



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

**Letter No. 63514 /Fin(BPE)/2012 dated 03.01.2013**

From  
Thiru K.Shanmugam,I.A.S.,  
Principal Secretary to Government

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

Sir/ Madam,

Sub Tamil Nadu Ministerial Service- Steno-Typist Grade-I  
and Grade-II- Promotion as Superintendents- Orders  
issued for Government employees- Extended to the  
Steno-Typist Grade-I and Grade-II of State Public  
Sector Undertakings/ Statutory Boards-regarding

Ref 1)G.O.Ms.No.121/P&AR (B) Dept dt.18.5.2007  
2)G.O.Ms.No.47/P&AR (B) Dept dt.12.3.2008  
3)G.O.Ms.No.164/P&AR (B) Dept dt.19.11.2010

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I am directed to enclose a copy of the above orders for taking appropriate  
action for adoption to the employees of State Public Sector Undertakings/ Statutory  
Boards.

Yours faithfully,

*C.N. Balaji*  
for Principal Secretary to Government  
3.1.2013

Copy to:

All Secretaries to Government, Secretariat, Chennai-9  
The Accountant General (A&E)Chennai-18  
The Accountant General (Audit II) Chennai-35  
All Finance Directors.  
P&AR Department



ABSTRACT

Public Services - Tamil Nadu Ministerial Service - Steno-Typists - Promotion as Superintendents - Orders - Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (B) DEPARTMENT

G.O.Ms.No. 121

Dated: 18-05-2007

Read:

1. G.O.Ms.No.256, Personnel and Administrative Reforms (B) Department, dated 1.8.92.
2. G.O.Ms.No.284, Personnel and Administrative Reforms (B) Department, dated 19.8.92.
3. G.O.Ms.No.417, Personnel and Administrative Reforms (B) Department, dated 1.12.93.

Read also:

4. G.O.Ms.No.34, Personnel and Administrative Reforms (B) Department, dated 21.2.2001.
5. G.O.Ms.No.122, Personnel and Administrative Reforms (B) Department, dated 2.9.2005.

In the Government Order first read above, the posts of Typist and Steno-Typist were split into two separate categories. In the Government Order second read above, to provide promotional opportunities to the persons with long regular service in the category of Steno-Typist, it was ordered that the post of Steno-Typist be redesignated as Steno-Typist, Grade-III and the then existing post of Upper Division Steno-Typist be converted as Steno-Typist, Grade-II and Steno-Typist, Grade-I with the higher scales of pay. In the Government Order third read above, the Steno-Typist stood excluded for promotion as Assistant in the Tamil Nadu Ministerial Service with effect from 1.8.92, as they were provided with separate line of promotion in their own category. However, in the Government Order fourth read above, the ban order for promotion to the post of Assistant from Steno-Typist, Grade-III was lifted from 5.8.2000 and the Steno-Typists, Grade-III were also required to exercise their option either to continue in the category of Steno-Typist, Grade-III for further promotions in the same line, or for appointment as Assistant with certain conditions as specified therein. The qualifying service of 8 years, a condition specified, was reduced to 5 years in the Government Order fifth read above.

2. The High Court of Madras, in the W.P.No.6550/2006 (O.A.No.1705 of 1996) on 4.11.2006, filed by Surukkezhuthalargal Sangam, has directed as follows:-

"Stenographers have a unique opportunity of closely working with the Presiding Officers and learning the Court procedures. This experience is a valuable asset for administration. We fail to understand why they cannot be placed in other posts. It is not desirable to treat the Stenographer like 'once a mortgage, always a mortgage'. His valuable experience could be fully utilized in other branches of administration as well. It is not good even from health point of view as correctly stated by some High Courts, State Government.

We, therefore, recommend that the Stenographers may be permitted to switch over to ministerial / supervisory cadre, after they have completed a minimum period of service as determined by the High Court, subject to the condition that the option once exercised shall not be revoked.

In view of the above, it is clear that the Stenographers have justification for seeking a promotional avenue in their career. Consequently,

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18/8/12  
 18/8/12

the Writ Petition is disposed off with a direction to the respondent to have a fresh look at the issue of providing a promotional avenue for Stenographers, in the light of the above observations and take a decision."

3. The Government have examined the matter in depth and in detail, in the light of the above directions of the High Court, and decided to provide promotional avenues in supervisory cadre for Steno-Typists, Grade-II and Steno-Typists, Grade-I who worked as such during the period from 1.8.82 to 21.2.2001 for the reason that Steno-Typists, Grade-III were already provided for appointment as Assistants.

4. The Government, accordingly, issue the following orders: -

- (i) The persons who had worked as Steno-Typists, Grade-I and Steno-Typists, Grade-II between 1.8.82 to 21.2.2001 in the Tamil Nadu Ministerial Service alone be considered for promotion as Superintendent, etc..
- (ii) 5% of vacancies in the category of Superintendent, etc., and in the identical posts prevailing in the Departments concerned shall be allocated for appointment by promotion from the category of Steno-Typist, Grade-II and Steno-Typist, Grade-I.
- (iii) The required period of service in the category of Steno-Typist, Grade-II and Steno-Typist, Grade-I shall be prescribed as five years.
- (iv) The Steno-Typists, Grade-II and Steno-Typists, Grade-I should undergo training as Assistant for a period of one year, as prescribed by the Department concerned where they are working and also satisfy other qualifications prescribed for such promotion.
- (v) The Steno-Typists, Grade-II and Steno-Typists, Grade-I should exercise their option prior to their promotion either to continue in the category of Steno-Typist, or for promotion as Superintendent, etc., which will be irrevocable.
- (vi) According to their options exercised, Steno-Typist, Grade-II and Steno-Typist, Grade-I shall be considered for appointment as Superintendent, etc., in the order of seniority in the respective category.

5. The appointing authorities should follow the above orders scrupulously. Further procedure and service conditions to be followed while giving promotions shall be issued separately. Consequential amendments to Tamil Nadu Ministerial Service will also be issued separately.

6. In regard to Tamil Nadu Judicial Ministerial Service, separate orders will be issued by Government in the Home Department.

( BY ORDER OF THE GOVERNOR )

L.K. TRIPATHY,  
CHIEF SECRETARY TO GOVERNMENT.

To  
All Secretaries to Government, Chennai-9.  
All Departments of Secretariat, Chennai-9.  
All Heads of Departments including all Collectors / District Judges.  
The Registrar General, High Court, Chennai-104. (w.c.l.)  
The Secretary, Tamil Nadu Public Service Commission, Chennai-2. (w.c.l.)  
The Accountant General, Chennai-35 / 9 / 18.  
The Director of Treasuries and Accounts, Chennai-9.  
The Pay and Accounts Officer (North) / (South) / (East), Chennai.

Copy to:-

The Office of the Chief Minister, Chennai-9.  
The Private Secretary to the Chief Secretary to Government, Chennai-9.  
The Private Secretary to the Secretary to Government, Personnel and Administrative  
Reforms Department, Chennai-9.  
Home Department, Chennai-9.  
www.tn.gov.in

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SECTION OFFICER.



ABSTRACT

Public Services - Tamil Nadu Ministerial Service - Steno-Typists - Promotion as Superintendents - Ordered - Guidelines - Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (B) DEPARTMENT

G.O.Ms.No.47.

Dated : 12-03-2008.

திருவள்ளூர் ஆண்டு 2039,  
பாதி மாதம், 29- ஆம் நாள்.

Read:

G.O.Ms.No.121, Personnel and Administrative Reforms (B) Department, dated 18.5.2007.

ORDER :

In the Government Order read above, based on the Judgment of Hon'ble High Court, Madras, in W.P.No.8850/2006 filed by Thiru.D.Thomas, the President, Steno-Typists Association, the Government issued the following orders:-

- (i) The persons who had worked as Steno-Typists, Grade-I and Steno-Typists, Grade-II between 1.8.82 and 21.2.2001 in the Tamil Nadu Ministerial Service alone be considered for promotion as Superintendent, etc..
- (ii) 5% of vacancies in the category of Superintendent, etc., and in the identical posts prevailing in the Departments concerned shall be allocated for appointment by promotion from the category of Steno-Typist, Grade-II and Steno-Typist, Grade-I.
- (iii) The required period of service in the category of Steno-Typist, Grade-II and Steno-Typist, Grade-I shall be prescribed as five years.
- (iv) The Steno-Typists, Grade-II and Steno-Typists, Grade-I should undergo training as Assistant for a period of one year, as prescribed by the Department concerned where they are working and also satisfy other qualifications prescribed for such promotion.
- (v) The Steno-Typists, Grade-II and Steno-Typists, Grade-I should exercise their option prior to their promotion either to continue in the category of Steno-Typist, or for promotion as Superintendent, etc., which will be irrevocable.
- (vi) According to their options exercised, Steno-Typist, Grade-II and Steno-Typist, Grade-I shall be considered for appointment as Superintendent, etc., in the order of seniority in the respective category.

2. In the said Government Order, it has been ordered that further procedure and service conditions will be issued separately. Accordingly, the Government issue the following guidelines and procedures on the service conditions to be followed:-

- (i) The eligible Steno-Typist, Grade-II and Steno-Typist, Grade-I, in the Tamil Nadu Ministerial Service, who have put in minimum of 5 years of service in the respective category and on exercise of their option, who are imparted and undergoing the Assistant Training as on 14.3.2008 shall be considered for inclusion in the panel to be drawn for the post of Superintendent / equivalent post, for the year 2008-2009, as on the crucial date 15.3.2008.
- (ii) The provision of 5% of vacancies in the post of Superintendent, to be filled up by Steno-Typist, Grade-II and Steno-Typist, Grade-I, is very clear. There can be no misinterpretation in this regard. 19 : 1 is nothing but the abridged form of 95 : 5. Out of every 20 vacancies in the panel year in the post of Superintendent, they can be considered for promotion against 1 vacancy.
- (iii) The Steno-Typist, Grade-I and Steno-Typist, Grade-II, who worked as such between the period 1.8.82 and 21.2.2001, and who have possessed required qualification for the post

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of Superintendent, etc., as per rules as on the crucial date and have been <sup>given</sup> training as Assistant till 14.3.2008, should be considered for promotion as Superintendent, etc., in accordance with seniority.

- (iv) The shortfall of duration of 1 year period of training is waived in respect of Steno-Typist, Grade-II and Steno-Typist, Grade-I, for the reason that the time duration <sup>available</sup> between the date of issue of orders and the crucial date, viz., 18.5.2007 to 15.3.2008, is less than one year for the panel of 2008.
- (v) In future, for the remaining persons, who have worked as Steno-Typist, Grade-II and Steno-Typist, Grade-I during the period from 1.8.92 to 21.2.2001, and don't have chances to get promotion as Superintendent in the panel for the year 2008 to be drawn as on 15.3.2008, the training period as Assistant will have to be for one year. No post of Assistant need be kept vacant for giving such training. They shall be trained in drafting, noting and disposing of files and continue to discharge the duties attached to the post of Steno-Typist, Grade-II and Steno-Typist, Grade-I in their respective posts.
- (vi) Persons retiring on or before 15.3.2008 are not eligible for such training and promotion.
- (vii) There shall be no probation in the post of Superintendent.
- (viii) The eligible Steno-Typist, Grade-II and Steno-Typist, Grade-I have to be appointed in 5% vacancies in the post of Superintendent, strictly in accordance with seniority, in the respective feeder category. After appointment, their inter-se-seniority among the categories, viz., Assistant and equivalent posts, appointed by promotion in the post of Superintendent shall be with reference to the second proviso under rule 36(a) of the General Rules for Tamil Nadu State and Subordinate Services.
- (ix) The inter-se-seniority of the Steno-Typist, Grade-I and Steno-Typist, Grade-II appointed by promotion and the Superintendent appointed by recruitment by transfer shall be in accordance with the rule 35(aa) of the General Rules for Tamil Nadu State and Subordinate Services.
- (x) The pay of Steno-Typist, Grade-I and Steno-Typist, Grade-II to be promoted to the post of Superintendent, as per the above guidelines, shall be fixed as per the existing provisions under the Tamil Nadu Fundamental Rules.
3. The appointing authorities are directed to follow the above guidelines and procedures scrupulously.

(BY ORDER OF THE GOVERNOR)

L.K. TRIPATHY,  
CHIEF SECRETARY TO GOVERNMENT.

To

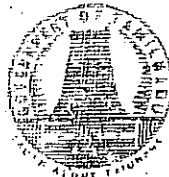
- All Secretaries to Government, Chennai-9.  
All Departments of Secretariat, Chennai-9.  
All Heads of Departments including all Collectors / District Judges.  
The Registrar General, High Court, Chennai-104. (w.c.l.)  
The Secretary, Tamil Nadu Public Service Commission, Chennai-2. (w.c.l.)  
The Accountant General, Chennai - 35 / 9 / 18.  
The Director of Treasuries and Accounts, Chennai-6.  
The Pay and Accounts Officer (North) / (South) / (East), Chennai.

Copy to:-

- The Office of the Chief Minister, Chennai-9.  
The Private Secretary to the Chief Secretary to Government, Chennai-9.  
The Private Secretary to the Secretary to Government, Personnel and Administrative Reforms Department, Chennai-9.  
Home Department, Chennai-9.  
[www.tn.gov.in](http://www.tn.gov.in)

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SECTION OFFICER.



**ABSTRACT**

Personnel - Tamil Nadu Ministerial Service - Steno-typist Grade-I and Steno-typist Grade-II between 1.8.1992 and 21.2.2001 - Promotion as Superintendent - Amendments to Special Rules for Tamil Nadu Ministerial Service - Issued.

**PERSONNEL AND ADMINISTRATIVE REFORMS (B) DEPARTMENT**

G.O.Ms.No.164.

Dated: 19-11-2010.

திருவள்ளூர் ஆண்டு 2041,  
கார்த்திகை பாதம் 3-ஆம் நாள்.

Read:

1. G.O.Ms.NO.121, Personnel and Administrative Reforms (B) Department, dated 18.5.2007.
2. G.O.Ms.NO.47, Personnel and Administrative Reforms (B) Department, dated 12.3.2008.
3. From the Secretary, Tamil Nadu Public Service Commission, Chennai, Letter No.7073/RND-D2/91, dated 16.4.2010.
4. G.O.Ms.No.163, Personnel and Administrative Reforms (B) Department, dated 19.11.2010.

**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 Ministerial Service (Section 22 in volume III of the Tamil Nadu Services Manual, 1970).

2. The amendment hereby made shall be deemed to have come into force on the 18<sup>th</sup> May 2007.

**AMENDMENT.**

In the said Special Rules,-

- (1) after rule 5-B, the following rule shall be inserted, namely:-

"5-C Promotion to the post of Superintendent and equivalent post from those who had worked as Steno-typist Grade-I and Steno-typist Grade-II during the period between 1.8.1992 and 21.2.2001:-

- (a) The persons who had worked as Steno-typists Grade-I and Steno-typists Grade-II between the 1<sup>st</sup> August 1992 and the 21<sup>st</sup> February 2001 shall

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alone be considered for promotion as Superintendent or its equivalent post, subject to the satisfaction of the following qualifications, namely:-

- (i) Qualifications as applicable for such promotion in the department concerned;
- (ii) Must have rendered not less than five years of service in the category of Steno-typist in Grade-I and II combined;
- (iii) Must have completed training as Assistant for a period of one year as required by the appointing authority of the department concerned;

Provided that for the panel year 2008 alone, the shortfall of duration of "one year period of training as Assistant" shall be waived in respect of the persons otherwise qualified for promotion as Superintendent;

- (b). Five percent of the estimated vacancies in the category of Superintendent or its equivalent posts in the Department concerned shall be allocated for appointment by promotion from the category of Steno-typist Grade-I and Steno-typist Grade-II;
- (c). The Steno-typists Grade-I and Steno-typists Grade-II shall exercise their option at the time of consideration for appointment by promotion as Superintendent or its equivalent post either to continue in the category of Steno-typist, or for promotion as Superintendent or its equivalent post; and such option will be irrevocable, and according to the option exercised, Steno-typist Grade-I and Steno-typist Grade-II shall be considered for appointment as Superintendent or its equivalent post, in the order of seniority in the respective category.

(BY ORDER OF THE GOVERNOR)

K.N. VENKATARAMANAN,  
SECRETARY TO GOVERNMENT.

To

The Works Manager, Government Central Press, Chennai-79  
(for publication of Notification in the Tamil Nadu Government Gazette).  
All Secretaries to Government, Chennai-9.  
All Departments of Secretariat, Chennai-9.  
All Heads of Departments (including District Collectors).  
The Secretary, Tamil Nadu Public Service Commission, Chennai-6.  
The Accountant General, Chennai-18.  
The Pay and Accounts Officer, Chennai - (North) / (South) / (East).  
The Personnel and Administrative Reforms (S) Department, Chennai-9  
(for issue of correction slips to the Tamil Nadu Services Manual, Volume-III).

Copy to:-

The Private Secretary to the Secretary to Government, Personnel and Administrative Reforms Department, Chennai-9.  
The Personnel and Administrative Reforms (F.R.IV) / (A.R.II) Department, Chennai-9.  
The Law (P.&A.R.-Scrutiny) Department, Chennai-9.

S.F. / S.Cs.

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P. Chellam 19.11.2010  
SECTION OFFICER.

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