

Finance (BPE) Department
Secretariat,
Chennai-600 009.

Letter No.18173/Fin(BPE)/13 dated 24.05.2013

From
K.Shanmugam, IAS
Principal Secretary to Government

To
The Chief Executive Officers of State Public Sector
Undertakings/Boards.

Sir/Madam,

Sub: State Public Sector Undertakings/Boards - Creation of avenue for promotion-Upgradation of Record Clerks as Record Assistants –Orders Issued.

- Ref: 1. G.O.Ms.No.131,Personnel and Administrative Reforms (Per-C)Dept. dated 3.6.1994.
2. G.O.Ms.No.2, Personnel and Administrative Reforms (J) Dept.dated 2.1.1996.

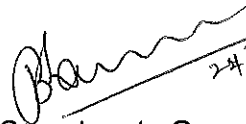
The Government have issued orders in G.O.Ms.No.2, Personnel and Administrative Reforms (Per-C) Department dated 2.1.1996 creating an avenue for promotion / upgradation of Record Clerks working in various Government departments as Record Assistants in the ratio of 5:1 superceding the orders issued in G.O.Ms.No.131, Personnel and Administrative Reforms (Per-C) Department dated 3.6.1994, wherein upgradation of post of Record Clerks as Record Assistants has been specified as in the ratio of 8:1.

2. A few State Public Sector Undertakings has sought for clarification as to the applicability of the Government order second cited to the employees in their Organisation.

3.The Government after careful examination decided that the orders issued in G.O.Ms.No.2 Personnel and Administrative Reforms (Per-C) Department dated 2.1.1996 may be extended to the employees of State Public Sector Undertakings/Boards. The instructions issued in the above Government Order should be scrupulously followed while upgrading the post of Record Clerk as Record Assistant, by making suitable amendments in the Service Rules/Regulations of the Corporation/Board.

This may be placed before the Board of Directors of the Corporation/Board for adoption.

Yours faithfully,


24/5/13

for Principal Secretary to Government


24/5/13