



FINANCE (Ze-BAG) DEPARTMENT

G.O.NO.745, dated 22nd September 1995

(Purattasi 6, Yuva, Thiruvalluvar Aandu-2026)

Establishment - Norms for employment of Office Assistants - Directions of Tamil Nadu Administrative Tribunal, Madras - Implementation of Tribunal's Order - Formal Orders - Issued.

READ:- the following papers:-

1. G.O.Ms.No.666/Fin. (Ze-BAG)/dt.24.8.92.
2. G.O.Ms.No.667/Fin. (Ze-BAG)/dt.24.8.92.
3. G.O.Ms.No.668/Fin. (Ze-BAG)/dt.24.8.92.
4. Govt. Lr. No.107990/Ze-BAG/92-1, dt.13.5.93.
5. Govt. Lr. No.107990/Ze-BAG/92-2, dt.13.5.93.
6. Govt. Lr. No.102846/Ze-BAG/94-1, dt.8.3.94.
7. Govt. Lr. No.102846/Ze-BAG/94-3, dt.8.3.94.
8. Govt. Lr. No.28480/Ze-BAG/94-1, dt.8.4.94.
9. From the Tamil Nadu Administrative Tribunal Original Judgement. Order dated 8.11.94 in Original Application Nos.4539 of 1992, 4657 of 91, 4696 of 92, 5606 of 92, 1431 of 93, 3238 of 93, 3382 to 3385 of 93 and 3746 of 93.

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ORDER :- No. 745, Finance (Ze-BAG) Department dated 22nd September 1995.

In the Government Order first read above, orders have been issued, directing that a norm of one Office Assistant (excluding Office Assistant attached to officers) for 15 ministerial staff (Non-Gazetted Officers) be followed in Government Offices. In the Government Order second read above Orders have been issued fixing a norm of one Office Assistant (excluding Office Assistant attached to Officers) for 12 Secretariat staff (comprising Section Officers, Assistant Section Officers, Assistants, Typists and Record Clerks) in the Departments of Secretariat. In the Government Order third read above, orders have been issued fixing norms to regulate the creation of posts of Office Assistants attached to Officers in Secretariat as well as in the Heads of Departments.

2. The Commercial Tax Office Assistants Association, the Tamil Nadu Office Assistants and Basic Servants Central Association, Tamil Nadu Municipalities Office Assistants

Association, Trichy District, the Tamil Nadu Panchayat Union Office Assistants State Association and Certain other individuals have filed cases in original application Nos.4696/92, 3746/92, 3238/93, 3382/93 to 3385/93, 4683/92, 5606/92, 1431/93, 4539/92 and 4657/92 before the Tamil Nadu Administrative Tribunal questioning the validity of the orders issued in the Government Orders first to third read above and requesting the Tribunal quash the above orders. The Government have filed counter in respect of the above mentioned Original Applications.

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3. The Tamil Nadu Administrative Tribunal while dismissing all the Original Applications mentioned in para above delivered two orders one in Original Application No.4696/92 and another in all other applications mentioned in para 2 above. In the second order, the Tamil Nadu Administrative Tribunal in addition to the Ze-BAG G.Os has taken note of other P & AR G.Os to the appointment of contingent staff without post sanctions and on the scheme of Residential Office Assistants. In the Original Application No.4696/92 the Tamil Nadu Administrative Tribunal has made the following observations.

iii)

iv)

"We would direct that a review should be made of the pattern in the Secretariat as well as the allocation of Office Assistants for Officers with reference to salaries without due regard to the real need; the concept of Office Assistant being a status symbol should be firmly given up. This application is in respect of in special requirements of Commercial Taxes Department. Subject to our observations in regard to examination of the needs of different departments with references to the work in particular inspection duties, enquiries involving service of notices and orders small offices which according to the norms may have one Office Assistant only and allocation of Office Assistants to Officers with reference to salaries instead of assessed need the application is dismissed".

v)

4. Government have carefully examined the observations of Honourable Tribunal. The Government have also further discussed this issue with the representatives of Tamil Nadu Government Office Assistants and Basic Servants Central Association on 17-7-1995. The Government Orders 1st, 2nd and 3rd read above are superceded. Fresh orders as below will be implemented.

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5. The norms for the employment of Office Assistants in all Government offices including Local Bodies, Boards and Public Sector Undertakings other than Secretariat will be as prescribed in Annexure-I to this order. The norms for appointing Office Assistants in Secretariat will be as prescribed in Annexure-II to this order.

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6. The norms for attaching Office Assistants to work with officers in office rooms have been reviewed carefully. Taking note of the need and the responsibilities it has been decided that officers in the scale of pay of Rs.3000 - 4500 and above will be entitled to one Office Assistant in office. The details of the norms are contained in Annexure-III.

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7. In addition to the norms prescribed in Annexure-I to III to this order, the Government have considered carefully the specific requirements of different departments as directed by the

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ANNEXURE - I

Norms for employment of Office Assistants in all Government Offices including Local bodies and Public Sector undertakings and Boards (Other than Secretariat):

(1) One Office Assistant (excluding Office Assistant attached to Officers) for 15 Ministerial staff ie in the ratio of 15:1

(2) The term ministerial staff includes Office Managers, Superintendents, Assistants/Accountants, Junior Assistants, Typists and Record Clerks.

(3) Deputy Tahsildars /Deputy Block Development Officers & Tahsildars/Block Development Officers functioning in a Ministerial Capacity, ie, as section heads have to be included for the purpose of the norms, but those functioning in any executive capacity should be excluded.

(4) Technical Personnel will not be taken into account for computing the ratio.

(5) If the total number of Ministerial Staff in an Office in a District is ten or more but less than fifteen, one Office Assistant is allowed subject to the condition that the overall ratio for the department does not exceed 15:1.

(6) An additional Office Assistant is permitted to an office having Ministerial Staff of 15 and above provided the overall strength of Office Assistant in that Department should not exceed the norm of 15:1.

ANNEXURE - II

Norms for employment of Office Assistant in Secretariat

(1) One Office Assistant (excluding Office Assistants attached to Officers) for 12 Secretariat staff ie in the ratio of 12:1.

(2) Secretariat staff include Section Officers, Assistant Section Officers, Assistants/Typists and Record Clerks.

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ANNEXURE - III

Norms to regulate the creation of posts of Office
Assistants attached to officers in offices.

Category	No. of posts eligible in office
1. I.A.S. Officers in the Supertime scale of pay and above/Secretary to Government/Special Secretary to Government.	2
2. All officers in the scale of pay of Rs. 3000-4500 and above functioning in an administrative capacity like Deputy Directors, Assistant Commissioner of Commercial Taxes, Executive Engineers Under Secretaries etc.	1

Note: This norm will not apply to persons holding teaching and non-administrative posts in the following Departments.

- 1) Medical Education
- 2) Medical and Rural Health Services
- 3) Public Health and Preventive Medicine
- 4) Primary Health Centres
- 5) Indian Medicine and Homeopathy
- 6) Collegiate Education
- 7) Technical Education
- 8) Legal Studies
- 9) Training Institutions
- 10) Teaching Institutions

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