



ABSTRACT

Public Services – Tamil Nadu Ministerial Service – Steno-Typists – Promotion as Superintendents – Ordered – Guidelines – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (B) DEPARTMENT

G.O.Ms.No.47.

Dated : 12-03-2008.

**திருவள்ளூர் ஆண்டு 2039,
மாசி மாதம், 29-ஆம் நாள்.**

Read:

G.O.Ms.No.121, Personnel and Administrative Reforms (B) Department, dated 18.5.2007.

ORDER :

In the Government Order read above, based on the Judgment of Hon'ble High Court, Madras, in W.P.No.6550/2006 filed by Thiru.D.Thomas, the President, Steno-Typists Association, the Government issued the following orders:-

- (i) The persons who had worked as Steno-Typists, Grade-I and Steno-Typists, Grade-II between 1.8.92 and 21.2.2001 in the Tamil Nadu Ministerial Service alone be considered for promotion as Superintendent, etc..
- (ii) 5% of vacancies in the category of Superintendent, etc., and in the identical posts prevailing in the Departments concerned shall be allocated for appointment by promotion from the category of Steno-Typist, Grade-II and Steno-Typist, Grade-I.
- (iii) The required period of service in the category of Steno-Typist, Grade-II and Steno-Typist, Grade-I shall be prescribed as five years.
- (iv) The Steno-Typists, Grade-II and Steno-Typists, Grade-I should undergo training as Assistant for a period of one year, as prescribed by the Department concerned where they are working and also satisfy other qualifications prescribed for such promotion.
- (v) The Steno-Typists, Grade-II and Steno-Typists, Grade-I should exercise their option prior to their promotion either to continue in the category of Steno-Typist, or for promotion as Superintendent, etc., which will be irrevocable.
- (vi) According to their options exercised, Steno-Typist, Grade-II and Steno-Typist, Grade-I shall be considered for appointment as Superintendent, etc., in the order of seniority in the respective category.

2. In the said Government Order, it has been ordered that further procedure and service conditions will be issued separately. Accordingly, the Government issue the following guidelines and procedures on the service conditions to be followed:-

- (i) The eligible Steno-Typist, Grade-II and Steno-Typist, Grade-I, in the Tamil Nadu Ministerial Service, who have put in minimum of 5 years of service in the respective category and on exercise of their option, who are imparted and undergoing the Assistant Training as on 14.3.2008 shall be considered for inclusion in the panel to be drawn for the post of Superintendent / equivalent post, for the year 2008-2009, as on the crucial date 15.3.2008.
- (ii) The provision of 5% of vacancies in the post of Superintendent, to be filled up by Steno-Typist, Grade-II and Steno-Typist, Grade-I, is very clear. There can be no misinterpretation in this regard. 19 : 1 is nothing but the abridged form of 95 : 5. Out of every 20 vacancies in the panel year in the post of Superintendent, they can be considered for promotion against 1 vacancy.
- (iii) The Steno-Typist, Grade-I and Steno-Typist, Grade-II, who worked as such between the period 1.8.92 and 21.2.2001, and who have possessed required qualification for the post

of Superintendent, etc., as per rules as on the crucial date and have been given training as Assistant till 14.3.2008, should be considered for promotion as Superintendent, etc., in accordance with seniority.

- (iv) **The shortfall of duration of 1 year period of training is waived in respect of Steno-Typist, Grade-II and Steno-Typist, Grade-I, for the reason that the time duration available between the date of issue of orders and the crucial date, viz., 18.5.2007 to 15.3.2008, is less than one year for the panel of 2008.**
- (v) **In future, for the remaining persons, who have worked as Steno-Typist, Grade-II and Steno-Typist, Grade-I during the period from 1.8.92 to 21.2.2001, and don't have chances to get promotion as Superintendent in the panel for the year 2008 to be drawn as on 15.3.2008, the training period as Assistant will have to be for one year. No post of Assistant need be kept vacant for giving such training. They shall be trained in drafting, noting and disposing of files and continue to discharge the duties attached to the post of Steno-Typist, Grade-II and Steno-Typist, Grade-I in their respective posts.**
- (vi) **Persons retiring on or before 15.3.2008 are not eligible for such training and promotion.**
- (vii) **There shall be no probation in the post of Superintendent.**
- (viii) **The eligible Steno-Typist, Grade-II and Steno-Typist, Grade-I have to be appointed in 5% vacancies in the post of Superintendent, strictly in accordance with seniority, in the respective feeder category. After appointment, their inter-se-seniority among the categories, viz., Assistant and equivalent posts, appointed by promotion in the post of Superintendent shall be with reference to the second proviso under rule 36(a) of the General Rules for Tamil Nadu State and Subordinate Services.**
- (ix) **The inter-se-seniority of the Steno-Typist, Grade-I and Steno-Typist, Grade-II appointed by promotion and the Superintendent appointed by recruitment by transfer shall be in accordance with the rule 35(aa) of the General Rules for Tamil Nadu State and Subordinate Services.**
- (x) **The pay of Steno-Typist, Grade-I and Steno-Typist, Grade-II to be promoted to the post of Superintendent, as per the above guidelines, shall be fixed as per the existing provisions under the Tamil Nadu Fundamental Rules.**

3. The appointing authorities are directed to follow the above guidelines and procedures scrupulously.

(BY ORDER OF THE GOVERNOR)

**L.K. TRIPATHY,
CHIEF SECRETARY TO GOVERNMENT.**

To

- All Secretaries to Government, Chennai-9.
All Departments of Secretariat, Chennai-9.
All Heads of Departments including all Collectors / District Judges.
The Registrar General, High Court, Chennai-104. (w.c.I.)
The Secretary, Tamil Nadu Public Service Commission, Chennai-2. (w.c.I.)
The Accountant General, Chennai - 35 / 9 / 18.
The Director of Treasuries and Accounts, Chennai-6.
The Pay and Accounts Officer (North) / (South) / (East), Chennai.**

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