

Copy of:

Government of Tamil Nadu
Abstract

PUBLIC SERVICES - Tamil Nadu General Subordinate Service -
Class XXII - Record Clerks in Departments under Government
Creation of avenue for promotion - Upgradation of Record Clerks
as Record Assistants - Orders - Issued.

PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL-C)
DEPARTMENT

G.O.Ms.No. 131

Dated : 3.6.94.

ORDER:

The Government, after careful consideration of the representation for increasing the avenue of promotion for the Record Clerks working in the various Departments under Government have decided to upgrade one thousand posts of the Record Clerks to those of Record Assistants in the ordinary grade scale of pay of Rs.975-25-1150-30-1660.

2. The Government accordingly direct

- (i) that a thousand posts of Record Clerks in the various Departments under the Government be upgraded to those of Record Assistants in the Scale of Pay of Rs.975-25-1150-30-1660.
- (ii) that the allocation of the upgraded posts of Record Assistants among the Departments under the Government 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 depend upon the cadre strength in a unit of appointment;
- (iii) that the actual upgradation be made by the Heads of Department in respect of posts under their control. The Heads of Department should furnish a report of such upgradation of posts to the Government in the administrative Department as well as the Finance Department. A review shall be made by the Administrative Department in cases where there is any deviation in adhering to the guidelines and
- (iv) that the units for purposes of promotion of Record Assistant, discharge for want of vacancy, etc., shall remain unchanged.

3. The Government also direct that the mode of allocation and appointment be as follows:

(a) Mode of allocations:

The allocation shall be on 8:1 ratio and the actual number of posts to be upgraded will depend upon the cadre strength of each unit. The fraction less than 0.5 if any, while making allocation shall be omitted. For example, if there are 40 posts of Record Clerks at present in a unit, the number of posts of Record Assistants will be $40/9$, i.e. 4.44 which may be rounded off to 4, thus the 40 posts will be reallocated as 4 Record Assistants and 36 Record Clerks. However, if there are

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41 posts of Record Clerks the number of Record Clerks the number of Record Assistants will be 4.55 which may be rounded off to 5. Then there will be 5 Record Assistants and 36 Record Clerks.

(b) Mode of appointment:

The Heads of Department concerned shall sanction the actual upgradation of the post of Record Clerk as a Record Assistant in any unit of appointment in which a person becomes eligible for promotion as Record Assistant as per combined seniority and the particular post held by the individual alone shall be upgraded. Vacancies that would arise consequent on the retirement on a 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 unit 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. In any case the total number of posts of Record Assistants in a particular unit shall not exceed 1/9th of the total number of posts of Record Clerks as on date at any point of time, as illustrated in sub para (a) above.

4. Necessary amendments to the special rules for the Tamil Nadu General subordinate Services 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 Service (CA) Rules.

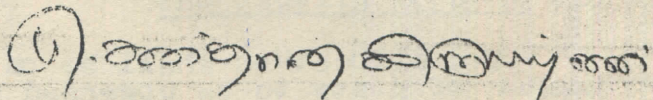
5. The Accountant General, Madras is requested to report to the Finance Department if the total number of posts sanctioned under these orders exceeds the limit of 1000 at any time so as to regulate the excess.

6. This order issues with the concurrence of the Finance Department - vide its U.O.No.50882/CMPC/94-1, dt.3.6.94.


(By order of the Governor of Tamil Nadu).

N.Hari bhaskar
Chief Secretary to Government.

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Superintendent.

sds 4/7


4.7.94

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