

## **LIBRARIAN**

### **SECTION -13- THE TAMIL NADU GENERAL SUBORDINATE SERVICE**

#### **CLASS I - X1- LABOUR DEPARTMENT - LIBRARIAN**

**CORRECTED UPTO 31-12-2002)**

- 1. CONSTITUTION:-** This Class consist of the Librarian in the office of the Commissioner of Labour , Madras.
- 2. APPOINTMENT:-** Appointment to this Class shall be made by the methods specified below:-
  - (1) by direct recruitment; or
  - (2) by transfer from any other class or category
  - (3) by recruitment by transfer from any other service
- 3. APPOINTING AUTHORITY:-** The appointing authority shall be the Commissioner of labour
- 4. AGE:-** No person shall be eligible for appointment by direct recruitment if he has completed or will complete 35 years of age on the first day of July of the year in which the selection for appointment is made.
- 5. QUALIFICATION:-** No person shall be eligible for appointment unless he possess the following qualifications, namely:-
  4. A degree in Arts, Science or Commerce of any University or Institution recognised by the University Grants Commission for the purpose of its grant; and
  5. A diploma or certificate in Librarianship of any University or Institution recognised by the University Grants Commission for the purpose of its grant;
- 6. PROBATION:-** Every person appointed to this class shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

## **DRIVER**

### **PUBLIC SERVICES - TAMIL NADU GENERAL SUBORDINATE SERVICE LABOUR DEPARTMENT**

### **COMMON ACT OF SPECIAL RULES FOR THE POSTS OF JEEP DRIVERS, VAN DRIVERS, STAFF CAR DRIVERS AND WILLYS STATION WAGON DRIVERS**

#### **CLASS XXXIX LABOUR DEPARTMENT**

(1)	Constitution	This class shall consist of the Drivers of Jeeps/Motor Vehicles of Labour Department
(2)	Appointment	Appointment to this class shall be made by direct recruitment or, for special reasons, by transfer from any other class or by recruitment by transfer from any other service.
(3)	Appointing Authority	The appointing authority for the posts specified in Column (1) of the table below shall be the authority specified in the corresponding entry in Column (2) thereof:-

#### **THE TABLE**

	<b>POSTS</b>	<b>APPOINTING AUTHORITY</b>
(1)	Drivers of Motor Vehicles of the Office of Commissioner of Labour, Madras.	Assistant Commissioner of Labour (Establishment and General)
(2)	Drivers of Motor Vehicles allotted to the Deputy Commissioner of Labour, Assistant Commissioner of Labour, Labour Officers and Medical Officers and Drivers of Jeep allotted to Inspectors of Plantation	Deputy Commissioner of Labour Concerned in their respective Jurisdiction.
(3)	Drivers of Motor Vehicles in the Office of the Zonal Joint Commissioner of Labour	Zonal Joint Commissioner of Labour
(G.O. Ms. No. 1619, DATED 6.10.1979 of Labour and Employment Department and G.O. Ms No. 95. dated 11.5.1993 of Labour and Employment Department		

4. **QUALIFICATION:-** No person shall be eligible for appointment to this class unless he possess the qualification specified below :-

1. Must have passed at least VIII standard or III Form in anyone of the recognised Schools:
2. Must possess a current Motor Vehicle Driving Licence for light Motor vehicles issued ;by a competent licensing authority to drive Motor Vehicles:
3. a thorough knowledge of Motor Mechanism; and
4. Must possess experience in driving of Motor Vehicles for a period of not less than two years:

Provided that the educational qualification mentioned above shall not be necessary in the case of persons appointed by transfer from any other service.

**EXPLANATION:** A recognised school shall mean a school maintained by or opened with the sanction of the Government of Tamil Nadu or for which recognition has been accorded by the Director of School Education, Madras under the Madras Educational rules.

5. **AGE:** No person shall be eligible for appointment to this class by direct recruitment if he has completed or will complete 31 years of age on the first day of July of the year in which the selections for appointment is made, provided that the age limit shall be increased by five years in the case of candidates belonging to scheduled castes/scheduled tribes.

6. **PROBATION:** Every person appointed to this class shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

7. Unit for recruitment and discharge, etc., for the purpose of recruitment discharge for want of vacancies and reappointment of probationers and approved probationers appointment of full members and promotion, jurisdiction of each appointing authority shall be the unit.

8. **POSTING AND TRANSFERS:** The authority competent to order postings and transfers for the posts specified in Column (1) of the Table below shall be the authority specified in the corresponding entry in Column (2) thereof:

## THE TABLE

POSTS	APPOINTING AUTHORITY
(1) Drivers of Motor Vehicles of the Office of Commissioner of Labour, Madras.	Assistant Commissioner of Labour (Establishment and General)
(2) Drivers of Motor Vehicles in the Offices of the Zonal Joint Commissioner of Labour, Deputy Commissioner of Labour, Assistant Commissioner of Labour, Labours Officers, Medical Officers and Inspectors of Plantations.	Zonal Joint Commissioner of Labour
(3) Drivers of Motor Vehicles allotted to the Office of the Superintending Inspectors of Factories	Superintending Inspectors of Factories concerned in the respective Jurisdiction.
(4) Drivers of Motor Vehicles of Labour Department (excluding the Department of Inspectorate of Factories) in the State of Tamil Nadu.	The Joint Commissioner of Labour (Administration) in the Office of the Commissioner of Labour, Madras
(G.O. Ms. No. 341, Dt. 28.4.1977 of Labour and Employment Department and G.O. Ms. No. 1995 dt. 11.5.1993 of Labour and Employment Department, Madras-9.	

**(9) SERVICE:** Nothing contained in these rules shall adversely affect any person holding the post prior to 1st December 1969.

## **ADHOC RULES FOR THE POST OF INSTRUMENT MECHANIC**

### **SANCTION G.O.**

G.O. Ms. No. 899 Labour and Employment dated 14.11.1975

In the G.O. first read above, two posts of Instrument Mechanic for testing of the Working standard balances under the control and direction of the Controller of Weights and Measures were sanctioned.

### **Adhoc Rules order issued for the post of Instrument Mechanic in the Labour Department in G.O. Ms. No. 1617 L & E dated: 21.12.1978**

### **RULES:**

The General Rules applicable to the holders of the permanent posts in the Tamilnadu General subordinate Service shall apply to the holders of the temporary posts of Instrument Mechanics, sanctioned from time to time for the Labour Department, subject to the modifications specified in the following rules.

### **2. Constitution:**

The post shall constitute a distinct class in the said service.

### **3. Appointment:**

Appointment to the post shall be made by-

- (i) promotion from the Maistry in the Labour Department who has put in satisfactory service as such for a period of not less than 5 years; or
- (ii) Promotion from among the Stamping Smith in the Labour Department who have put in satisfactory service as such for a period of not less than 10 years; or
- (iii) direct recruitment.

### **4. Appointing Authority:-**

The appointing authority for the post shall be the Controller of Weight and Measures, Madras.

### **5(a) Qualification:-**

No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely,

- (i) Matriculation or any other equivalent qualifications
- (ii) Industrial Training Institute Trade Certificate in the Trade Instrument Mechanic or Diploma in Engineering.

**Desirable:-** Experience of handling and repairing of precision weighing balances and measuring Instruments.

**b) Other qualification:-**

Every person appointed to the post shall comply with the following conditions:-

- (i) the furnishing of an undertaking to the effect that on completion of training he will serve the department for not less than five years.
- (ii) the refunding of the entire stipend, the traveling allowance paid to him if any trainee wishes to discontinue training and withdraw from service.
- (iii) for the purpose of clause (ii) the furnishing of a security deposit of Rs.1,000/-

**6. Age:**

No person shall be eligible for appointment to the post by direct recruitment if he has completed or will complete 26 years of age on the first day of July of the year in which the selection for appointment is made.

**7. Reservation of appointment:**

The rule relating to reservation of appointment (General Rule 22) Shall apply for appointment to the post by direct recruitment.

**8. Probation:**

Every person appointed by direct recruitment to the post shall from the date on which he joins duty be on probation for a total period of two years on duty within a continuous period of three years.

**9. Training**

Every person appointed to the post shall satisfactorily complete six months training at Indian Institute of Legal metrology, Ranchi. During the period of training he shall be paid a stipend of Rs.250/- per month.

**10 Pay:**

There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.400-15-490-20-650-25-700.

## **MAISTRY**

### **SANCTION G.O**

G.O. Ms. No. 1710 I.L.C. Dates. 27.3.165

### **ADHOC RULES**

G.O. Ms. No. 147 (LABOUR) DEPARTMENT OF INDUSTRIES LABOUR AND HOUSING Dated. 12.1.1968.

The General Rules applicable to the holders of the permanent posts in the Madras General Subordinate Service shall apply to the holder of the temporary post of Maistry in the Weights and Measures Department sanctioned in G.O.Ms. No.1710, Industries, Labour and Co-operation Department dated the 27th March, 1965 and retains in the integrated set up of the Weights and Measures Department with the Labour Department ordered in G.O. Ms. No. 4808, Industries, Labour and Housing Department, dated the 14th December, 1966 subject to the modification specified in the following rules.

**2. Constitution:** The post shall constitute a distinct class in the said service.

**3. Appointment:** Appointment to the post shall be made:-

- i) by transfer from among the stamping smiths in the Labour Department who have put in satisfactory Service as such for a period of not less than five years : or
- ii) by direct recruitment.

**4. QUALIFICATION:** No person shall be eligible for appointment to the post unless he has completed S.S.L.C Public Examination in a recognised School.

**Explanation:** A recognised School shall mean a school maintained by or opened with the sanction of the Government of Madras or to which recognition has been accorded by the Director of Secondary Education, Madras under the Madras Educational Rules.

**5. Age:** No person shall be eligible for appointment to the post by direct recruitment or by transfer if he has thirty five years of age respectively on the first day of July of the year in which the selection for appointment is made.

**6. Appointing authority:** The appointing authority for the post shall be the Controller of Weights and Measures, Madras.

**7. Probation:** Every person appointed to the post shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

**8. Training :** Every person appointed to the post shall satisfactorily complete.

(a) two weeks training in adjusting, assembling and attending to minor repairs of all standards Weights, measures, Weighing and measuring, instruments at the Central Laboratory attached to the Office of the Controller of Weights and Measures, Madras and;

(b) four weeks, training in major manufacturing concern of metric Weights, Measures, Weighing and Measuring Instruments at their factory site.

**Explanation:** Major manufacturing concerns shall mean any factory manufacturing working standards balance.

**9. Scale of pay:** There shall be paid to the holder of the post, a monthly pay calculated in the scale of Rs.75-1-85.



## **RECORD ASSISTANT, RECORD CLERK AND STAMPING SMITH**

**Section 13:-** The Tamil Nadu General Subordinate Service Special Rules for Class XXII

**1. Constitution:** This class shall consist of the following categories of officers:

\* **CATEGORY -1:** Record Assistant.

\* **CATEGORY -1A:** Record Clerks including Selection Grade Record clerks, in the office excluding the Secretariat of State Legislature, the office of the Director of Animal Husbandry, the Government Museum, the office of the Veterinary Disease Investigation Officer (Poultry), and the Madras Veterinary College.

\* Substituted in G.O. Ms. No. 156 Personnel & Administrative Reforms Department dt. 29.8.01 with effect from 25.2.1974)

**CATEGORY 8:** Stamping Smiths in the Labour Department.

**2. Appointment:** (a) Save as otherwise provided, appointment to the several categories shall be made by direct recruitment, or for special reason, recruitment by transfer from any other class or service;

\* Provided that appointment to the category of Record Assistant in all Departments other than Archives and Historical Research Department shall be made by promotion from among the holders of the post of Record Clerk;

\* Provided further that appointment to the category of Record Assistant in the Tamil Nadu Archives and Historical Research Department shall be made by promotion from the holders of the posts of Preservation Clerk, Binder and Operator or from the category of Record Clerk, after obtaining their option.

\* Provided also that in the case of Record clerks in the Tamil Nadu Archives, recruitment shall be made by transfer from the category of Office Assistants in the same office, or for special reasons, by direct recruitment:

\* Provided also that in case of the Binders in the Tamil Nadu Archives, recruitment may, for special reasons, be made by promotion from the category of Record Clerk or by transfer from the category of Preservation Clerks in the same office:

\* Substituted in G.O. Ms. No. 31, P&AR (3) Department, dated. 11.3.99.

Provided that in the case of Record Clerks in the office of the Returning Officer for Parliamentary and Assembly Constituencies in the Madras City

(Commissioner, Corporation of Madras), recruitment shall be made by direct recruitment or by transfer from among the Record Clerks in the office of the Collector of Madras.

Provided that in the case of Stamping Smiths in the Labour Department, appointment shall be made by recruitment by transfer from among the Basic servants in the Labour Department or by direct recruitment.

# Provided also that in the case of Record Clerks in the Public Department of the Tamil Nadu Secretariat, appointment shall be made by recruitment by transfer from among the holders of the posts of Office Assistant, Chowkidars and Cleaners, watermen, Sanitary Workers, Sweepers, scavengers and Gardeners in the Tamil Nadu Basic service in the ratio 4:1:1.

## (b) Appointment to the category of Record Clerks shall be made by recruitment by transfer from the Tamil Nadu Basic Service or by direct recruitment on compassionate grounds.

\$2-A. Preparation of Annual List of Approved Candidates.

A list of approved candidates for appointment to the posts by promotion and by recruitment by transfer shall be prepared annually and the crucial date on which a candidate should be qualified shall be the Ist December of every year.

### **3. Appointing Authority:**

The appointing authority for the category specified in column (1) of the Annexure shall be the authority specified in the corresponding entry in column (2) thereof;

# (Inserted vide G.O. Ms. No. 12, P&AR ( C ) Department, dated 7.1.1994)

## (Substituted in G.O. Ms. No. 324, P&AR(3) Department, dated: 2.9.96, with effect from 2-9-96)

\$ Inserted in G.O. Ms. No. 1183, P&AR (Per.C) Department dt. 14.12.82 with effect from 14.12.82.

### **3. Qualification:**

- a. No person shall be eligible for appointment to the category specified in column(1) of the table below unless he possesses the qualifications specified in the corresponding entry in column (3) thereof;

TABLE

	Category	Method of Recruitment	Qualification
1	Record Clerk	Direct recruitment	<p>i) Must not have completed * 35 years of age in the case of candidates belonging to Scheduled Castes and Scheduled tribes and * 30 years of age in the case of others; and</p> <p>ii) Must possess a completed S.S.L.C.</p>
		Recruitment by transfer	<p>i) Must have passed the III Form in a recognized Secondary School or must possess the Indian Army I class Certificate of Education or the Indian Army III Class English Certificate.</p> <p>ii) ** Must have completed three years of service as Basic Servant.</p>
2	Stamping Smith in the Labour Department	Recruitment by Transfer	<p>i) Must have passed the III Form in a recognized Secondary School or must possess the Indian Army I class Certificate or the Indian Army III Class English Certificate.</p> <p>ii) *** Must not have completed 45 years of age on the 1<sup>st</sup> day of July of the year in which the selection for appointment is made.</p>
		Stamping Smith	<p>i) Must not have completed * 35 years of age in the case of candidates belonging to Scheduled Castes and Scheduled tribes and * 30 years of age in the case of others; and</p> <p>ii) Must possess a completed S.S.L.C.</p>

\* Substituted in G.O. Ms. No. 419 P & AR Department dt. 18.7.89 w.e.f. 27.2.89.

\*\* Introduced in G.O. Ms. No. 48 P & AR Department dt. 18.11.76.

### **EXPLANATION:-1**

For the purpose of this rule, a person shall be deemed to possess a completed secondary school leaving certificate, if he has appeared for the S.S..L.C. Public Examination and the marks in the Public Examinations are entered in it.

### **EXPLANATION:-2**

For the purpose of this rule, a recognized Secondary School shall mean a secondary school maintained by or opened with the sanction of the State Government, or to which recognition has been accorded by the Director of Public Instruction, Madras under the Tamil Nadu Educational Rules.

### **5 . Probation:**

Every person appointed to any category by direct recruitment, shall from the date on which he joins duty be on probation for total period of two years on duty within a continuous period of three years.

Introduction in G.O. Ms. No. 244, P & AR (Per C) Department dt. 9.7.91, with effect from 2.5.1985.

§ Provided that every person appointed to the post of Record Clerk by recruitment by transfer, shall from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.

**5A. Training:-** Every person appointed as Stamping Smith in the Labour Department shall satisfactorily complete two weeks Training in Stamping Weights and Measures and Weighing and Measuring Instruments under an Assistant Inspector of Labour or a Stamping Inspector as the case may be.

### **6. Unit for Recruitment, Discharge Etc.,**

For the purpose of recruitment, discharge for want of vacancies and re appointment of probationers and approved probationers, appointment of full members and promotion, the jurisdictions of each appointing authority shall be the unit.

“Provided that in the case of promotion as Record Assistant, each department shall be the unit. The head of the department shall be the Unit Officer. He shall draw the list of eligible candidates for promotion to the category

of Record Assistant and allot the candidates from the said list to the appointing authorities concerned for appointment.

Provided "further that, in the case of Record Clerks in the Courts of the Judicial Magistrates, each revenue District shall be the unit.

Provided "also that in the case of Record Clerks and stores Record Clerks in the State Transport Department, the Department shall be the unit.

Provided also that in the case of Record Clerks in the Department of Inspectorate of Factories, the unit consisting of the Officers of the Chief Inspector of Factories, Joint Chief inspector of Factories (Productivity Cell) and member Secretary, State Level High Power Tripartite Safety Committee, Chennai 600 006 shall form a separate unit and the offices in the jurisdiction of Joint Chief Inspector of Factories. Chennai including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Chennai, Ambattur, Thiruvottiyur, Vellore and Cuddalore shall form another separate unit for the purpose of recruitment, transfers and postings, fixation of seniority, discharge for want of vacancy, re-appointment of Probationers and appointment of full members in the category of Record Clerks and the Deputy Chief Inspector of Factories (Health and Safety) Office of the chief Inspector of Factories and the Joint Chief Inspector of Factories, Chennai, as the case may be, shall exercise the function of appointing the Office Assistants by recruitment by transfer in consultation with the Chief Inspector of Factories, Chennai-600 005.

Provided also that in the case of Stamping Smiths in the Labour Department, the jurisdiction of the # Regional Joint Commissioner of Labour concerned shall be the unit for the purpose of recruitment, transfer and posting, fixation of seniority, discharge for want of vacancies, re-appointment of probationers and appointment of full members.

\$ Introduced in G.O. Ms. No. 682, P&AR (Per.C) Dept. dt. 13.7.84 with effect from 13.7.84.

\$\$ Added in G.O. Ms. No. 62, P&AR (Per.C) Dept. dt.1.2.90 with effect from 27.2.86.

# Substituted in G.O. Ms. No. 15, P&AR (Per.C) Department dated.10.1.91

\* Substituted in G.O. Ms. No. 31, P&AR (J) Department dated. 11.3.99

^^ Added in G.O. Ms. No. 116, P&AR (J) Department dated. 23.9.2002 with effect from 6.7.1999

## **7. Transfer:-**

\*(1) (a) Transfer of Record Assistant from the jurisdiction of one appointing authority to that of another shall be made by the Unit Officer concerned.

(b). Except as otherwise provided in the Annexure, transfers of Record clerks from the jurisdiction of one appointing authority to that of another shall be made by the appointing authorities concerned by mutual agreement.

Provided that in so far as the Technical Education Department is concerned, the transfer of Record Clerks from one office or Institution to another Office or Institution shall be made by the Director of Technical Education.

# Provided further that in so far as the Judicial Department is concerned, the transfer of Record Clerks serving in a Court of one appointing authority to a court of another appointing authority shall be made by the High Court, Chennai.

\$ (2) Except, as otherwise provided in the Annexure. transfer of Stamping Smiths shall be made by the Divisional Deputy Commissioners of Labour concerned within their jurisdiction.

## **8. Reservation of Appointments:**

**THE RULE OF RESERVATION OF APPOINTMENTS** (General rule 22) shall apply to the appointment of Record Clerks\* (category – 1A), Binder, (Category-2), Preservation Clerks (Category-3) and Craft Attenders (Category-4) by direct recruitment.

\$ Added in G.O. Ms. No. 317 P & AR (Per.C) Department dt. 14.9.92

[\* Substituted in G.O. Ms. No. 31 P & AR (J) Department dt. 11.3.99 w.e.f. 2.1.96]

# Added in G.O. Ns. No. 47 P & AR (J) Department dt. 21.12.70 w.e.f. 21.12.70)

## **ANNEXURE**

### **(REFERRED TO IN**

### **RULE 3)**

<b>Class and Category 1</b>	<b>Appointing Authority 2</b>
Category:-1: Record Assistant *	Head of Department
Category :-1A Record Clerks in the Labor Department.	ACL (E & G) in Head Office In Regional level the Deputy Commissioner of Labour concerned.
Category:-8 Stamping Smiths in of the Labour Department	* Zonal Joint Commissioner Labour concerned.

\* Substituted in G.O. Ms. No. 15, P&AR (Per.C), Department, dated. 10.1.91 with effect from 18.7.90.

## **UPGRADATION OF RECORD ASSISTANT**

### **In the G.O. Ms. No. 131, Personnel and Administrative Reforms (Per.C) Department, dt. 3.6.1994**

In the Government order first read above, Government have issued orders for upgradation of one thousand posts of Record Clerks to that of Record Assistants in the Scale of pay of Rs.975-25-1150-30-1660, in various departments under the Government. It was also directed therein that the allocation of the upgraded post of Record Assistants among the departments under the department be made in the ratio of 8:1 and the same proportion be maintained for every 9 posts of Record Clerks and the actual allocation shall depends upon the cadre strength in a unit of appointment.

## **CREATION OF RECORD ASSISTANT**

In G.O. Ms. No. 2 Personnel and Administrative Reforms (J) Department, dt. 2.1.1996 in supersession of the orders issued in G.O. Ms. No. 131, Personnel and Administrative Reforms (Per.C) Department, dt. 3.6.1994, Direct that

- (i) the posts of Record Clerks in various departments under the Government be upgraded as Record Assistants in the scale of pay of Rs.975-25-1150-30-1660 in the ratio of 5:1 and the some proportion be maintained for every 6 posts of Record Clerks.
  - (ii) the cadre strength of the post of Record Clerks inclusive of all unit offices under the administrative control of a Head of Department shall be taken as a whole for calculating the number of posts of Record Assistant, to be sanctioned in that department.
  - (iii) the actual ungradation orders shall be issued by the Head of Department in respect of posts under their control and the post of Record Assistant will be allocated to that unit office where the senior most person gets the benefit irrespective of the total number post actually existing in that unit office. Heads of Departments are also empowered to deploy or redeploys the upgraded posts to any unit office in such a manner so as to benefit the senior most Record clerk in the Department. Appointment to the posts shall be made by the respective appointing authority.
- 5.** The Government also direct that the mode of appointment and upgradation be as follows:-
- (a) Mode of appointment:** The Heads of Department concerned shall sanction the actual upgradation of the post of Record Clerk as Record Assistant in any unit of appointment in which a person becomes eligible for promotion as Record



Assistant as per the combined seniority and the particular post held by the individual alone shall be upgraded. Vacancies that would arise consequent on the retirement on superannuation / voluntary retirement, resignation of existing incumbents and death shall be filled up by the next senior most eligible person in the combined seniority list of the Department by upgrading the post of Record Clerk held by him as Record Assistant in the office in which he is working and correspondingly downgrading the post which has become vacant.

(b) **Mode of upgradation:** The mode of upgradation shall be illustrated below:-

If there are 6 posts of Record Clerks at present in a Department, one post of Record Clerk shall be upgraded as Record Assistant. If there are 38 posts of Record Clerk in a department, the number of Record Assistant posts will be  $38/6$ , i.e. 6.33, which shall be rounded off to 6 and thus there will be 6 posts of Record Assistant and 32 posts of Record Clerk. The fixation (i.e.) less than 0.5 if any shall be omitted. If the cadre strength is 40, then  $40/6$ , and thus there will be 6.66. Then the fraction is rounded off to 7 and thus there will be 7 posts of Record Assistant and 33 posts of Record Clerk. The fraction i.e.) more than 0.5 if any, shall be taken as 1.

6. The Government also direct that total number of posts of Record Assistant to be upgraded in the ratio of 5:1 shall be **inclusive** of the posts already upgraded, if any, with reference to the ratio of 8:1 as ordered in G.O. Ms. No. 131 Personnel and Administrative Reforms (Per.C) Department, dt. 3.6.1994.

The number of posts already sanctioned by the Head of Department following the ratio of 8:1 shall be deducted from the number of posts of Record Clerk to be upgraded applying 5:1 ratio. for example, now the cadre strength of Record Clerk posts in a Head of Department is taken as 120, applying the ratio of 5:1, the number of Record Clerk posts to be upgraded will be 20. If 13 posts of Record Assistant had already been sanctioned for 120 posts of Record Clerks (in different unit offices applying the ratio of 8:1) only 7 additional posts of Record Assistant will have to be sanctioned. The appointments made already in the upgraded post of Record Assistant in accordance with the combined seniority of Record Clerks, need not be disturbed.

7. The Heads of Department should mark a copy of upgradation orders and furnish a report of such upgradation of posts to the Government in the administrative Department as well as the Finance/personnel and Administrative Reforms Department in the in the format enclosed to this order. A review shall be made by the Administrative Department in cases where there is any deviation in adhering to the guidelines and send a consolidated report to Personnel & Administrative Reforms Department once in six months.

8. Necessary amendments to the special rules for the Tamil Nadu General subordinate service will be issued separately by Government. Pending amendments to rules, promotions may be ordered on the basis of seniority subject to the elimination of the unfit and persons against whom charges are pending under Rule 17 b) of the Tamil Nadu Civil services (D& A) Rules.
9. This order issues with the concurrence of the Finance Department - Vide its U.O. NO. 6063/F3/F/5, dated. 29.12.95.

### **FORMAT OF REPORT**

1. Total number of posts of Record Clerk in each unit Office under the control of such Appointing Authority. ..
2. Total number of posts of Record Clerk upgraded as Record Assistant with reference to the ratio of 8:1 as per G.O. Ms. No. 131 P & AR (Per. C) Department dt. 3.6.94. ..
3. Cadre strength of posts of Record Clerk (both temporary and permanent) under the control of Head of Department including the posts in unit offices under his control (vide para 4 (ii) of this G.O. ..
4. Total number of post of Record Clerks now required to be upgraded as Record Assistant applying the ratio of 5:1 as a whole in a Department. ..
5. Total number of Record Assistant posts now actually upgraded (Item No. 4 - Item No. 2)