



GOVERNMENT OF TAMIL NADU

ABSTRACT

Secretariat - Submission of files to officers - Recommendation of the Secretaries Committee constituted to study the report of the Karnataka Administrative Reforms Commission on "Level Jump" - Accepted - Orders issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (A) DEPARTMENT

**G.O.Ms.No. 27
DATED 14.3.2002.**

Read:

1. G.O.Ms.No.7, Personnel and Administrative Reforms (AR) Department, dated.11.1.2002.
2. From the Deputy Secretary to Government, Personnel and Administrative Reforms (AR) Department, D.O.Letter No.3727/AR/2002-19, dated .5.3.2002.

ORDER:

In Secretariat, in the existing set up of sections, files are processed at various levels before reaching the final conclusion. With a view to reduce the time taken for processing the files, the Secretaries Committee constituted in the G.O read above has, inter alia, recommended that the Secretaries to Government should identify the subjects that could be allotted to the Assistant Section Officers and Section Officers and if necessary, to Under Secretaries, to be dealt with by them independently and submit them to the next level officer i.e an Assistant Section officer can directly submit the files to the Under Secretary to Government and then to the Secretaries to Government. A Section Officer can directly submit the files to the Deputy Secretary to Government and then to the Secretary to Government. In the same manner, an Under Secretary to Government can directly submit the files to the Secretaries to Government.

2. The above recommendation of the Secretaries Committee on " Level Jump" has been carefully examined and it has been decided to accept it.
3. Accordingly, the Government direct that the system of "Level Jump" in processing of file be introduced forthwith in the Secretariat. All the Secretaries to Government are, therefore, requested to identify the subjects that could be allotted to the Assistant Section Officers /

Section Officers / Under Secretaries to Government to be dealt with by them independently and submit them to the officers concerned under Level Jump System for issue of orders. An illustration for adopting the system of level jump in submitting the files to officers is given below :-

Subject	Level of Officers		
	(1)	(2)	(3)
a) Sanction of annual increment	Assistant Section Officer	Under Secretary	Secretary
b) Sanction of leave/extension of leave			
c) Routine reminders		Under Secretary	
d) Transfers and postings	Section Officer	Deputy Secretary	Secretary
e) Preparation of panel	Under Secretary	Secretary	-
f) Disciplinary matters			

4. Necessary amendment to the Secretariat Office Manual will be issued separately.

(BY ORDER OF THE GOVERNOR)

P. SHANKAR
CHIEF SECRETARY TO GOVERNMENT

To

All Secretaries to Government, Chennai-9.
All Departments of Secretariat, (OP) Chennai-9.
All Deputy Secretaries to Government, Chennai-9.

Copy to

The Personnel and Administrative Reforms (OP.I) Department, Chennai-9.

//FORWARDED BY ORDER//

SECTION OFFICER