

Government of Tamil Nadu

Personnel and Administrative
Reforms (Per.G) Department
Secretariat, Madras –9

U.O.Note. No114434/Per.G/88-1, Dated 22.11. 1988

Sub: Secretariat – Norms for functionaries and Assessment of
manpower requirements
Norms for Secretariat Departments –Amendment – Instructions –
Issued.

Ref: G.O.Ms.No.525, P&AR(AR) Department, Dated 7.10.1988

The attention of the Departments of Secretariat may be invited to the Government order cited, wherein the following revised yardstick has been prescribed for sanction/ further continuance etc., of the posts in the Departments of Secretariat.

1. Assistant Section Officers : 13 Currents /Files per day.
2. Section Officer : 26 Currents / Files per day
3. Under Secretary to Government : 93 Files per day.

2. The Departments of Secretariat may therefore be requested to justify the need for sanction/ Further continuance etc., of the posts based on the above yardstick, while forwarding such proposals to this Department in future.

LAKSHMI PRANESH
Secretary to Government

To

The All Departments of Secretariat (G1.sections) Madras –9
The P&AR(O&M) Department, Madras –9
The Finance (Public) Department, Madras –9

/Forwarded/By order/

Section Officer