

Government of Tamil Nadu
Abstract

Personnel - Tamil Nadu Secretariat - Third Tamil Nadu Pay Commission 1978 - Recommendations regarding review of staffing pattern in Secretariat etc., - Orders - Issued.

Personnel and Administrative Reforms (G) Department

G.O.Ms.No.832,

Dated 6th August 1981

Orders:

The Third Tamil Nadu Pay Commission has made the following recommendations:-

- (i) To review staffing pattern in Secretariat;
- (ii) to maintain a Pool of Steno-Typists in each department instead of attaching a Steno-Typist to each Under Secretary or Deputy Secretary to Government; and
- (iii) To review the deployment of Peons in Secretariat

The Government have examined the above recommendations:

- (i) Reviewing of staffing pattern in Secretariat:

Based on the recommendations of the Work Load Committee for fixation of reasonable norms for adoption at various levels in Secretariat, orders have been issued recently in G.O.Ms.No.550, Personnel and Administrative Reforms(AR) Dated 13.5.1980 regarding the staffing pattern of Section Officers, Assistants, Junior Assistants and revised yardstick to the posts of Under Secretaries, Section Officers and Assistant, It has, therefore, been decided that no further change is necessary on the staffing pattern in Secretariat.

- (ii) Maintenance of a pool of Steno-Typists in each Department instead of attaching to each Under Secretary or Deputy Secretary to Government:

At present the following norms are adopted on the utilization of stenographer in Secretariat:-

Name of the Office	Post of Steno-Typists attached
Secretary to Government	One Private Secretary in the grade of Section Officer and one Personal Clerk.
Joint Secretary to Government	One Personal Assistant in the grade of Assistant or

	one Personal Clerk
Deputy Secretary to Government	One Personal Assistant or Personal Clerk
Under Secretary to Government	One Personal Clerk. This Personal Clerk has to attend the work of one Section in addition to the Officer.

The Work Load Committee has not made any recommendations on the staffing pattern of stenographers. The question of attaching one Stenographer for two/ three Under Secretaries was examined previously and dropped due to the impracticability of the scheme. The same conditions prevail now also and there may not be much scope in forming, a pool of stenographers in each department of Secretariat, been considered that no action is called for on the recommendation of the Pay Commission.

(iii) Review of deployment of Peon in Secretariat:

The following are the norms that are adopted on the utilisation of Peons in Secretariat:-

(i) One Peon for every two Sections;

(ii) Two Peons for each Under Secretary or Deputy Secretary (one for Office and another for residence);

(iii) Three Peons for each Joint Secretary (one for Office and two Peons for residence).

The Pay Commissions pointed out that in Central Government one Peon is being utilised for every two Officers. If this is to be followed in the State Government services, there may be a lot of surplus Peons, who have to be thrown out of employment. There is no scope of reduction in respect of Peons working under Under Secretaries / Deputy Secretary to Government also the present norms of Peons will not allow reduction. It is, therefore, considered not advisable to reduce the present norms of allotment of Peons to Officers. It has therefore been decided that no action is called for on the recommendation of the Pay Commission.

(BY ORDER OF THE GOVERNOR)

**K. Diraviam,
SECOND SECRETARY TO
GOVERNMENT**

To

The Finance (Pay Commission) Department, Madras -9
The Finance (Public-II) Department, Madras -9

/Forwarded/By order/

Section Officer