



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 - Revised orders - Issued.

-----  
PERSONNEL AND ADMINISTRATIVE REFORMS (J) DEPARTMENT  
-----

G.O.Ms.No.2

Dated the 2nd January, 1996.

Thiruvalluvar Aandu 2026,  
Yuva, Margazhi, 18.

Read:

1. G.O.Ms.No.131, Personnel and Administrative Reforms (Per.C) Department, dated 3.6.1994.
2. G.O.Ms.No.301, Personnel and Administrative Reforms (J) Department, dated 25.9.1995.

ORDER:

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 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.

2. Certain Service Associations have represented that the above ratio of 8:1 is not sufficient as large number of Record Clerks, rendered longer years of service are yet to get the promotion as Record Assistant and requested for creation of more number of posts of Record Assistants to mitigate stagnation.

3. The Government have examined the above request and after careful consideration of the representation, have decided to accept the request of the Association.

4. The Government accordingly, in supersession of the orders issued in G.O.Ms.No.131, Personnel and Administrative Reforms (Per.C) Department, dated 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

A-41/96



- (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 upgradation 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 of posts actually existing in that unit office. Heads of Department are also empowered to deploy or redeploy 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 as 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 fraction (i.e.) less than 0.5 if any, shall be omitted. If the cadre strength is 40, then  $40/6$  it 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,





51

-: 3 :-

Personnel and Administrative Reforms (Per,C) Department, dated 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 Departments 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 and 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/FS/P/95, dated 29.12.1995.

(BY ORDER OF THE GOVERNOR)

M.B. PRANESH,  
Secretary to Government.

/forwarded/by order/

Sd/-...3.1.96  
Section Officer.

..4/



FORMAT OF REPORT

Name of the Head of Department:

1. Total number of posts of Record Clerk in each unit office under the control of each appointing authority. : 21
2. Total number of posts of Record Clerk upgraded as Record Assistant with reference to the ratio of 3:1 as per G.O.Ms.No.131, P & AR (Per.C) Department, dated 3-6-94. : 2
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.): : 21
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. : 1
5. Total number of Record Assistant posts now actually upgraded. (Item No.4 - Item No.2). : 1

Permanent 18  
Temporary 3  
21

/forwarded/

Sd/-...3.1.96  
Section Officer.