

## **Government of Tamil Nadu**

### **ABSTRACT**

Personnel – Tamil Nadu Secretariat Service – Typists and Personal Clerks – Advancement to new post of Senior Typist and Senior Personal Clerk – Orders – Issued.

---

### **PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL-H) DEPARTMENT**

**G.O.Ms.No.263**

**Dated 16.7.1993**

#### **Read:**

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

#### **ORDER**

In the G.O's read above, orders have been issued for the movement of Typists and Personal Clerks who are 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.1400-2600 and for retaining these posts, so as to provide promotional opportunities in future to Typists and Personal Clerk. Accordingly, 290 posts of Senior Typists/Senior Personal Clerks were created and allotted to the Departments of Secretariat, for the movement of Senior-most Typists and Personal Clerks, to the new post of Senior Typist/Senior Personal Clerk from 1.6.1988 onwards.

2. Persons who have been so appointed as Senior Typists/Senior Personal Clerks between 1.6.1988 and 31.12.1992 have subsequently quit the post due to their promotion as Assistant Section Officer, Personal Assistant etc., and also by retirement. In consultation with the Departments of Secretariat, it has since been assessed that there are at present 62 vacant posts of Senior Typists and Senior Personal Clerks.

3. The Government accordingly direct that 62 posts of Senior Typists/Senior Personal Clerks which got filled up with effect from 1.6.1988 but which fell vacant with effect from 1.6.1988 onwards, be allotted to all the Departments of Secretariat except Finance, as detailed in Annexure-I to this order. Details of further personnel who are now to be moved to the post of Senior Typists/Senior Personal Clerks are furnished in Annexure-II to this order.

4. The Departments are informed that the persons to be appointed as Senior Typists and Senior Personal Clerks are eligible for the fixation of pay on the date of their movement to Senior Typists/Senior Personal Clerks with monetary benefit from

1.4.1992.

5. This order issues with the concurrence of Finance Department vide its U.O.No.60014/Finance (Public)/93 dated 13.7.1993.

(BY ORDER OF THE GOVERNOR)

**M.AHMED**  
**SECRETARY TO GOVERNMENT**

To

All Departments of Secretariat, Madras-9

Forwarded/By Order

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

---

**ANNEXURE-I**

No. of posts of Senior Typists/Senior Personal Clerks allocated to Departments of Secretariat.

Sl.No.	Department	No. of posts
1	Agriculture	1
2	Animal Husbandry & Fisheries	-
3	Adi-Dravidar & Tribal Welfare	2
4	Backward Classes, Most Backward Classes & Minority Welfare	-
5	Commercial Taxes & Religious Endowments	4
6	Cooperation, Food & Consumer Protection	-
7	Education	2
8	Environment & Forests	4
9	Housing & Urban Development	2
10	Handlooms, Handicrafts, Textiles and Khadi	-
11	Health & Family Welfare	2
12	Home	4
13	Information & Tourism	7
14	Industries	2
15	Labour & Employment	2
16	Law	3
17	Municipal Administration & Water Supply	-
18	Personnel and Administrative Reforms	6
19	Public	11
20	Public Works	-

21	Prohibition and Excise	-
22	Revenue	2
23	Rural Development	3
24	Social Welfare & Nutritious Meals Programme	3
25	Tamil Development & Culture	-
26	Transport	2

/True Copy/

Sd/-.....  
SECTION OFFICER.

### ANNEXURE-II

List of Personnel to be moved to the post of Senior Typists/Senior Personal Clerk.

Sl.No.	Name and Designation	Department	Date of movement to Senior Typist/Senior Personal Clerk
1.	L.Panneerselvam, Typist	CT & RE	1.6.88
2	A.Rajendran, Typist	Public	1.6.88
3	L.Kalyanasundaram, Personal Clerk	Hg. & U.D.	1.6.88
4	S.Dakshinamoorthy, Personal Clerk	L & E	13.12.88
5	M.Prabavathy, Typist	Public	14.2.89
6	S.Elumalai, Typist	Home	17.2.89
7	D.Nirmalanandan, Typist	I & T	19.4.89
8	J.Shantha, Typist	L & E	8.5.89
9	S.Louic Molon Metilda, P.C.	Revenue	8.5.89
10	K.Udayam, Typist	P & A.R.	19.1.90
11	C.Marthanda Pillai, P.C.	Public	11.4.90
12	M.Swaraswathi (Jr.), Typist	I & T	9.5.90
13	J.Shaw Navaz, Typist	Hg. & U.D.	15.5.90
14.	L.Vijayalakshmi, Typist	Law	1.10.90
15	S.Sheik Magbul, Typist	R.D.	17.12.90
16	C.V.Viswanathan, Typist	I & T	17.12.90
17	A.Kandasamy, P.C.	AD & T.W.	12.2.91
18	V.Sukumar, P.C.	E & F	12.2.91
19	Babu Parimala, Typist	Industries	11.4.91
20	C.S.Prema, Typist	E & F	30.4.91
21	C.M.Mohan Kumar, P.C.	Public	30.4.91
22	K.Kumar, P.C.	I & T	30.4.91
23.	M.Anbazhagan, Typist	Revenue	30.4.91
24	M.S.Kanagasabi, Typist	Home	30.4.91
25	V. Thirugnanam, Typist	Public	1.5.91

26	G.Govindarajulu, Typist	E & F	3.5.91
27	S.Shajahan Basha, Typist	Public	14.5.91
28	M.Tamilarasi, Typist	Law	16.5.91
29	B.Malliga, Typist	H & F.W	24.7.91
30	S.M.Murthy, Typist	Education	3.9.91
31	A.Loganayaki, P.C.	Law	9.10.91
32	L.Vijayalakshmi, Typist	Industries	18.11.91
33	M.Thenmozhi, Typist	C.T & R.E.	31.1.92
34	Rukmani, Typist	Transport	4.2.92
35	J.Jeya, Typist	Agriculture	4.2.92
36	J.Ashok Kumar, Typist	H & F.W.	5.2.92
37	S.Vasuki, Typist	I & T	7.2.92
38	D.Kuppusamy, Typist	SW & NMP	7.2.92
39	R.Tamilarasu, Typist	Transport	27.4.92
40	B.Chandrika, Typist	P & A.R.	8.5.92
41	A.Soundararaj, Typist	Public	13.5.92
42	M.Muthuselvi, Typist	Home	20.7.62
43	V.Gajalakshmi, Typist	SW & NMP	20.7.92
44	B.Manoharan, P.C.	CT & RE	20.7.92
45	G.Kumar, P.C.	Public	20.7.92
46	P.Syamala Bai, Typist	Education	20.7.92
47	P.Parameswaran, P.C.	Public	6.8.92
48	J.Saroja, Typist	I & T	6.8.92
49	G.Jeyam, P.C.	R.D.	12.8.92
50	K.Mohandoss, Typist	CT & RE	18.8.92
51	N.Manoharan, Typist	Public	25.8.92
52	D.Amudha, P.C.	P & A.R.	11.9.92
53	S.Nithiyalakshmi, P.C.	P & A.R.	21.9.92
54	A.Thirupathy, Typist	R.D.	1.10.92
55	V.Srinivasan, Typist	Public	1.10.92
56	E.Rajeswari, Typist	P & A.R.	1.10.92
57	R.Lalitha, Typist	P & A.R.	12.10.92
58	V.Kamalakkannan, P.C.	I & T	27.10.92
59	C.Usharani, P.C.	SW & NMP	5.11.92
60	R.Girija, P.C.	AD & TW	6.11.92
61	G.Sankaran, P.C.	E & F	11.11.92
62	A.Dhananjaya, Typist	Home	16.11.92

/True Copy/

Sd/-.....  
SECTION OFFICER