



Finance (BPE) Department ,
Secretariat,
Chennai – 600 009

Govt Lr.No. 23029 /Fin(BPE)/2013 dt. 3.5.2013

From
Thiru. S. Krishnan, I.A.S.,
Principal Secretary to Government (Expenditure)

To
The Chief Executive Officers of State Public Sector
Undertakings/ Statutory Boards (w.e)

Sir/ Madam,


Sub Tamil Nadu Ministerial Service- Prescription of Computer Qualifications for Typist, Steno-Typist Gr.III- Amendment to Special Rules and prescription of Computer qualification for Typists/ Personal Clerks for Tamil Nadu Secretariat Service- Extension of the orders to SPSUs/ Statutory Boards –regarding

Ref 1)G.O.(Ms)No.179, P&AR(B)Dept dt.19.12.2012
2)G.O.Ms.No.4, P&AR(U2) Dept dt.3.1.2013

I enclose a copy of each of the above orders and request that necessary amendments to the Service Rules/ Service Regulations incorporating the Computer Qualification in line with the Govt orders cited for the posts of Typist, Steno-Typist Grade III and Personal Clerk wherever existing in your Organization, shall be made immediately. The Chief Executive Officers may ensure that all the existing incumbents are trained in Office automation and use of Computers for efficient discharge of their functions eventhough it is not mandatory.

Yours faithfully,


for Principal Secretary to Government(Expenditure)


6.5.2013



ABSTRACT

Public Services - Tamil Nadu Ministerial Service – Prescription of Computer Qualification for Typist / Steno-typist Grade-III – Amendment to Special Rules for the Tamil Nadu Ministerial Service – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (B) DEPARATMENT

G.O.Ms.No.179

Dated : 19.12.2012

மார்ச்சு 04,

திருவள்ளூர்வராண்டு 2043.

Read:

1. G.O.Ms.No.130, Personnel and Administrative Reforms (S) Department, dated 22.7.2008.
2. G.O.Ms.No.43, Personnel and Administrative Reforms (S) Department, dated 17.04.2009.
3. G.O.Ms.No.65, Personnel and Administrative Reforms (S) Department, dated 20.06.2011.
4. From the Secretary, Tamil Nadu Public Service Commission, Chennai-03, Letter No.1533/RND-D4/2003,dated 07.12.2012

ORDER :

The following Notification will be published in the Tamil Nadu Government Gazette :-

NOTIFICATION.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Special Rules for the Tamil Nadu Ministerial Service (Section 22 in Volume III of the Tamil Nadu Services Manual, 1970) :-

2. The amendments hereby made shall be deemed to have come into force on the 22nd July 2008.

AMENDMENT.

In the said Rules in Annexure-V, in the tabular column, under the heading "ALL DEPARTMENTS" after item 5 and the entries relating thereto, the following item and the entries relating thereto shall be inserted, namely:-

5A. A member appointed as Typist or Steno-typist Grade-III, on or after the 22 nd July 2008.	A pass in the "Certificate Course in Computer on Office Automation" awarded by the Technical Education Department of the Government of Tamil Nadu.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be:
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..2..

Provided that the Typist or Steno-typist Grade-III who possess Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission (or) All India Council for Technical Education (or) Directorate of Technical Education (or) an equivalent body, shall not be required to acquire the said qualification.

Provided further that the existing employees who are in service as on 22nd July 2008 shall be exempted from passing the Certificate Course in Computer on Office Automation.

(BY ORDER OF THE GOVERNOR)

M. KUTRALINGAM
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Works Manager, Government Central Press, Chennai-79
(for publication of the Notification in the Tamil Nadu Government Gazette)
(2 copies).

All Secretaries to Government, Chennai-9.

All Departments of Secretariat, Chennai-9.

All Heads of Departments including Collectors.

The Secretary, Tamil Nadu Public Service Commission, Chennai-2
(10 copies).

The Directorate of Technical Education, Chennai-32.

The Directorate of School Education, Chennai-6.

The Accountant-General, Chennai-18.

The Accountant-General, Chennai-9.

The Pay and Accounts Officer (North)/(South)/(East), Chennai.

The Personnel & Administrative Reforms (S) Department, Chennai-9
(for issue of Correction Slip to the Special Rules for the Tamil Nadu
Ministerial Service

(Section 22 in Volume III of the Tamil Nadu Services Manual, 1970).

Copy to :-

All Sections in Personnel and Administrative Reforms Department, Chennai-9.

The Programmer, Personnel and Administrative Reforms Department,
Chennai-9.

Law (P.&A.R.-Scrutiny) Department, Chennai-9.

Spare Copy / Stock File.

/Forwarded / By Order/

20.12.2012.
Section Officer



ABSTRACT

Public Services – Tamil Nadu Secretariat Service – Prescription of Computer qualification for Typists / Personal Clerks – Amendment to the Special Rules for Tamil Nadu Secretariat Service – Issued.

Personnel and Administrative Reforms(U2) Department

G.O.(Ms) No: 4

Dated: 03.01.2013

திருவள்ளூர் ஆண்டு 2043

மார்ச்சு 19

Read:

1. G.O.(Ms) No.130, Personnel and Administrative Reforms(S) Department, dated 22.07.2008.
2. G.O.(Ms) No.43, Personnel and Administrative Reforms(S) Department, dated 17.04.2009.
3. Tamil Nadu Public Service Commission's Letter No.1533/RND-D4/2003, dated 07.12.2012.

ORDER:

The following Notification will be published in the Tamil Nadu Government Gazette.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the constitution of India, the Governor of Tamil Nadu hereby makes the following amendment to the Special Rules for the Tamil Nadu Secretariat Service (Section 29 in vol.III of the Tamil Nadu Services Manual, 1986):-

2. The amendment hereby made shall be deemed to have come into force on and from the 22nd July, 2008.

AMENDMENT

In the said Rules, in rule 16, in sub-rule (1), after clause (iv) and the proviso there under, the following clause shall be added, namely:-

“(V) Every person appointed to the category of Typist and Personal Clerk shall pass the “Certificate Course in Computer on Office Automation” awarded by the
p.t.o

Directorate of Technical Education within the period of his probation. Otherwise he will be dealt with as per the provision under rule 27 of the General Rules for the Tamil Nadu State and Subordinate Services:

Provided that those who possess a Degree (or) Diploma in Computer Science (or) Computer Engineering as one of the subjects approved by the University Grants Commission (or) All India Council for Technical Education (or) Directorate of Technical Education (or) an equivalent body shall be exempted from passing the "Certificate Course in computer on Office Automation" conducted by the Directorate of Technical Education.

Provided further that the existing employees who are in service as on 22nd July, 2008 shall be exempted from passing the "Certificate Course in Computer on Office Automation".

(BY ORDER OF THE GOVERNOR)

M. KUTRALINGAM
PRINCIPAL SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Secretariat, Chennai-9.

The Works Manager, Government Central Press, Chennai-79. (for Publication of the Notification in the Tamil Nadu Government Gazette)

The Secretary, Tamil Nadu Public Service Commission, Chennai-3.

The Personnel and Administrative Reforms(H) Department, Secretariat, Chennai-9.

The Law (Personnel and Administrative Reforms scrutiny) Department, Secretariat, Chennai-9.

The Personnel and Administrative Reforms(S) Department, Secretariat, Chennai-9.

The Personnel and Administrative Reforms (AR-II) Department, Secretariat, Chennai-9.

The Private Secretary to Principal Secretary to Government, Personnel and

Administrative Reforms Department, Secretariat, Chennai-9.

SF/SC

/Forwarded by order/


T.1.12013.
SECTION OFFICER


7/1/13.