

# GOVERNMENT OF TAMIL NADU

## ABSTRACT

Public Services - Appointment of 'Officers on 'Special Duty' in Head of Department - Clarifications - Ordered.

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### PERSONNEL AND ADMINISTRATIVE REFORMS (PER.S) DEPARTMENT

G.O.Ms.No.183. Dated the 11th July, 1994.

#### Read :

G.O.Ms.No.440, Personnel and Administrative Reforms (Per.S) Department, dated 26.10.90.

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#### ORDER :

In the Government Order read above, orders were issued prescribing a minimum period of one year left over service prior to one's retirement for promotion / appointment as Head of Department. For those who do not have such a minimum period of left over service but are otherwise fully qualified and fit for the post of Head of Department and deserving recognition, on the crucial date of preparation of panel, shall be compensated by appointing them as 'Officer on Special Duty' with a specific assignment and with the same scale of pay as that of the Head of Department.

2. Certain clarifications have been sought for by the Audit in the matter of appointment of Officers to the post of 'Officer on Special Duty'. After carefully examination of all the aspects, the Government issue the following orders in the matter :-

(i) No supernumerary post need be created to accommodate a person appointed as "Officer on Special Duty", till the date of his retirement.

(ii) The question of filling up the post held by a person immediately before his appointment as "Officer on Special Duty" shall not arise, due to the upgradation of the post as "Officer on Special Duty".

(iii) The pay of the person appointed as "Officer on Special Duty" shall be fixed under Rule 22-B of the Fundamental Rules.

(iv) The post of "Officer on Special Duty" shall have the status of the Head of the Department for the purpose of the scale of pay alone and he shall function under the overall control of the Head of the Department. The above said post is purely person-oriented like selection grade, applicable only to those who do not satisfy the principle of 'one year left over service' but otherwise fully qualified, and the upgraded post shall cease to exist on retirement of the incumbent on superannuation. Thereafter the upgraded post of "Officer on Special

Duty" shall be down graded to that of the original post. The upgraded post of "Officer on Special Duty" is to be treated as a temporary addition to the post of Head of Department.

(v) Those who do not have a minimum period of left over service but are otherwise found to be fully qualified and fit for promotion as Head of the Department and deserving recognition on the crucial date of preparation of panel shall be compensated by appointing them as "Officer on Special Duty" with a specific assignment and with the same scale of pay as that of the Head of Department, they shall not be entitled to other privileges that are available to the Head of Department, such as conveyance etc.

(vi) Even though the name of a person is included in the panel for appointment as Head of Department, if he is not having one year of service left before retirement at the time of his actual promotion, he has to be considered for appointment as "Officer on Special Duty" only from the date on which his junior having more than one year of service before retirement is appointed as Head of Department.

3. The Departments of Secretariat are requested to take action to amend / frame adhoc rules for the said posts under their administrative control.

(BY ORDER OF THE GOVERNOR)

**M. AHMED,**

**SECRETARY TO GOVERNMENT.**

To

All Secretaries to Government, Departments of Secretariat, Madras-9.  
The Secretary, Tamil Nadu Public Service Commission, Madras-2.  
The Registrar, High Court, Madras-104.  
The Accountant General, Madras-18.  
The Pay and Accounts Officer (North), Madras-79.  
The Pay and Accounts Officer (South), Madras-35.  
The Pay and Accounts Officer (East), Madras-5.  
The Pay and Accounts Officer, Madras-9.

Copy to :

Heads of Departments.  
The Personnel and Administrative (Per.B, C, D, E, F, M, N & Training I /  
Under Secretary (Services I) and Under Secretary (Services II) /  
Under Secretary (OP).

| FORWARDED | BY ORDER |

(Sd.)

**SECTION OFFICER.**

