

Government of Tamil Nadu

Personnel and Administrative

Reforms (Per.G) Department,
Secretariat, Madras 9

U.O.Note No.89945-A/81-1, Dated 14th December 1981

Sub: Establishment - Temporary - Sanction of Additional staff to
Departments
of Secretariat - Further retention - Instructions - Issued.

- Ref: 1. U.O.Note No.1955-A/76-2, Public(Ser.) Dated 11.8.1976
2. U.O.Note No.97108/Fin.(B.G.II/79-1, Dated 9.8.79
3. U.O.Note. No.76722/81-1, P&AR(Per.G)Dated 9.10.1981

The attention of the Departments of Secretariat (excluding Legislative Assembly and Legislative Council Departments) may be invited to the U.O.note references cited. As already requested in para 1 of the U.O.Note first cited, the above Departments of Secretariat have again been requested to make Call Book entries for sending proposals for the continuance of temporary staff in time in the reference second cited.

2. It is noticed that the Departments of Secretariat do not follow the instructions contained in paras 2 to 5 of the U.O.Note first cited scrupulously while sending proposals to this Department. The Departments of Secretariat may, therefore, be requested to follow the procedure as mentioned below while sending proposals for sanction / continuance of temporary posts to this Department.

1. In the case of sanction/continuance of posts of Under Secretaries, the number of Under Secretaries working in the Department, the number of sections attached to them and the average number of files seen by them per day (based on figures taken for the last of six months and the Departmental average may be furnished. The normal yardstick in such cases is 93 files per day for an Under Secretary.

2. In the case of sanction/continuance of posts of Section Officers, the number of posts of Section Officers sanctioned to the Department, including supernumerary and leave reserve posts and the number of Assistants attached to each of them may be given. The normal yardstick per Section Officer is 26 currents.

3. In the case of sanction/continuance of posts of Assistants Section Officer the average number of currents received per day by the particulars Assistant for the previous six months, the number of Assistants working in that Department, the number of currents received by them and the departmental average receipt of currents for the last six months may be furnished. The normal yardstick per Assistant is 11 currents / Files per day.

4. In the case of sanction/ continuance of posts of Junior Assistants, the cadre strength of Junior Assistants and the mode of distribution may be furnished. Normally, one Junior Assistant has to be attached to two Sections and one for Tappal work.

5. In the case of section/continuance of posts of Typist the out turn of the typists faor the past six months together with the departmental average outturn may be furnished. An out-turn of 25 pages per day/ per Typist is the normal yardstick.

6. In the case of sanction/ continuance of posts of Record Assistants, Record Clerks and Peons, the cadre strength and the mode of distribution may be given. The normal yardstick is one Peon for every two sections and one Record Clerk for every four sections.

7. In the case of continuance of posts of attendant staff to Officers like Steno-Typists and Peons it may be ensured that the proposals are sent to this department only after the sanction for the continuance of the post of Officers has been obtained so as to make the period of continuance of such staff-co-terminus with the period of continuance of the post of Officer concerned.

8. While working out the statistics of out-turn, the number of working days should be normally adopted as 25 per month.

9. With a view to avoid the contingency of double sanction being accorded, the departments may be requested to certify that such a proposal has not been sent already in each case of further continuance of posts.

10. Separate proposals have to be sent for new sanction and for continuance. 30th the proposals need not be clubbed together. Fresh or new sanction cases should be processed specifically indicating the approximate cost involved and also the specific purpose and the period of sanction.

11. It is also noticed that some proposals for the creation of posts are circulated by departments of Secretariat to the Ministers through Secretaries Committee. The Departments of Secretariat are informed that the files relating to sanction of staff should be submitted to Committee first for orders. After obtaining the approval of the Committee, the file may be circulated to the Minister / Ministers concerned.

T.S.Selvaraj,
Deputy Secretary to

Government

To

All Departments of Secretariat (OP) Section
(Except Leg. Assembly and Leg. Council Departments)
The Personnel and Administrative Reforms (AR) Department
The Finance(Pub.II) Department, Madras -9

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Section Officer