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FORT ST. GEORGE,
MADRAS-9.

GOVERNMENT OF TAMIL NADU

FINANCE (P.C) DEPARTMENT

Letter No.120339/PC/93-1, dated 4.2.1994

From

Tmt.S.Malathi, I.A.S.,
Special Secretary to Government.

To

All Secretaries to Government.
All Departments of Secretariat.
All Heads of Departments.
The Commissioner, Corporation of Madras/Madurai/
Coimbatore.
The Pay and Accounts Officer, Madras-9/5/35/79/
Madurai.
All Treasury Officers.
All District Collectors/District Judges.
The Director of Treasuries and Accounts, Madras-35.
The Chairman, Tamil Nadu Public Service Commission,
Madras-2.
The Registrar, High Court, Madras-104.

Sir,

Sub: Tamil Nadu Ministerial Service - Improving
promotional prospects of Ministerial cate-
gories - Upgradation of the posts of Junior
Assistants/Typists as Assistants - Guide-
lines - Issued.

- Ref: i. G.O.Ms.No.595, Finance (PC) Department,
dated 1.8.92.
ii. Government Lr.No.130688/PC/92-1,
Finance (PC) Department, dated
27.11.92.
iii. G.O.Ms.No.417, Personnel and Adminis-
trative Reforms (Per.B) Department,
dated 1.12.93.
iv. Representations received from the
Tamil Nadu Government Officials' Union,
dated 8.12.93.
v. Government Lr.No.97664/92-1, Personnel
and Administrative Reforms (Per.B)
Department, dated 16.12.93.

I am to invite your attention to the references cited.
Consequent on the issue of orders in the G.O. third cited, the
following guidelines are issued for filling up the upgraded
posts of Assistant by the Junior Assistant/Typist in the
department:-

- (i) A panel of combined seniority list of Typists and
Junior Assistants as ordered in paragraph 4(h) of

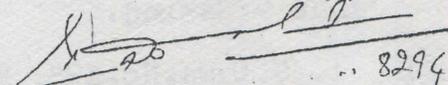
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G.O.Ms.No.417, Personnel and Administrative Reforms Department, dated 1.12.93 may be drawn to fill up the posts of Assistants upgraded as per G.O.Ms. No.595, Finance (P.C.) Department, dated 1.8.92 treating them as existing vacancies;

- (ii) The number of posts of Assistant already ordered for upgradation shall remain as it is.
- (iii) The Junior Assistants and Typists holding the upgraded posts will continue to deal with the same work of Junior Assistants/Typists respectively; and
- (iv) When regular posts of Assistants (Other than upgraded posts) fall vacant, they should be filled up from the Junior Assistants/Typists holding upgraded post in accordance with their inter-seniority by following the usual procedure of drawing panels, etc., in accordance with the rules. If there are still some more vacancies, in the post of regular Assistant, they should be filled up from the combined seniority list of Junior Assistants/Typists, over and above the number of persons holding upgraded posts. The consequential vacancies in the upgraded posts of Assistant should simultaneously be filled by following panel procedures from the combined seniority list of Assistants/Typists.

2. This letter issues with the concurrence of Personnel and Administrative Reforms Department - vide its U.O.No.921/Per.B/94-1, dated 1.2.94.

Yours faithfully,


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(M. PADMANABHAN)

for Special Secretary to Government.

Copy to:

Personnel and Administrative Reforms (Per.B) Department,
Madras-9.
Stock file/spare copy.

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