

Government of Tamil Nadu

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

U.O.Note. No 43316-A/Per.G/97-3, Dated 28.8.1997

Sub: Establishment – Temporary posts – Permanent retention of Meeting held on 15.7.1997

at the Finance Conference Hall Guidelines to be followed –
Communicated.

In continuation of the meeting held in the Conference Hall of Finance Department at 11.00 A.M. on 15.7.97 the following guidelines are communicated to the Secretariat Departments for the further continuance and the permanent retention of the temporary posts:

(i) The original Government orders shall invariably be put up in all permanent retention proposals. Where it is found not possible to put up original Government orders, the Secretariat Departments shall verify the pay bill of the respective years of sanction of such posts to confirm the existence of such posts and after satisfying about their initial sanctions and continued existence, such temporary posts which have been in existence at least for a minimum period of more than five years may be permanently retained subject to satisfying the other norms prescribed in G.O.Ms.No.1368, Finance (E.II) Dated 4.11.1963, G.O.Ms.No.626, Finance(Salaries) Dated 11.6.1976. The Departments of Secretariat have to send necessary proposals to Finance Department through Personnel and Administrative Reforms Departments immediately to clear the backlog in Permanent retention of the temporary posts in existence for more than five years.

(ii) In respect of the posts sanctioned for a specific purpose, such posts shall be disbanded after the purpose for which it was sanctioned is over.

(iii) In respect of the posts in the cadre of Office Assistants the guidelines issued by the Finance Department to absorb the surplus posts under Ze-Bag scheme will be continued to be followed.

2. The Departments of Secretariat may, therefore, be requested to segregate the temporary posts in their departments in the aforesaid manner and send necessary proposals for their permanent retention and for block continuance wherever necessary to avoid unnecessary correspondence and delay.

1. 1. This U.O.Note issues with the concurrence of Finance (Public) Department vide its U.O.No.613021/Pub/97-1, Dated 19.8.97

**P.Baskaradoss,
Secretary to Government**

To

All the Departments of Secretariat, Chennai –9

Copy to:

The Finance (Public) Department
All section in P&AR Department, Chennai –9

/Forwarded/By order/

Section Officer