



Personnel and Administrative
Reforms (K) Department,
Secretariat,
Chennai-600 009.
Fax-044-25673437

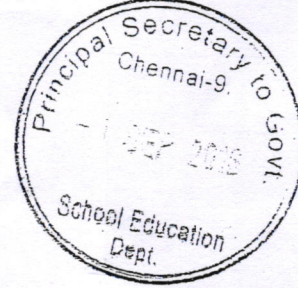
Letter No.31699/K1/2016- 1, dated 01.09.2016

From
Tmt. Dr. S. Swarna, I.A.S.,
Secretary to Government.

To
All Secretaries to Government,
Secretariat,
Chennai-9.

Sir,

Sub: All India General Strike on 02.09.2016 called for by the
All Trade Unions - Particulars of attendance of Officers
and Staffs - Requested.



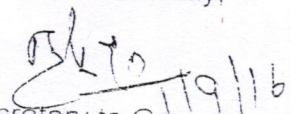
I am directed to state that members of All Central Trade Unions have proposed to enter on one day All India General Strike in the State on 02.09.2016, pressing their various demands.

2. In this connection, I am directed to request you to send the attendance details of the Officers and Staff in the departments of Secretariat as well as in the offices of Heads of Departments and District Offices under your control by 10.15 A.M on 02.09.2016 to Personnel and Administrative Reforms Department in the following format, so as to send the report to Chief Secretary to Government:-

1. Name of the Department.
2. Total No. of Officers and Staff.
3. No. of persons on leave.
4. No. of persons who have attended the office.
5. No. of persons absent without leave.
6. Percentage of person who did not attend the office (excluding those on leave).

3. I am also to request you to send a consolidated report to this Department in case the Administrative Department has more than one Head of the Departments.

Yours faithfully,


for Secretary to Government.

Copy to:

1. Personnel and Administrative Reforms (K) Department, Chennai-600 009.
2. The Public Works Department, Chennai-9.

Please send the above details through the following e-mail
dsectiondote@gmail.com