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Public (Services-F) Department, Dated 23-6-1970.

Abstract of Last Grade Government Servants - Appointment of a Head Peon for a group of ten peons in Government Offices Payment of Special Allowance - Ordered

ORDER

In pursuance of the recommendation made at the meeting of the Madras Civil Servants Joint Council held on 6-12-1969 with a view to ensure maintenance of discipline and exercise of proper control over the work of the Last Grade Servants in Government Offices effectively, and at the same time to reward seniority, the Government have decided that one out of ten Peons in each Government office should be designated as Head Peon with a supervisory allowance of Rupees Ten per month. For purpose of calculating ten peons, the Government office functioning in one and the same campus and under one and the same appointing authority should alone be taken into account. The Head Peon should be in lieu of one of the ten posts of Peons and no additional post should be created. The Head Peon should supervise the work of the nine Peons coming under his group.

2. The Government direct that each Head Peon be allowed a special allowance of Rs. 10/- (Rupees Ten only) in addition to his usual pay and allowances as peon. The Department of Secretariat Head of Departments are requested to observe the following conditions while sanctioning the Special Allowance of Rs. 10/-.

- 1) It would not be necessary to sanction the payment of Special Allowance in Offices which already had a Duffadar.
- 2) The person who would be eligible for the Special Allowance of Rs. 10/- under the scheme might be called as Head Peon and not Duffadar in order to distinguish him from a Duffadar and the Duffadar.

3. The Departments of Secretariat and the Heads of Departments are requested to take necessary action for redesignating one out of ten posts of Peons as Head Peon in their respective offices.

4. The expenditure on the grant of Special Allowance is deductible under "Cost of personnel Other Allowances" under the relevant Major head of account.

5. This order issues with the concurrence of Finance Department vide its U.O. No. 600 10/Public/70-1, dated 23-6-70.

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Abstract of notes from file bearing N. No. 659 11/OP/70-1, Public Works Department dated 2.7.1970.

Please see the orders of Public (Services-F) Department on pages 2 ante. The Government have ordered therein that one out of ten peons in each Department of Government should be designated as Head Peon and he may be sanctioned a special allowance of Rs. 10/- p.m. for supervising the work of the other nine peons coming under his group.

2. One of the conditions stipulated in sanctioning the special allowance of Rs. 10/- to the Head Peon is that it would not be necessary to sanction the payment of special allowance in an office which already had a Duffadar. As far as this department is concerned, 21 Peons are working in addition to one Duffadar who is attached to the Secretary.

3. Public (Services) Department may be requested to clarify whether in addition to the one Duffadar already acting two "Head Peons" may be appointed and if so whether the two head peons are eligible for the supervisory allowance of Rs. 10/- p.m.

P.W.D. (W.P.) U.O. No. 6521/OA/70-1, dated 2.7.70 Public (Services) Department.

Reference from XX above may be perused. The main intention of the G.O. in the sanction of allowance of Supervision to a Head Peon who will superintend the work of Head Peons. As the Duffadar is not entrusted with the work of supervising the activities of Peons and confined only to the attendance of officers, a Head Peon can be appointed to superintend the work of 2 Last Grade Government Peons.

If the above recommendation is returned to Public Works Department.

(P.D.) XX A.S. (P.D.) XX R.R.

Public (Services) Department No. 347/70-1, dated 15.7.70.

Copy communicated to Department of Secretariat and all Heads of Departments for information and guidance.

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Copy of Government Memo No. 387/70-1, dated 2.8.70 of Public (Services) Department.

Sub: Last Grade Government Peon - Appointment of - Head Peon for a group of ten peons in Government office on payment of special allowance - Classification - Toned.

Ref: 1. G.O. No. 1451, Public (Services) Department dt. 26.6.70.
2. Indt. No. 347/70-1, Public (Services) Dept., dt. 15.7.70.

The following classifications were sought for by the various authorities based on the order issued in the G.O.

1. The number of Head Peons to be appointed will or will not include Duffadar. If there are 2 peons and a Duffadar, can three Head Peons be appointed in addition to the Duffadar or only two head peons.
2. In calculating the total number of Peons employed whether incidental Peons may also be taken into account for pay.

3. Whether the post of Head Peon should be counted against the post of Ruffadar.

4. Whether in an office having more than 10 Peons a Head Peon can be sanctioned with the Special Allowance for every 10 Peons (including himself) in addition to the Ruffadar.

5. Whether the category of Ruffadar and the Head Peon are different.

6. Whether in an office having say 24 Peons only 2 Head Peons can be sanctioned in addition to the Ruffadar or 3 can be sanctioned also the strength exceeds to 30 and whether Ruffadar should be counted as one Head Peon.

2. Attention is invited to the Underment second cited, the main intention of the GO is that the Head Peon should supervise the work of 9 peons actively. Normally in all the Departments the Ruffadar is not entrusted with the work of supervising the activities of Peons but he is confined only to attendance of Officers. In such cases the work of the Ruffadar cannot be supervised by the Head peon. Similarly the work of the residential peon attached to the officer cannot be supervised by the Head peon. Hence the Ruffadar and the residential peon attached to the officer should be excluded for the purpose of calculating the Head Peon. Based on the principle on para 2 above the following will be the correct scheme of classification in para 1 above.

1. The number of Head Peons will not include Ruffadar. Three Head Peons can be appointed to supervise 30 Peons in addition to Ruffadar.

2. The residential Peons should not be included.

3. The post of Head Peon and a Ruffadar cannot be combined. The post Ruffadar should be excluded for purpose of appointment of Head Peon.

4. As stated already a Head Peon can be appointed in addition to a Ruffadar.

5. The post of Head Peon is only in lieu of a Peon. Hence the category of Ruffadar and Head Peon are different.

6. In an office of 24 Peons only 2 Head Peons can be sanctioned in addition to a Ruffadar. A Head Peon appointed is expected to supervise atleast 9 Peons under his control. If a Third Head Peon is appointed in this office, he will not have 9 more Peons under his supervision.

The above classification are for guidance and information.

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