

## **Government of Tamil Nadu**

### **Abstract**

Personnel – Tamil Nadu Secretariat Service – Typists and Personal Clerks – Appointment as Senior Typists/Senior Personal Clerks – List of names approved – Orders issued.

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### **Personnel and Administrative Reforms (H) Department**

**G.O.Ms.No.187**

**Dated 20th September 2000.**

#### **Read:**

- (1) G.O.ms.No.281, P&AR(H) Department dated 14.8.1992
- (2) G.O.Ms.No.357, P&AR (H) Department dated 2.11.1992
- (3) G.O.Ms.No.385, P&AR (H) Department dated 3.12.1992
- (4) G.O.Ms.No.39, P&AR (H) Department dated 30.1.96

#### **ORDER**

In the Government Orders read above, orders were issued for the appointment of Typists and Personal Clerks, who were already in Selection Grade as on 27.6.1989 to a new post of Senior Typist/Senior Personal Clerk on a pay scale of Rs.1400-40-1600-50-2300-60-2600 and for retaining these posts, so as to provide promotional opportunities in future to Typists and Personal Clerks. Accordingly, 290 posts of Senior Typists/Senior Personal Clerks were created and allocated to the Departments of Secretariat for the appointment of Senior-most Typists and Personal Clerks to the new post of Senior Typist Senior Personal Clerk from 1.6.1988 onwards.

2. Subsequently in the G.O. fourth read above, adhoc rules for the post of Senior Typist/Senior Personal Clerks have been issued. As per Rule 2 of the adhoc Rules for the post of Senior Typist/Senior Personal Clerk appointment to that post has to be made by promotion from the holder of the post of Ordinary Grade/Selection Grade Typist/Personal Clerk.

3. From the date of creation of the post of Senior Typist/Personal Clerk, appointments have been made only on temporary basis. Regular panels have not yet so far been prepared. As per rules, panel has to be prepared with effect from the crucial date of 1st August of every year. Pending finalisation of regular panel, it is proposed to prepare a list consisting of 21 names of eligible persons for the 21 actual vacancies existed as on 31.7.2000, for appointing them as Senior Typist/Personal Clerk on temporary basis. The list of Typists/Personal Clerks has been prepared by following the ratio 2:1 respectively.

4. The Government accordingly approve a temporary list of Senior Typists/Senior Personal Clerks consisting names of twenty one persons and direct that 21 posts of

Senior Typists/Senior Personal Clerks which fall vacant, be allotted to all the Departments of Secretariat except Finance Department (including Planning & Development) as detailed in Annexure-I to this order. Details of personnel, who are to be appointed to the post of Senior Typist/Senior Personal Clerk in the above mentioned 21 posts are furnished in Annexure-II to this order.

5. Departments of Secretariat are informed that the persons, who have already been allowed upgradation of scale of pay in the cadre of Assistant Section Officer are not entitled for any fixation of pay on appointment as Senior Typist/Personal Clerk. They will continue to draw the pay already drawn in the upgraded post.
6. The Departments of Secretariat concerned are requested to ensure that no disciplinary action/currency of punishment and D.V.A.C. enquiry is pending against the individuals before promoting them as Senior Typist/Senior Personal Clerk.

(BY ORDER OF THE GOVERNOR)

**S.MUNIR HODA**  
**SECRETARY TO GOVERNMENT**

To

All Departments of Secretariat, Chennai-9

Forwarded/By Order

Sd/-.....  
**SECTION OFFICER**

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#### ANNEXURE-I

Number of posts of Senior Typists/Senior Personal Clerks allocated to Departments of Secretariat.

Sl.No,	Department	No. of posts
1	Agriculture	1
2	Commercial Taxes	1
3	Home	2
4	Industries	1
5	Rural Development	1
6	Information & Tourism	2
7	Personnel and Administrative Reforms	1
8	Public	5

9	Prohibition and Excise	1
10	Housing & Urban Development	1
11	Public Works	1
12	Revenue	2
13	School Education	1
14	Tamil Development, Culture & Religious Endowments	1

ANNEXURE-II

List of Typists/Personal Clerks whose names are found in the Master List maintained in the combined list.

Sl.No.	Name and Designation	Department	Date of movement to the post of Sr.Typist/Sr.PersonalClerk
1	C.Renukadevi Machendran , Typist	Public	
2	M.Saraswathi, Typist	Hg. & U.D.	
3	M.Vanthayammal, Typist	P & A.R.	
4	V.Bhuvaneswari, Typist	C.T.	
5.	V.Rajeswari, Typist	Public	
6	V.R.Suganthavalli, Typist	Home	
7	S.Kalyani, Typist	Revenue	
8	M.Muthusamy, Typist	P & E	
9	S.Prema, Typist	Public	
10	S.Shamala, Typist	Revenue	
11	A.Kasthuri, Typist	Sch.Edn.	
12	M.Sundaram (Tmt.) Typist	Public	
13	S.Ushamalini, Typist	I & T	
14	Chandra Christumony, Typist	TDC & RE	
15	T.Vijayalakshmi, Personal Clerk	R.D.	
16	M.Suseela, Personal Clerk	I & T	
17	P.Sukumaran, Personal Clerk	Home	
18	M.Siluvai Mary Rani, Personal Clerk	Industries	
19	Y.Latha Nesa Bahini, Personal Clerk	Agriculture	
20	V.Anna Selva Bai, Personal Clerk	Public	
21	Boogalima Meeran, Personal Clerk	CF & CP	

/True Copy/

Sd/-.....  
Section Officer

