

Ser1(2) / 4928 /2021

Commissionerate of
Revenue Administration
and Disaster Management,
Chepauk, Chennai-5.

Dated : 25-06-2021

Present : Thiru K.Phanindra Reddy, I.A.S.,
Additional Chief Secretary / Commissioner of Revenue Administration

CIRCULAR NO : 2

Sub: Public Service – Tamil Nadu Civil Service –
Deputy Collectors in Collectorates / HODs to
maintain proper attendance record - Instructions –
Regarding.

The role of the Deputy Collector is inevitable in District administration. The Deputy Collectors who have been deputed in Foreign services are also playing pivotal role in these organizations.

It has been observed that, there is no proper maintenance of attendance records in respect of the Deputy Collectors for those who are working in Foreign Service. In some organizations this leads to difficulty while regularizing their leave period / break in service period.

Hence, to ensure effective administration, the Head of Departments are strictly directed to scrupulously maintain proper attendance records for the Deputy Collectors, who are all working on foreign service.

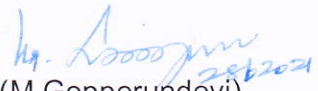
I request you to acknowledge the receipt of this letter and also request you to follow the instructions without fail.

Sd./- K.Phanindra Reddy,
Additional Chief Secretary /
Commissioner of Revenue Administration

To
All Head of Departments

Copy to :

- 1) All District Collectors.
- 2) The Superintendent, OP-I Section, Commissionerate of Revenue Administration and Disaster Management, Chepauk, Chennai-5.
- 3) Stock file / Spare.


(M.Gopperundevi)
Assistant Commissioner-I
for Additional Chief Secretary /
Commissioner of Revenue Administration


25/6/21