத்திரம் 23, திருவள்ளூர் ஆண்டு 2041

Letter No. 8448/ FR-III /2010- 2, dated 06.05.2010

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

Fundamental  
rules

To  
All Secretaries to Government, Chennai – 9.  
All Departments of Secretariat, Chennai – 9.  
All Head of Departments including Collectors / District  
Judges and Chief Judicial Magistrates.  
The Principal Secretary and Commissioner of  
Revenue Administration, Chennai – 5.  
The Registrar, High Court, Chennai – 104.  
The Secretary, Tamil Nadu Public Service  
Commission, Chennai – 2.



Sir/Madam,

Sub: Fundamental Rules – Service Register – Updating the  
Service Register – Instruction – Issued.

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

The Administrative Reforms Committee under the Chairmanship of Dr. Justice A.K. Rajan (Retired) has among other things recommended that the Heads of Departments should update the Service Register. The Government in the G.O. cited issued orders accepting the recommendation.

2. Fundamental Rules 74 (iv) and Appendix I, Annexure II, Part 3 of fundamental rules details the maintenance of records of service. All Secretaries to Government and Heads of Departments are requested to issue instructions to the Heads of Offices for maintaining the Records of Service, as stipulated in fundamental rules. All Secretaries to Government and the Heads of Departments are also requested to ensure that the Heads of Offices furnish a certificate regarding completion of the annual verification of service in respect of

(P.T.O)

14/5

Government servants working under them and those who are on foreign service to the next higher officers at the end of April every year covering the previous calendar year as stipulated in fundamental rules.

Yours faithfully,

*Molly R. Xavier*  
21/5/10

for Secretary to Government

Copy to

All Sections/All Officers in

Personnel and Administrative Reforms Department,

Personnel and Administrative Reforms (OP-1) Department,

Personnel and Administrative Reforms (AR-1) Department

R.Dis.No.2815/2010/ Dated 12.5.2010

Principal District Court,  
Pudukkottai.

Copy communicated to all courts (both Civil and Criminal Units) in this District of this court.

( E.C.F.B.O )

Sd/-K. Govindarajulu  
Vacation Judge

*10/5/10*  
Vacation officer.

*16/5*

*D202890/2010*  
14.5.2010

*SMC/ADKT*