



ABSTRACT

Personnel – Entitlement and surrender of Residential Office Assistants in lieu of cash allowance - Consolidated Instructions – Orders – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (F) DEPARTMENT

G.O.(Ms).No.112

Dated: 01.10.2020,

சார்வரி, புரட்டாசி -15,

திருவள்ளூர் ஆண்டு 2051

Read:

1. G.O.(Ms). No.47, Personnel and Administrative Reforms (F) Department, dated: 09.02.1993.
2. G.O.(Ms). No.347, Personnel and Administrative Reforms (F) Department, dated: 14.11.1995.
3. Government Letter No.55911/F/96-2, Personnel and Administrative Reforms (F) Department, dated: 31.01.1997.
4. Government Letter No.9855/F/97-2, Personnel and Administrative Reforms (F) Department, dated: 27.03.1997.
5. G.O.(Ms). No.84, Personnel and Administrative Reforms (F) Department, dated: 01.04.1997.
6. G.O.(Ms). No.171, Personnel and Administrative Reforms (F) Department, dated: 30.08.2000.
7. G.O.(Ms). No.306, Finance(PC) Department, dated: 13.10.2017.

ORDER:

In the Government Orders 1st to 5th read above, orders were issued regarding the entitlement of Residential Office Assistants to various categories of Officers as follows :-

Sl. No	Designation of Officers	No. of Residential Office Assistants entitled
(1)	(2)	(3)
1	Chief Secretary Grade Officers	2 (two)
2	Secretaries and Special Secretaries to Government.	2 (two)
3	Additional Secretaries, Joint Secretaries to Government, Heads of Departments, Collectors, District Judges, Superintendents of Police and Superintending Engineers.	2 (two) (one should be compulsorily surrendered in lieu of cash allowance)
4	Deputy Secretaries to Government, District Revenue Officers, Under Secretaries to Government, Executive Engineer and others in the pay range of Rs.3000/- - 4500/- and who are presently entitled for a Residential Office Assistant.	1 (one) (to be compulsorily surrendered in lieu of cash allowance for new incumbents to these posts after 1-3-93)
5	All others who are below the pay scale of Rs.3000 - 4500 but are entitled for a Residential Office Assistant by a specific order.	1 (one) (to be compulsorily surrendered in lieu of cash allowance. This facility to this category will be given only to the existing incumbents as on 1-3-93 and once he vacates the post, his successor will not be entitled to this facility. It will not be available to those appointed or promoted after 1-3-1993.)
6	Revenue Divisional Officers	1 (one) (optional surrender)

2. In the reference 6th cited, orders were issued that creation of new post for the purpose of surrender of Residential Office Assistant, in lieu of Cash Allowance is not necessary.

3. In the reference 7th cited, the Cash Allowance in lieu of surrender of one Residential Office Assistant, to be compulsorily surrendered, is enhanced from Rs.500/- to Rs.1,000/-. The Cash Allowance in respect of surrender of second Residential Office Assistant, at their option, is enhanced from Rs.500/- to Rs.1,500/-.

4. In the above circumstances, with regard to the entitlement and surrender of Residential Office Assistant, in lieu of cash allowance, the following consolidated order is issued, in supersession of the earlier orders:-

Sl. No	Designation of Officers	No. of Residential Office Assistants entitled
(1)	(2)	(3)
1	All India Service (AIS) Officers	
	a Super time scale and above including Special Commissioner and Chief Secretary Grade.	2 (two) (optional surrender)
	b Junior Administrative Grade and Selection Grade	2 (two) (one should be compulsorily surrendered in lieu of cash allowance)
	c Senior Time Scale & Junior Time Scale (Sub-Collector)	1(one) (optional surrender)
2	Heads of Departments, District Collectors, District Judges, Superintendents of Police and Superintending Engineers.	2 (two) (one should be compulsorily surrendered in lieu of cash allowance)
3	Additional Secretary / Joint Secretary to Government (non IAS)	2 (two) (to be compulsorily surrendered in lieu of cash allowance)
4	Deputy Secretaries to Government, District Revenue Officers, Under Secretaries to Government, Executive Engineer and others in the pay range of Rs.59,300 to 1,87,700 – Level-25 (erstwhile Rs.3000/ - 4500/-) and who are presently entitled for Residential Office Assistant.	1 (one) (to be compulsorily surrendered in lieu of cash allowance)
5.	Revenue Divisional Officer	1 (one) (optional surrender)
Note: Separate post creation is not necessary for surrender of Residential Office Assistant, in lieu of Cash Allowance.		

5. This order issues with the concurrence of Finance Department vide it's U.O. No.17147/PC/2020, dated. 24.08.2020.

(BY ORDER OF THE GOVERNOR)

S. SWARNA
SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Chennai – 9.
All Departments of Secretariat (OP) Section, Chennai – 9.
The Secretary, Tamil Nadu Legislative Assembly Secretariat, Chennai – 9.
All Heads of Departments/ District Collectors/ District Judges/
Chief Judicial Magistrates.
The Registrar General, High Court, Chennai – 104/ Madurai-625-023.
The Director of Treasuries and Accounts, Chennai – 35.
All Treasury Officers.
The Pay and Accounts Officer(North, South, East and Secretariat),
Chennai – 79/35/5/9.
The Resident Audit Officer, Chennai – 9.
The Accountant General, Chennai – 18/35.

Copy to:

The Principal Private Secretary to Chief Secretary to Government,
Chennai – 9.
The Principal Private Secretary to Secretary to Government,
Personnel and Administrative Reforms Department, Chennai – 9.
The Principal Private Secretary to Additional Chief Secretary to
Government, Finance / Home Department, Chennai – 9.
The Finance (Ze-Bag / PC) Department, Chennai – 9.
The Public(Special-B) Department, Chennai-9.
The Home(Police.1) Department, Chennai-9.
The Personnel and Administrative Reforms (AR-II) Department,
Chennai – 9.(to publish in the internet / intranet).
All Sections in Personnel and Administrative Reforms Department,
SF/SC.

//forwarded / by order//

S. Swarna
01/10/2020
SECTION OFFICER
MHK
1/10/20