ABSTRACT

Tamil Nadu Secretariat Office Manual - Amendments to the Tamil Nadu Secretariat Office Manual - Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

G.O.(Ms).No.36

Dated : 07.03.2017.

READ:

ORDER:

The Government have decided to update the Tamil Nadu Secretariat Office Manual. Accordingly, the following amendments are issued to the said Manual :-

AMENDMENTS

In the said Manual,-

1. in CHAPTER I, under the heading “SECRETARIAT ORGANISATION”,-
   i) in paragraph 3,-
      i) for the expression ‘Tamil Development, Religious Endowments and Information Department’, the expression ‘Tamil Development and Information Department’ shall be substituted;
      ii) for the expression ‘Tourism and Culture Department’, the expression ‘Tourism, Culture and Religious Endowments Department’ shall be substituted;
   ii) in paragraph 10, for the expression ‘Level A - Principal Private Secretary (Deputy Secretary Grade)’, the expression ‘Level A - Senior Principal Private Secretary / Principal Private Secretary’ shall be substituted.;

P.T.O
2. in CHAPTER III, under the heading 'THE COURSE IN OUTLINE FOLLOWED BY A PAPER FROM RECEIPT TO DISPOSAL':
   i) in paragraph 22, the expression 'telegram,' shall be deleted;
   ii) in paragraph 23, for the expression 'endorsements and telegrams,' the expression 'and endorsements,' shall be substituted;

3. In CHAPTER IV,-
   i) under the heading 'TAPPAL',-
      i) in paragraph 28, for the expression 'closed envelopes, packets and telegram,' the expression 'closed envelopes and packets' shall be substituted;
      ii) in paragraph 29, the expression 'and Telegrams' shall be deleted;
      iii) the paragraph 31, 49, 51 shall be deleted;
      iv) in paragraph 39, the expression 'by telegram' shall be deleted;

   ii) under the heading 'III. PROCEDURE ON SUNDAYS AND OTHER HOLIDAYS', for the paragraph 52, the following paragraph shall be substituted:

   "Tappal — Public Department .— All the Sensitive sections in Public Department shall make their own arrangements to depute staff for attending duty on Public Holidays and that the staff shall receive the Tappals intended for that wing and bring the matter to the notice of the higher officials then and there and act as per the directions of the superior officers. The personal Staff of Officers who attend holiday duty shall receive the Tappals in name cover and sealed covers and submit the same to the perusal of the officers / inform over phone. Apart from that Public (Tappal) Department shall make a roster of one Senior Typist/Typist for attending duty on Public Holidays to receive the Tappals addressed to the Chief Secretary to Government and Public Department. They shall collect the Tappals in a box placed in that section and that they shall be distributed to the concerned sections after making entries and assigning current number through EFPS.

   Other Departments .— Instructions issued in the respective departments should be followed."

   P.T.O
4. in CHAPTER V, under the heading 'REGISTRY OF PAPERS',
   i) in paragraph 62, the expression 'telegram,' shall be deleted;
   ii) in paragraph 63, for the expression 'T.M.' for telephonic message and 'Telgm' for telegram, the expression ' and 'T.M.' for telephonic message.' shall be substituted;
   iii) in paragraph 66, the expression 'telegram,' shall be deleted;
5. in CHAPTER VI, under the heading 'FORMS AND RULES OF CORRESPONDENCE', in paragraph 72,-
   i) for the clause (e), the following clause shall be substituted;
      "Express letter form .— The express letter form may be adopted in the correspondence with the officers of Indian Missions abroad.";
   ii) the clause (j) shall be deleted;
   iii) the clauses (k) and (l) shall be renumbered as clauses (j) and (k);
   iv) in clause (j) as so renumbered,-
      a) for the expression 'Teleprinter message', the expression 'Fax' shall be substituted;
      b) for the expression 'Teleprinter service', the expression 'Fax' shall be substituted;
6. in CHAPTER VII, under the heading 'REFERENCING, NOTING AND DRAFTING',
   i) in paragraph 79, for the expression 'telegram', the expression 'Fax / e-mail' shall be substituted;
   ii) in paragraph 80, the expression 'by telegram, the instructions in Business Rule 29 should be complied with' shall be deleted;
   iii) paragraphs 117 and 118 shall be deleted;
   iv) for the paragraph 119, the following paragraph shall be substituted;
      "Post copy of telephonic message,— A post copy of every telephonic message, whether inland or foreign shall invariably be despatched immediately after the transmission of the telephonic message, the Section Officer of the section or drafting Assistant Section Officer being responsible that this is done.

      P.T.O
v) in paragraph 121, the expression ‘Telegram’ shall be deleted;

vi) in paragraph 130, the expression ‘telegram,’ shall be deleted;

vii) in paragraph 135, for the expression ‘Central Despatch Branch’, the expression ‘Despatch Section’ shall be substituted;

7. in CHAPTER X, under the heading ‘CONFIDENTIAL, SECRET AND TOP SECRET PAPERS — MAINTENANCE AND CUSTODY’,

i) in sub-paragraph (v) of the paragraph 179, for the last sentence and the programme schedule there under, the following sentence and the programme schedule shall be substituted;

“The following programme will be adopted for transferring records.—

May I Half Revenue, Co-operation, Food and Consumer Protection, Commercial Taxes and Registration, Agriculture, Adi Dravidar and Tribal Welfare Departments.


II Half Industries, Labour and Employment, Housing and Urban Development, Handlooms, Handicrafts, Textiles and Khadi Departments

July I Half Public Works, Social Welfare and Nutritious Meal Programme, Social Reforms, Tamil Development and Information Departments

II Half School Education, Information Technology, Health and Family Welfare Department, Tourism, Culture and Religious Endowments Departments.

P.T.O

II Half Finance, Law, Rural Development and Panchayat, Raj, Municipal Administration and Water Supply, Planning Development and Special Initiatives Departments

ii) in paragraph 180, the expression 'telegrams,' shall be deleted;

8. in CHAPTER XI, under the heading 'CIRCULATION',-

i) in paragraph 213, the expression 'telegraphic' shall be deleted;

ii) in paragraph 218, the expression "Second Secretary to Government — 1 copy shall be deleted;

9. in CHAPTER XIII, under the heading 'PRINTING AND PROOF CORRECTION', in paragraph 286, for the expression 'Departmental despatcher of the Central Despatch Branch', the expression 'Departments of Secretariat' shall be substituted;

10. in CHAPTER XV, under the heading 'FAIR COPYING, EXAMINING AND DESPATCHING',-

i) the paragraphs 319, 337 and sub heading '(D) TELEGRAMS' and the paragraphs there under shall be deleted;

ii) in paragraph 318, for the expression 'Central Despatch Branch', the expression 'Despatch section of the respective Departments of Secretariat' shall be substituted;

iii) in paragraph 338, for the expression 'order, letter, telegram or post copy of a telegram', the expression 'order or letter.' shall be substituted;

iv) in paragraph 349, the expressions 'and telegrams' and 'or the telegrams' shall be deleted

11. in CHAPTER XVI, under the heading 'Central Record Branch',-

i) in paragraph 388 and 389, for the expressions 'Chowkidar' wherever it occurs, the expression 'Chowkidar / Security Guard' shall be substituted;

P.T.O
ii) in paragraph 394, for the expression 'Central Despatch Branch' the expression 'O.P / Tappal Section of the respective Departments of Secretariat' shall be substituted;

iii) in column 3 of clause 6 under sub-paragraph II of the paragraph 402, for the expression 'Central Despatch Branch' the expression 'O.P / Tappal Section' shall be substituted;

12. in CHAPTER XVII, under the heading 'TELEPHONE',-

i) in paragraph 412, 413, 422, 424 for the expressions 'Madras' wherever it occurs, the expressions 'Chennai' shall be substituted;

ii) in paragraph 413 and 414 for the expression 'Chowkidar' wherever it occurs, the expression 'Chowkidar / Security Guard' shall be substituted;

iii) in sub-paragraph (iii) under the paragraph 413, for the expression '6.30 p.m.', the expression '5.00 p.m.' shall be substituted;

iv) in clause (b) of the sub-paragraph (iii) under the paragraph 413, the expression 'and Sundays' shall be deleted;

v) in paragraph 422, for the expressions 'Telephone Inspector' and 'No.299', the expressions 'Junior Telecom Officer' and 'No.2567 1000' respectively shall be substituted;

vi) in paragraph 424,-

i) for the expression 'The Accounts Officer, Telephone Revenue, Madras (North) and Madras (South)', the expression 'The Accounts Officer / Commercial Officer, BSNL, Chennai Telephones (North East), Flower Bazzar Exchange, Chennai – 1' shall be substituted;

ii) for the expression Accounts Officer (North), Telephones Revenue, Madras-1/Madras-6 and Accounts Officer (South), Telephones Revenue respectively are', the expression 'Accounts Officer (North East), Flower Bazzar Telephone Exchange, Chennai – 1 is' shall be substituted;

vii) paragraph 427 shall be omitted;

P.T.O
for the paragraph 428, the following paragraph shall be substituted;

**Secretariat Inter-communication System.**—To cater to the increasing needs, in exchange of communications among the Departments of Secretariat, an Inter-communication Exchange has been installed connecting all Departments of Secretariat. This facility provides inter-communication within the Secretariat.

The 100 lines HICOM ISDN Super phone Exchange has been installed in Secretariat on 10.10.2001 and 1000 lines HICOM Digital Intercom Exchange has been installed on 01.01.2002. A Super Phone facility has been provided for the chamber of Hon’ble Chief Minister / Hon’ble Ministers, Secretaries to Chief Minister, Advisor, OSD., Chief Secretary, All Secretaries, Chief Electoral Officer, Additional Secretary (Protocol) and Additional Secretary (Public). To facilitate communication between the Chief Secretary to Government and other Secretaries, a Micro Process Electronic Exchange system has been installed in the Secretariat connecting Chief Minister, other Cabinet Ministers, Speaker, Deputy Speaker, Chief Secretary, Commissioner and Secretary and Deputy Secretary, Public (Protocol) Department. Any repair in the above system should be intimated to the Public (Telephones) Department.

13. in CHAPTER XVIII, under the heading 'SECRETARIAT BUILDINGS AND THEIR CONSERVANCY';-

i) in paragraph 432,

a) for the expression ‘Rs.1,000’, the expression ‘Rs.10,000’ shall be substituted;

b) for the expression ‘Rs.5,000’, the expression ‘Rs.50,000’ shall be substituted;

ii) in paragraph 433, for the expression ‘Rs.5,000’ wherever it occurs, the expression ‘Rs.15,000’ shall be substituted;

iii) in paragraph 435, for the expressions ‘Chowkidars’ and ‘Chowkidar’, the expressions ‘Security Guards’ and ‘Security Guard’ respectively shall be substituted;

P.T.O
iv) in paragraph 436,
   a) in sub-paragraph (11), for the expression 'record rooms shall be', the expression 'office premises is' shall be substituted;
   b) in sub-paragraph (1) and (15), for the expression 'Chowkidar' wherever it occurs, the expression 'Security Guard' shall be substituted;

v) in paragraphs 438 and 439, for the expression 'Electrical Engineer (General)', wherever it occurs, the expression 'Assistant Executive Engineer (Electrical)' shall be substituted;

vi) in paragraph 440,- 
   I) in sub-paragraph (c), for the expression 'Four lifts', the expression 'Six lifts' shall be substituted;
   
   II) in sub-paragraph (c),-
      i) in clause (1), for the expression 'The Lift near the cabinet room in the Secretariat Main Buildings is', the expression 'Two Lifts near the cabinet room in the Secretariat Main Buildings are' shall be substituted;
      ii) in clause (2), for the expression '7 persons', the expression '13 persons' shall be substituted;
      iii) in clause (3), for the expression '8 persons', the expression '10 persons' shall be substituted;
      iv) in clause (4), for the expressions 'Lift' and '13 persons', the expressions 'Two Lifts' and '10 persons' shall be substituted;
      v) in clause (4), for the expression '7 lifts', the expression '8 lifts' shall be substituted;
      vi) in clause (1), for the expression 'Lift on the southern end of the multi-storeyed building is', the expression 'Two Lifts on the southern end of the multi-storeyed building are' shall be substituted.

vii) in paragraph 441, for the expressions 'Roving Inspectors', 'Head Chowkidars' and 'Chowkidars', the expressions 'Sub-Inspectors', 'Assistant Security Officer/Head Security Guards' and 'Security Guard', respectively shall be substituted.

P.T.O
vii) in paragraph 445, for the expressions 'Head Chowkidars' and 'Chowkidars', the expressions 'Assistant Security Officer / Head Security Guards' and 'Security Guards' respectively, shall be substituted.

viii) in paragraph 448 and 449, for the expression 'Chowkidars', wherever it occurs the expression 'Security Guards' shall be substituted.

ix) Paragraph 451 shall be omitted.

x) in paragraph 456, for the expression 'Head Chowkidars', the expression 'Assistant Security Officers / Head Security Guards' shall be substituted.

14. in CHAPTER XIX, under the heading "SECRETARIAT CIRCULATION VANS", in paragraph 461, for the expression 'Central Despatch Branch', the expression 'O.P./Tappal Section of the Public Department' shall be substituted;

15. in CHAPTER XXIV, under the heading "SECRETARIAT LIBRARY",-

i) In paragraph 577, for the expression 'Madras City', the expression 'Chennai City' shall be substituted;

ii) for paragraph 578, the following paragraph shall be substituted,-

"Control.— The Library is attached to the Public Department and is under the immediate control of the Under Secretary, Public Department. Purchase of books, periodicals, newspapers etc., for the Library and for the supply of newspapers and magazines to the residences of Hon'ble Ministers shall be sanctioned by the Deputy Secretary, Joint Secretary, Additional Secretary and the Under Secretary who is in charge of the Secretariat Library, Public Department. The bills in respect of such purchases will be passed by the Under Secretary, Public Department."

iii) in paragraph 579,-

a) for the expression 'Assistant Section officer', wherever it occurs the expression 'Technical Assistant / Assistant Librarian' shall be substituted;

b) for the expression 'almirahs' wherever it occurs, the expression 'Steel almirahs' shall be substituted;

P.T.O
iv) for paragraph 586, the following paragraph shall be substituted:

_**Circulation of latest additions of books lists.**_ Computer generated print out of the latest additions of books which consists of serial number, class code, author, title and accession number under major subject headings are being circulated to all Secretaries to Government, all Departments of Secretariat for circulation among the officers and the Private Secretary to Chief Secretary to Government. The latest additions list will be undersigned by the Under Secretary, Public Department. Software is developed and installed in the library so as to enable the Officers to browse all the books available in the Secretariat Library by utilizing the Intranet facility in the Secretariat by entering 'library.tn.gov.in'.

v) for paragraph 587, the following paragraph shall be substituted;

"A Spare copy of list of latest additions of books will be consolidated and filed in the Latest additions list file available in the library."

vi) for paragraph 588, the following paragraph shall be substituted;

_**Catalogue of new books.**_ Catalogue of books are computerized. The catalogue can be searched by title and by author or key words of the title in the 'Secretariat Library Information System' under the 'Queries option'. The catalogue can also be accessed from any of the computers in the Secretariat intranet by entering 'library.tn.gov.in'.

The following options are available:

1. New arrivals (up to fifty books) – author-wise, subject-wise, language-wise, Issued / not-issued.
3. Author query
4. Title query
5. Suggestions & Complaints

P.T.O
When an Officer clicks on the title of any book, the details of author, publisher, year of publication, Cost, Accession number, etc will be displayed. The e-mail ID of the Library is library@tn.gov.in.

vii) for paragraph 589, the following paragraph shall be substituted,-

Data Entries of books.— The data entries such as accession number, purchase date, author, title, series, language, edition, year of publication, vendor, publisher, class number (subject number) and cost of book etc., are entered into the computer whenever the new books are purchased or added to the library collections and thus the book database file (dbf) is updated. Books are classified under the 'Dewey Decimal Classification System'. Books are kept according to their subject and arranged by the class numbers allotted to them in the respective book racks. Whenever the new books are received/purchased, the data entries of the books are entered in the computer.

viii) in paragraph 590,-

i) for the clause (c) of sub-paragraph 1, the following clause shall be substituted,-

(C) Officers, staff of the Departments of the Secretariat and the staff of Legislative Assembly Secretariat who are either permanent or have put in more than one year of regular service.;

ii) for the sub-paragraph 6, the following sub-paragraph shall be substituted,-

A sum of Rs.10/- will be collected from the borrower for the lost ticket, the borrower shall be required to inform the Library immediately of its loss. The borrower shall be responsible for the book drawn on the ticket.

iii) for the sub-paragraph 7, the following sub-paragraph shall be substituted,-

The period of loan of a book shall, ordinary, be 15 days at a time. Loans may be renewed at the discretion of the Librarian for a period of one week at a time for two weeks provided that –

P.T.O
(a) the request for the renewal of loan reaches the Librarian before the date of expiry of the loan; and

(b) no other reader has applied for the book in the mean time. Books are, however, liable to be recalled within the period of loan, if there is a special demand for them for official use.

iv) for the sub-paragraph 9, the following sub-paragraph shall be substituted,-

A fine of Rs.1/- (One rupee) per week will be recovered, if the book is not returned within the prescribed time.

ix) in clause (c) of paragraph 591, for the expression ‘Chief Secretary’, the expression ‘Secretary, Public Department’ shall be substituted;

x) in paragraph 594, for the expression ‘the Personal Assistants or Personal Clerk, as the case may be,’ the expression ‘Personal Assistant’ shall be substituted;

xi) Paragraphs 595, 596, 597, 607, 608, 609, 610, 611, 613, 614, 615, 617, 618 and 619 shall be omitted.

xii) for paragraph 598, the following paragraph shall be substituted,-

**Library Committee for book selection.** As per the recommendations of the Tamil Nadu Administrative Reforms Committee (ARC) Vide G.O.Ms.No.2717, Public (AR) Department, dated 13.9.1976, A Committee consisting of 3 or 4 Secretaries constituted by the Chief Secretary every year for purchase of books for the Secretariat Library meets once in two or three months, as the case may be. The suggestions received from the Officers and staff, the book reviews and new books received from the leading publishers and book distributors located in Chennai city on approval basis are placed before the Library Committee for consideration. After considering the suggestions and perusing the English and Tamil books received from the Chennai based publishers and book distributors and approves the list of books to be purchased for the Secretariat Library.

P.T.O
xiii) for paragraph 600, the following paragraph shall be substituted,-

"Purchase of books for Ministers:- Books, newspapers and periodicals required for the use of the departments and the officers of the Secretariat are purchased by the respective departments from their office contingencies. Books, newspapers and periodicals required by Hon'ble Ministers are purchased by the Librarian under the orders of the Additional Secretary or Under Secretary, Public Department and their cost debited to the head

"2013.00 Council of Ministers--800. Other expenditure-I Non-Plan-AA. Other expenditure — 34 —Other Charges — 02 — Purchase of Books and Periodicals/Library etc. (D.P. Code 2013 00 800 AA 3422)" in the budget allotment reserved for Ministers.";

xiv) for paragraph 603, the following paragraph shall be substituted,-

"Submission of list of periodicals to officers.-
A list of periodicals which are subscribed for in the Library for circulation among the Officers of the Secretariat will be maintained by
the Librarian. Whenever there is a change in the officers of the Secretariat, the list will be submitted to the new officer and his wishes ascertained as to the circulation of any of the periodicals in the list. When the list is returned, necessary entries will be made in a computer system and therefore the officers list is updated.";

xv) for paragraph 604, the following paragraph shall be substituted,-

"Circulation and return of periodicals.- As soon a periodical is received from the publisher/news agency, a slip will be pasted over the wrapper of the periodical and the date of its receipt noted and circulated according to the seniority of the Officers for perusal.";

P.T.O
xvi) for paragraph 606, the following paragraph shall be substituted,

"Return of newspapers.- News papers and periodicals are supplied to the residences of the Ministers. The old newspapers and periodicals which are received from the residences of the Ministers are disposed off from the library through the Waste Paper dealer (from the approved list of waste paper dealers maintained by the Directorate of Stationery and Printing) who has quoted H1 rate.

xvii) for paragraph 612, the following paragraph shall be substituted,

"Reference books for Ministers .— The Personal Assistants of Ministers should maintain a list of the books received from the Secretariat Library for reference at the office of the Ministers. Whenever books not considered necessary for reference, they should be returned to the Library.

xviii) for paragraph 616, the following paragraph shall be substituted,

"Tamil Nadu Government Gazette .— Copies of the Tamil Nadu Government Gazette are received in the Secretariat Library. The Gazette will be filed chronologically according to 'Parts' and will be bound at the end of the year.

xix) in paragraph 620,

i) the clause (4) and (6) shall be deleted;

ii) the clause (5) shall be renumbered as clause (4)

16. in CHAPTER XXV, under the heading 'MISCELLANEOUS', in paragraph 631,-

i) in clause (v), for the expression 'Telegrams, telephone messages', the expression 'Telephone messages' shall be substituted;

ii) in clause (vii), the expression 'and telegrams' shall be deleted;

17. in CHAPTER XX, under the heading 'OFFICE ESTABLISHMENTS - SECRETARIAT SERVICE MATTERS',

i) in paragraph 468,-

i) for the expression 'General Rule 10(a)(i)', the expression 'section 17(1) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016' shall be substituted;

P.T.O
ii) for the expression 'General Rule 39(a) of the Tamil Nadu State and Subordinate Service Rules', the expression 'section 47(1) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016' shall be substituted;

iii) for the expression 'General Rule 39(a)', the expression 'section 47(1) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016' shall be substituted;

ii) in paragraph 470, for the expression 'Schedule II-A to General Rule 19 of Tamil Nadu Secretariat and Subordinate Service Rules', the expression 'Schedule V under section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016' shall be substituted.

iii) in paragraph 471, for the expression 'General Rule 10(a)(i)', the expression 'section 17(1) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016' shall be substituted;

iv) In paragraph 478, for the expression 'General Rule 27(b) of the T.N.S. & S.S. Rules', the expression 'section 32(2) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016' shall be substituted;

v) in paragraph 483,-

i) for the expression 'rules 9 and 35(a) of the Tamil Nadu State and Subordinate Service Rules', the expression 'section 12 and section 40(1) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016' shall be substituted;

ii) for the expression 'according to rules', the expression 'according to the Act/rules' shall be substituted;

iii) for the expression 'sub-rule (a)', the expression 'the section 40(1) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016' shall be substituted;

P.T.O
18. In CHAPTER XXIII, under the heading ‘OFFICE MANAGEMENT’, in paragraph 576,-

i) in column (2) sub-paragraph 1,-

a) for the expression ‘Total monthly income of Rs.499 and below, the expression ‘Total monthly income of Rs.999 and below’ shall be substituted;

b) for the expression ‘Total monthly income of Rs.500 and upto Rs.799, the expression ‘Total monthly income of Rs.1,000 and upto Rs.2,999’ shall be substituted;

c) for the expression ‘Total monthly income of Rs.800 and upto Rs.1,199, the expression ‘Total monthly income of Rs.3,000 and upto Rs.6,999’ shall be substituted;

d) for the expression ‘Total monthly income of Rs.1,200 and above, the expression ‘Total monthly income of Rs.7,000 and above’ shall be substituted;

ii) in sub-paragraph 2, for the clause (i), the following clause shall be substituted;

“The Medical Allowance shall be enhanced from Rs.50/- p.m. to Rs.100/- p.m to all including the employees in Judicial Department. As regards medical reimbursement for those who have opted for the same on or before 21.04.1995, the annual ceiling on re-imbursement of medical expenses shall be raised at the revised rate of 30% of basic pay (Pay + Grade Pay) as on 01.01.2006 in the revised pay structure. A Government servant is eligible for reimbursement of the cost of medicines purchased by him for treatment for self or for his dependents, if any.”;

19. in CHAPTER XX, under the heading ‘OFFICE ESTABLISHMENTS — SECRETARIAT SERVICE MATTER’, in paragraph 468,-

i) the expression ‘as well as to the Union Public Service Commission’ shall be deleted;

P.T.O
i) for the sub-paragraph 4, the following paragraph shall be substituted;

"So far as, the direct recruitment to the posts of Assistants, Assistant Section Officers, Typists and Personal Clerks under one unit scheme / Finance unit / Law Department, the Personnel and Administrative Reforms (U) / Finance / Law Departments shall gather the estimate of vacancies from the Departments of Secretariat concerned and forward the same to the Tamil Nadu Public Service Commission.

On receipt of the selection lists from the Tamil Nadu Public Service Commission, candidates shall be allotted to these departments as per their requirement.”;

20 In CHAPTER XXV, under the heading ‘MISCELLANEOUS’, for the paragraph 627, the following paragraph shall be substituted;

"Release of Government Advertisements.— The following procedure should be adopted in regard to the release of Government advertisements.

When it is found necessary to initiate an advertisement, either casual or serial, the department concerned should after securing the necessary financial sanction, send up the matter to the Director of Information and Public Relations with its advice as to the particular section of the Press in which it should appear. As many copies of the advertisements as are required for the several sections of the Press should be furnished together with one copy for the Director of Information and Public Relations. This will then be registered in that department and released to the press through accredited Advertising Agency as far as practicable, according to the advice of the department to whom a copy of the order will be sent. The concerned Advertising Agency will be directed to collect the advertisement charges from the department directly and it will be the responsibility of the department to watch the advertisements and settle the bill. If a department wishes to advertise in anticipation of financial sanction, it may send up such advertisements to the Director of Information, and Public Relations in advance; but it should be on its own responsibility. The Director of Information and Public Relations will be responsible only for passing the matters on to the press.”;

P.T.O
21. in CHAPTER XXII, under the heading 'OFFICE HOURS, LEAVE, ETC.', in paragraph 532, in the list of restricted holidays specified under the sub-heading "Casual Leave and Restricted Holidays", the following entry shall be added at the end, namely,-

"34. Mahalaya Amavasai."

22. in CHAPTER XX, under the heading 'OFFICE ESTABLISHMENT — SERVICE MATTERS',

I) in paragraph 486,-

i) in sub-paragraph (i)(7), for the entry 'Form A', the entry 'Form 1' shall be substituted;

ii) in sub-paragraph (ii), 'PENSION CALCULATION SHEET' shall be deleted;

iii) the sub-paragraph (iii) shall be deleted;

iv) the sub-paragraph (iv) shall be renumbered as sub-paragraph (iii);

v) in sub-paragraph (iii) as so renumbered,-

a) in clause (ii) under sub-paragraph (iv), for the entry 'one year', the entry 'two years' shall be substituted;

b) for the entry '4th June 1987', the entry '22 January 1991' shall be substituted;

c) the entry 'The above orders will also apply to the staff of local bodies and aided teaching institutions.' shall be deleted;

d) for the entry 'G.O.Ms.No.478, Finance(Pension), dated 4th June 1987', the entry 'G.O.Ms.No.541, Finance(Pension), dated 5th July 1995' shall be substituted;

P.T.O
II) in paragraph 487,-

i) for the sub-paragraph (a), the following sub-paragraph shall be substituted;

"Pension:- Pension payable to a retired Government servant on attaining the age of superannuation viz. the age of 58 years and subject to the condition that he has put in a minimum qualifying service of 10 years or 20 completed half years.

A Government Servant is eligible for full pension on completion of 30 years of service on retirement. The pension shall be determined based on 50% of pay last drawn or 50% of average emoluments drawn during the last 10 months of service rendered whichever is higher. This shall be applicable in the cases of Government employees retiring on or after 31-7-2006.

[G.O.(Ms).No.496, Finance (Pension), dated 01.08.2006.]

The pay includes pay, Special pay, Personal pay as defined under FR and any other emoluments defined as pay by Government for calculation of pensionary benefits. If any Government Servant has put in less than 30 years of qualifying service, he will be eligible for proportionate pension with effect from 01.07.1996.

** The upper ceiling on pension shall be 50% of the higher pay (the maximum higher pay is Rs.67,000/- + Grade pay Rs.10,000/-) w.e.f.01.01.2006.

**[G.O.(Ms).No.235, Finance (Pay Cell) Department, dated 1.6.2009 para-2/(v)]";

ii) for the heading ‘Payment of Interest on delayed payment of D.C.R.G.’ and the entries there under, the following heading and entries there under shall be substituted;

="Payment of Interest on delayed payment of D.C.R.G.,—

An interest equivalent to the rate of interest applicable to the GPF accumulations from time to time shall be paid on Gratuity remaining unpaid more than three months from the date of retirement. For calculation of interest, fraction of a month shall be ignored."

P.T.O
iii) for the entries 'Rule 45(6)', the entries 'Rule 45(5)' shall be substituted;

iv) for the entries 'sub-rule (6) of rule 45', the entries 'sub-rule (5) of rule 45' shall be substituted;

v) for the entry 'Rule 51(1)', the entry 'Rule 49' shall be substituted;

vi) after the sub-paragraph (2) under the heading 'PAYMENT OF D.C.R.G. TO THE FAMILY OF A GOVERNMENT SERVANT WHO DIES WHILE IN SERVICE IF THERE IS NO VALID NOMINATION',

a) the following sub-paragraph shall be inserted;

"(3) If a Government servant dies while in service or after retirement without receiving the gratuity, the share of gratuity of a family member who dies after the death of the Government servant or becomes disqualified but before receiving the payment of his share of gratuity, shall be disbursed to the family in the manner indicated in sub-rule (1) and sub-rule (3) of the rule 48."

b) the sub-paragraphs (3) and (4) shall be renumbered as sub-paragraphs (4) and (5).

III) in paragraph 488,—

i) for the entry 'The Family Pension is paid at an uniform rate of 30 per cent of the Pay last drawn, subject to a minimum of Rs.235 per mensem and a maximum of Rs.1,000.', the entry 'The Family Pension is paid at an uniform rate of 30 per cent of the Pay last drawn, subject to a minimum of Rs.3050 per mensem and a maximum of Rs.23,100. w.e.f.01.01.2006.' shall be substituted;

ii) for the entry 'G.O.Ms.No.1030, Finance(Pension), dated 14th December 1987', the entry 'G.O.(Ms).No.320, Finance(Pension), dated 23rd July 2009' shall be substituted;

P.T.O
IV) in paragraph 489,—

i) for the entry '21 years', the entry '25 years' shall be substituted;

ii) for the entry 'Unmarried daughters who have not completed 24 years of age.', the following entry shall be substituted;

'Unmarried / divorced / widowed daughters of age above 25 years of age.

[G.O.(Ms).No.325, Finance (Pension) Department, dated 28.11.2011]

[G.O.(Ms).No.165, Finance (Pension) Department, dated 21.05.2012]

[G.O.(Ms).No.29, Finance (Pension) Department, dated 31.01.2013]';

iii) for the entry 'Vide Rule 49 (7) (a)(i) of Tamil Nadu Pension Rule', the entry 'Vide Rule 49 (6) of Tamil Nadu Pension Rule' shall be substituted;

iv) for the entry 'attains the age of 21', the entry 'attains the age of 25' shall be substituted;

v) for the entry 'the age of 24', the entry 'the age of 25' shall be substituted;

V) in paragraph 491,—

a) in sub-paragraph (1)

i) for the entry 'Rs.1,000', the entry 'Rs.25,000/- shall be substituted;

ii) for the entry 'Rs.20,000', the entry 'Rs.3,00,000/- shall be substituted;

iii) after the sub-paragraph (1), the following entries shall be inserted;


P.T.O
b) for the sub-paragraph (4), the following sub-paragraph shall be substituted;

"(4) The advance shall be debited to 8550 00 Civil Advance – AC. 104. Other Advance – AL. Advance to family of Government servant who dies while in service". The sanction order communicated by the Head of Department/Head of office to the Accountant-General should contain the following particulars:

c) in clause (1) of sub-paragraph (4), for the entry "850 Civil Advance – AC. Other Groups – A, B, C & D).’, the entry ‘8550 00 Civil Advance — AC. 104. Other Advances — A, B, C & D.’ shall be substituted;

VI) for the paragraph 492, the following paragraph shall be substituted;

"Procedure .— The Office Procedure /Establishment section shall sanction and disburse the Family Benefit Fund amount Rs.25,000 to the family of the Government servant as per the instructions contained under the Tamil Nadu Government Servants' Family Benefit Fund Scheme.

The payment under Family Benefit Fund Scheme should not be adjusted towards the dues of the deceased Government servant but should be paid in full to the nominee/Legal heir after deducting the advance, if any, already paid out of the lump sum amount of Rs.3,00,000/-.

[G.O.Ms.No.57,Finance (Pension)Department, dated 22.02.2016].

The Office Procedure sections shall maintain the registers prescribed under the Tamil Nadu Government servants Family Benefit Fund Scheme regarding the sanctions/payments made under the scheme and submit the same to the Head of the Department."

VII) in paragraph 493,—

a) at the end of the heading in the first sub-para, the expression ‘1984’ shall be inserted;

P.T.O
b) after the first sub-paragraph, the following sub-paragraph shall be inserted;

"Tamil Nadu Government Employees Special Provident Fund-cum-Gratuity Rules 2000.— This scheme has come into force with effect from 1.10.2000, a monthly subscription of Rs.70 per mensem shall be recovered towards the scheme from his pay for the month of October 2000 or the first month pay drawn on his entry into service in respect of persons who entered into service after 1.10.2000. The recoveries will be effected from the pay of the Government servant till the month prior to the date of superannuation.
[G.O.Ms.No.504, Finance(Pension), dated 2.11.2000]."

c) for the entries ‘Rs.5,000’, the entries ‘Rs.10,000/- shall be substituted;

23. in Appendix V, the expression ‘It is permissible in a telegram for reasons of economy not elsewhere.’ shall be deleted;

24. in Appendix VII, the expression ‘(Cable. See Telegraphs.)’ shall be deleted;

25. The Appendix XIX shall be deleted;

26. for the Appendices XXII, XXIII, XXVI, XXVII, XXIX and the entries thereunder, the Appendices XXII, XXIII, XXVI, XXVII, XXIX and entries thereunder annexed with this order shall be substituted;

(BY ORDER OF THE GOVERNOR)

GIRIJA VAIDYANATHAN,
CHIEF SECRETARY TO GOVERNMENT

To
All Secretaries to Government, Chennai –9
All Departments of Secretariat, Chennai –9
Secretariat Library, Chennai – 9.

P.T.O
Copy to:-
Private Secretary to the Chief Secretary to Government;
Chennai -9
Private Secretary to the Secretary to Government,
Personnel and Administrative Reforms
Department, Chennai -9.
Private Secretary to the Secretary (Training) to
Government, Personnel and Administrative Reforms
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//

SECTION OFFICER

9/12/17
APPENDIX XXII

(Vide paragraph 622, Chapter XXV.)

LIST OF NEWSPAPERS AND PERIODICALS SUBSCRIBED BY THE DIRECTOR OF INFORMATION AND PUBLIC RELATIONS.

Newspapers.--

1. Dr. Namadhu M.G.R.
2. The Hindu.
3. Indian Express.
4. Times of India.
5. Economic Times.
8. Deccan Herald.
10. Murasoli.
11. Dinamani.
12. Viduthalai.
15. Dina Malar.
17. Dinakaran.
18. Tamil Murasu.
19. Malai Sudar.
20. Theekkadhir.
22. Mint.
24. The Hindu (Tamil).
25. Trinity Mirror.
26. The Telegraph.
27. The Pioneer.

Periodicals--

1. Tughlaq (F.N.)
2. Outlook
3. The Economist (W.)
4. Time (W)
5. Ananda Vikadan (W.)
6. Kumudham (W.)
7. Kalkandu (W.)
8. Rani (W.)
9. Kalki (W.)
10. Junior Vikadan (W.)
11. Nakkiran.
13. Puthiyathalaimurai.
14. Kungumam (W.)
15. Thamizhga Arasial.
16. The Week (W.)
17. India Today (F.N.)
18. Frontline (F.N.)

Qty. -- Quarterly.
M. -- Monthly.
F.N. -- Fortnightly.
W. -- Weekly.

//True Copy//

[Signature]

SECTION OFFICER
APPENDIX XXIII
(Vide paragraph 625, Chapter XXV.)

MAILING LIST OF PRESS MATERIALS ISSUED BY THE TAMIL DEVELOPMENT AND INFORMATION (PRESS RELEASE) DEPARTMENT.

2. The Editor, Indian Express, Express Estate, Chennai - 600 002.
3. The Editor, News Today, 1st Main Road, United India Colony, Kodambakkam, Chennai - 600 024.
4. The Editor, Dinamani, Express Estate, Chennai - 600 002.
5. The Editor, Daily Thanthi, 46, E.V.K. Sampath Road, Chennai - 600 003.
6. The Editor, Dinakaran, 106-107, Katcheri Road, Mylapore, Chennai - 600 004.
7. The Editor, Dinamalar, No.161, Anna Salai, Chennai - 600 002.
8. The Editor, Malai Malar, No.1091, Poonamallee High Road, Chennai - 600 007.
9. The Editor, Makkal Kural, 1st Main Street, United India Colony, Chennai - 600 024.
10. The Editor, Malai Murasu, 712, Anna Salai, Chennai - 600 002.
11. The Editor, Viduthalai, 50, E.V.K. Sampath Road, Chennai - 600 007.
12. The Correspondent, Economic Time, 6-D, Nungambakkam High Road, Chennai - 600 034.
13. The Correspondent, Business Standard, 18, Pattulos Road, Chennai - 600 002.
14. The Editor, Dina Idhal, 23, Vadakaram, Railway Colony, Second Street, Chennai - 600 029.
15. The Editor, Murasoli, 93, Kodambakkam High Road, Chennai - 600 024.
17. The Chief Reporter, United News of India, 19, Haddows Road, First Street, Chennai - 600 006.
18. The Editor, All India Radio, Kamarajar Road, Chennai - 600 004.
19. The Correspondent, Times of India, "Ganga Grina", 6-D, Nungambakkam High Road, Chennai - 600 034.
20. The Editor, Financial Express Estate, Chennai - 600 002.
21. The Correspondent, Dinasudar, 3, Ayyapillai Street, Triplicane, Chennai - 600 005.

22. The Correspondent, Tamil Murasu (Singapore), 284, Bharathi Salai, Chennai - 600 029.

23. The Editor, Musalman, 34, Wallajah Road, Chennai - 600 002.


26. The Correspondent, Thinamani (Kualalampur), 33, Venkatachala Achari Street, Komaleeswaranpet, Chennai - 600 002.

27. The Correspondent, India Today, 5, Fagun Chambers, 26, Commander-In-Chief Road, Egmore, Chennai - 600 105.

28. The Correspondent, The Week, No.5, 32nd Street, VI Sector, K.K. Nagar, Chennai - 600 078.

29. The Editor, Dina Thoothu, 196, R.K.Mutt Road, Chennai - 600 002.

30. The Associated Editor, Tamil Arasu, Government Estate, Anna Salai, Chennai - 600 002.

31. The Correspondent, Eenadu, Flat 10, 602, Anna Salai (Inside Gemeni Studio), Chennai - 6

32. The Editor, Dinasudar, 11/2, Queens Road, Bangalore-2.

//True Copy//

SECTION OFFICER
APPENDIX XXVI
(Vide paragraph 489, Chapter XX.)

FORM 5
[See rules 53(1), 55(h), 57, 58, 58(1), 61, 61(1), 63, 64, 64(2) & (3), 68(7)]

COMBINED APPLICATION FORM FOR GENERAL PROVIDENT FUND FINAL CLOSURE AND PENSION

PART - I
FOR RETIREMENT / REVISION CASES ONLY
(To be sent in duplicate)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Government Employee (IN CAPITAL LETTERS):</td>
</tr>
<tr>
<td>2.</td>
<td>Father's Name / Husband's Name in the case of Female Government Employee:</td>
</tr>
<tr>
<td>3.</td>
<td>Designation with Selection Grade / Special Grade:</td>
</tr>
<tr>
<td>4.</td>
<td>Religion:</td>
</tr>
<tr>
<td>5.</td>
<td>P.P.O. No. allotted by A.G.'s Office [Applicable only for Revision Cases]:</td>
</tr>
<tr>
<td>6.</td>
<td>G.P.F. No. with Departmental Suffix:</td>
</tr>
<tr>
<td>7.</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>8.</td>
<td>Date of Joining:</td>
</tr>
<tr>
<td>9.</td>
<td>Date of Retirement:</td>
</tr>
<tr>
<td>10.</td>
<td>Present Residential Address with PIN Code:</td>
</tr>
<tr>
<td></td>
<td>Mobile No.:</td>
</tr>
<tr>
<td>11.</td>
<td>Residential Address after Retirement with PIN Code:</td>
</tr>
<tr>
<td>12.</td>
<td>Place of Payment of Pension:</td>
</tr>
<tr>
<td></td>
<td>a) Pension Pay Office:</td>
</tr>
<tr>
<td></td>
<td>b) District Treasury:</td>
</tr>
<tr>
<td></td>
<td>c) Sub-Treasury:</td>
</tr>
<tr>
<td>13.</td>
<td>Whether the Pension is proposed to be commuted:</td>
</tr>
<tr>
<td></td>
<td>(Tick in appropriate place) Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>If Yes, fraction proposed to be commuted:</td>
</tr>
<tr>
<td></td>
<td>Fraction</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th></th>
<th>Are you in receipt of Military Pension?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>15.</td>
<td>If Yes, P.P.O.No. and Treasury from which it is drawn may be furnished.</td>
<td>P.P.O. No.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PPO /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>District Treasury /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub-Treasury</td>
</tr>
<tr>
<td>16.</td>
<td>If you are in receipt of Military Family Pension or Civil Family Pension. (Option once exercised is final)</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>List of Family Members including Wife / Husband</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Name of Guardian in case of mentally retarded children</td>
<td></td>
</tr>
</tbody>
</table>

* Medical Certificate to be enclosed

Two slips each bearing the left hand thumb and finger impression duly attested by the Head of office may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability is unable to give left and thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impression. Impression should be duly attested, by the competent authority.

Two copies of passport size photos of self only need be furnished.—

(i) If the Government servants governed by rule 49 of the Tamil Nadu Pension Rules, 1978 and is unmarried or a widower/widow.

(ii) If the Government servant is governed by rule 50 of the Tamil Nadu Pension Rules, 1978.

(iii) Where it is not possible for a Government servant to submit a photo with his wife or husband he or she may submit separate photographs. The photos shall be attested by the Head of Office.

Specify a few conspicuous marks, not less than two, if possible.

Any subsequent change of address should be notified to the Head of Office and Audit Officer.

Applicable only where rule 49 of the Tamil Nadu Pension Rules, 1978 applied to the Government servant.
The applicant should indicate the fraction of the amount of monthly pension (subject to a maximum of one-third thereof) which he desires to commute and note the amount in rupees.

PART II

Forwarded to the Accountant-General, Tamil Nadu, with the remarks that —

(i) The particulars furnished by the applicant in Part I have been verified and are correct;

(ii) the applicant is eligible to get a fraction of his pension commuted without medical examination;

(iii) the commuted value of pension determined with reference to the Table applicable at present comes to Rs. ......

(iv) the amount of residuary pension after commutation will be Rs. .......

2. It is requested that further action to authorize the payment of the amount of commuted value of pension may be taken as in rule 15 of the Tamil Nadu (Commutation of Pension Rules).

3. The commuted value of pension is debitable to Head of Account.

Place: 

Signature: 

Date: 

Head of Office: 

A slip containing the 3 specimen signatures of—

1. 
2. 
3. 

ATTESTED —

A slip containing passport size photograph of Thiru

A slip containing the details of family members of Thiru

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Name of the family members</th>
<th>Relationship</th>
<th>Age</th>
<th>Married or unmarried</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
</tr>
</tbody>
</table>

//True Copy//

SECTION OFFICER
APPENDIX XXVII
(Vide paragraph 486, Chapter XX.)

FORM 17
[See rules 72(4), 74(3) and 76(2)]
CMBINED APPLICATION FORM FOR GENERAL PROVIDENT FUND FINAL CLOSURE AND FAMILY PENSION

PART – I

FOR DEATH WHILE IN SERVICE / EXTENSION OF FAMILY PENSION CASES
(To be sent in duplicate)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Name of the Government Employee (IN CAPITAL LETTERS).</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Designation and Department.</strong></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Date of Death.</strong></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Date of Retirement in case of death after retirement.</strong></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Name of the Applicant / Guardian in case of minor.</strong></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Relationship of Applicant / Minor with Government Employee.</strong></td>
</tr>
<tr>
<td>6.</td>
<td><strong>Religion.</strong></td>
</tr>
<tr>
<td>7.</td>
<td><strong>Date of Birth in case of Minor with proof.</strong></td>
</tr>
<tr>
<td>8.</td>
<td><strong>P.P.O. No. allotted by A.G's Office (applicable only for revision cases)</strong></td>
</tr>
<tr>
<td>9.</td>
<td><strong>G.P.F. No. with Departmental Suffix.</strong></td>
</tr>
<tr>
<td>10.</td>
<td><strong>Residential Address with PIN Code.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>MOBILE No.</strong></td>
</tr>
<tr>
<td>11.</td>
<td><strong>Place of Payment of Pension</strong></td>
</tr>
<tr>
<td></td>
<td>a) Pension Pay Office</td>
</tr>
<tr>
<td></td>
<td>b) District Treasury</td>
</tr>
<tr>
<td></td>
<td>c) Sub-Treasury</td>
</tr>
<tr>
<td>12.</td>
<td><strong>Are you in receipt of Family Pension from any other source?</strong></td>
</tr>
<tr>
<td></td>
<td>Yes / No.</td>
</tr>
</tbody>
</table>
13. If Yes, P.P.O. No. and Treasury from which it is drawn may be furnished:  
   | P.P.O. No.  |
   | PPQ/District Treasury/  |
   | Sub-Treasury       |

14. List of Family Members:  
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name (s)</th>
<th>Relationship</th>
<th>Marital Status</th>
<th>Date of Birth</th>
<th>Whether Handicapped/Mentally Retarded</th>
</tr>
</thead>
</table>

* Medical Certificate to be enclosed

15. Name of Guardian in case of mentally retarded children:  

   | Proof of Date of Birth in case of minor children. (Enclose separately.) |

17. If the applicant is second wife, Date of Marriage with proof and Details of first wife and children born through both wives may be furnished. [Copy of Death Certificate / Court Orders for divorcing the first wife, as the case may be, to be furnished]  

Place:  
Date:  
Signature of the Applicant / Guardian

Note. — 1. Attestation should be done by two Government Officials (Group A or B) or by two or more persons of responsibility in the town or village in which the applicant resides.

2. If the applicant is a minor, the enclosures against items 10(i), 10(iv) are to be furnished by the guardian.

*To be furnished in case the applicant is not literate enough to sign his name.

//True Copy//

SECTION OFFICER
APPENDIX XXIX
(Vide paragraph 486, Chapter XX.)
FORM 1
[See rule 48(1)]

NOMINATION FOR RETIREMENT / DEATH GRATUITY

When the Government servant has a family and wishes to nominate one person or more than one persons, thereof.

<table>
<thead>
<tr>
<th>Name and address of the nominee(s)</th>
<th>Relationship with the Government servant</th>
<th>Age</th>
<th>Amount or Share of Gratuity payable to each*</th>
<th>Name, address relationship and age of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Government servant or the nominee dying after the death of the Government servant but before receiving payment of gratuity</th>
<th>Amount of Share of gratuity payable to each**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) (2) (3) (4) (5) (6)
<table>
<thead>
<tr>
<th>Place</th>
<th>Signature of the Subscriber.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Signature of two witnesses with Name and Address:</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>/ Countersigned /</td>
</tr>
<tr>
<td></td>
<td>Signature of Head of Office.</td>
</tr>
<tr>
<td></td>
<td>Office Address:</td>
</tr>
</tbody>
</table>

Form 1 substituted – G.O.Ms.No.455, Finance(Pension) Department,

Note: (i) The Government Employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) Strike out which is not applicable.

(iii) If the Original Nominee(s)/Alternate Nominee(s) is/are minor, furnish the name and address of the person with relationship to the Government Employee to receive the amount.

* This column should be filled in so as to receive the amount.

** The amount / share of the gratuity shown in this column should cover the whole amount / share payable to the original nominee(s).

FORM 2

[See rule 48(1)]

NOMINATION FOR RETIREMENT / DEATH GRATUITY

When the Government servant has no family and wishes to nominate one person or more than one persons, thereof.

I, .................................................., having no family, hereby nominate the person / persons mentioned below and confer on him/them the right to receive, to the extent specified below, any gratuity, the payment of which may be authorized by the State Government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death. Original Nominee(s)

<table>
<thead>
<tr>
<th>Name and address of the nominee(s).</th>
<th>Relationship with the Government servant.</th>
<th>Age</th>
<th>Amount or Share of Gratuity payable to each*</th>
<th>Name, address relationship and age of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the Government servant or the nominee dying after the death of the Government servant but before receiving payment of gratuity</th>
<th>Amount of Share of gratuity payable to each**</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
</tr>
<tr>
<td>Place</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Signature of the Subscriber.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of two witnesses with Name and Address:

1. 
2. 

-\textit{Countersigned} -

Signature of Head of Office.

Office Address:

Note: (i) The Government Employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) Strike out which is not applicable.

(iii) if the Original Nominee(s)/Alternate Nominee(s) is/are minor, furnish the name and address of the person with relationship to the Government Employee to receive the amount.

* This column should be filled in so as to receive the amount.

** The amount / share of the gratuity shown in this column should cover the whole amount / share payable to the original nominee(s).

//True Copy//

\[Signature\]

\textit{SECTION OFFICER}