



### **ABSTRACT.**

Public Services – Register of Caste / Community particulars of Personnel in service in the Secretariat – Maintenance and reporting – Amendment to the Tamil Nadu Secretariat Office Manual – Issued.

### **PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT**

G.O.(Ms).No.52

Dated : 26.05.2015.

மன்மத சித்திரை-12.

திருவள்ளூர்வராண்டு 2046.

G.O.(Ms).No.39, Personnel and Administrative Reforms (K) Department, dated, 23.04.2015.

### **ORDER:**

In the Government Order read above, orders were issued, prescribing the "Register of Caste / Community details of personnel" to be maintained in each office / Department under the State.

2. Pursuant to the orders issued in the Government Order read above, the following amendment is issued to the Tamil Nadu Secretariat Office Manual :-

### **AMENDMENT.**

In the said Manual, in Chapter XX, after paragraph 481, the following paragraph shall be inserted, namely:-

**"481-A. Register of Caste / Community details of personnel.-** A separate register, namely, 'Register of Caste/ Community details of personnel' shall be maintained in the Office Procedure Sections of the Departments of Secretariat in the form prescribed below with a complete list of members of service under various posts in each service in each Office/ Department as on 1<sup>st</sup> January of every year.

1	2	3	4	5	6	7	8	9	10	11	12	13
Post	Name of the member of service	Date of birth	Gender (Male/Female/Third-gender)	Grade pay, as on 1 <sup>st</sup> January ...	Group of service ( Group A,B,C or D ) Posts held in each Office / Department	Religion at the time of birth of personnel.	Religion of personnel as on 1 <sup>st</sup> Jan ...	Caste/Sub-caste/Community/Sect	Category (SC/ST/MBC/DNC/BCM/BCO/Oth)	Community Certificate No. and date	Place of issue of Certificate, with district	Remarks, if any



All the Departments of Secretariat shall send a periodical report comprising the contents of the Register to the Tamil Nadu Backward Classes Commission on a consolidated basis as on the 1<sup>st</sup> January of every year, commencing from the current year. In respect of personnel for whom the caste / tribe / community certificate cannot be issued, self declaration or such other caste record may be relied upon."

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

(BY ORDER OF THE GOVERNOR)

P.W.C. DAVIDAR

PRINCIPAL SECRETARY TO GOVERNMENT.

To

- All Secretaries to Government, Chennai -9
- All Departments of Secretariat, Chennai -9
- Secretariat Library, Chennai - 9.
- Personnel and Administrative Reforms (K) Department, Chennai-600 009.

Copy to:-

- Private Secretary to the Chief Secretary to Government, Chennai -9
- Private Secretary to the Principal Secretary to Government, Personnel and Administrative Reforms Department, Chennai -9.
- Private Secretary to the Principal Secretary (Training) to Government, Personnel and Administrative Reforms Department, Chennai -9.
- Law (Scrutiny) Department, Chennai - 9.
- Personnel and Administrative Reforms (AR-II/CC) Department, Chennai - 9 ( to publish in the internet )
- All Officers / Sections in Personnel and Administrative Reforms Department, Chennai -9.

SF/SC

/Forwarded / By Order/

P. Kalaiselvi  
26/05/2015  
Section Officer.

1	Register	
2	Name of persons of Certificate	
3	Community Certificate No	
4	(REGISTRATION NO)	
5	Category	
6	Change-category	
7	Religion of persons	
8	Religion of the wife of persons	
9	Place held in each Office / Department	
10	Grade of service (Group V B C)	
11	Grade held in each office	
12	Grade (When Transfer/Posting)	
13	Date of birth	
14	Name of the member	
15	Post	