

GOVERNMENT OF TAMIL NADU

Letter No.99628/92-2,

Personnel and Administrative Reforms (Per.S) Department,
Secretariat,
Madras-600 009.

Dated : 23.4.1993.

From

Thiru.T.V. Venkataraman, I.A.S.,
Chief Secretary to Government.

To

All Secretaries to Government,
Departments of Secretariat,
Madras-600 009.

Sir,

Sub : Public Services - Promotion / Appointment as Head of Department / Officer on Special Duty - Filling up of post - Monitoring by Secretaries to Government - Instructions Issued.

Ref : G.O.ms.No.440, Personnel and Administrative Reforms Department, dated 26.10.90.

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In the G.O. cited, orders have been issued that to be eligible for promotion as Head of a Department, an officer should have not less than one year's minimum period of service before retirement. Those who do not have such a minimum period of left over service but are otherwise found to be fully qualified, fit for promotion as Head of Department and deserving recognition, on the crucial date of preparation of panel shall be compensated by appointing them as Officers on Special Duty with a special assignment and with the same scale of pay as the Head of Department.

2. In the Secretaries' Meeting held on 31.3.93, it was agreed that proposals to fill up the vacancy of Heads of Department should be initiated sufficiently in advance of the date of retirement of the existing incumbent. It was also suggested that proposals to fill up the posts of Heads of Department (non-IAS) could be initiated by the Secretaries themselves as all the relevant particulars and the Personal Files would be available in the Secretariat and such promotion proposals should be suitably monitored by the Secretaries to Government so that orders could be issued before the retirement of the existing incumbent, and the cases of those who have a minimum service of one year from the date of retirement of the previous incumbent are not omitted because of administrative delays.

3. I am, therefore, to request you to ensure that proposals to fill up the vacancies of Heads of Department (non-IAS) are initiated sufficiently in advance to the date of retirement of the existing incumbent. I am also to request you to initiate and monitor such proposals to fill up the posts of Heads of Department (non-IAS) at your level and ensure that orders are issued before the retirement of the existing incumbent.

Yours faithfully,

(Sd.).

for Chief Secretary to Government.

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Personnel and Administrative Reforms (Training I) Department/
Personnel and Administrative Reforms (State Administrative Tribunal) Department,
Chennai-9.