



## **ABSTRACT**

Personnel - Tamil Nadu Ministerial Service - Creation of the posts Steno-typist Grade-I, Steno-typist Grade-II and Steno-typist Grade-III - Appointment as Assistant by transfer from the post of Steno-typist Grade-III - Amendments to the Special Rules for the Tamil Nadu Ministerial Service - Issued.

### **PERSONNEL AND ADMINISTRATIVE REFORMS (B) DEPARTMENT**

**G.O.Ms.No.163.**

**Dated: 19-11-2010.**

**திருவள்ளூர் ஆண்டு 2041,  
கார்த்திகை மாதம் 3-ஆம் நாள்.**

#### **Read:**

- (1) G.O.Ms.No.256, Personnel and Administrative Reforms (Per.B) Department, dated 1.8.1992.
- (2) G.O.Ms.No.284, Personnel and Administrative Reforms (Per.B) Department, dated 19.8.1992.
- (3) Government Letter No.89237/Per.B/92-1, Personnel and Administrative Reforms (Per.B) Department, dated 23.11.1992.
- (4) Government Letter No.68431/Per.B/93-1, Personnel and Administrative Reforms (Per.B) Department, dated 7.9.1993.
- (5) G.O.Ms.No.93, Personnel and Administrative Reforms. (Per.B) Department, dated 8.4.1994.
- (6) G.O.Ms.No.34, Personnel and Administrative Reforms (B) Department, dated 21.2.2001.
- (7) Government Letter No.41304/B/2002-1, Personnel and Administrative Reforms (B) Department, dated 24.1.2003.
- (8) Government Letter No.9018/B/2002-3, Personnel and Administrative Reforms (B) Department, dated 10.3.2005.
- (9) G.O.Ms.No.122, Personnel and Administrative Reforms (B) Department, dated 2.9.2005.
- (10) From the Secretary, Tamil Nadu Public Service Commission, Chennai, Letter No.7073/RND-D2/91, dated 16.4.2010.

#### **ORDER:**

The following Notification will be published in the Tamil Nadu Government Gazette:-

#### **NOTIFICATION.**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following amendments to the Special Rules for the Tamil Nadu Ministerial Service (Section 22 in Volume-III of the Tamil Nadu Services Manual, 1970).

2(a). The amendments 1, 2, 3(i), 4, 6 to 21, 22(i), 22(iii), 23 and 24 hereby made shall be deemed to have come into force on the 19<sup>th</sup> August 1992.

(b). The Amendments 3(ii) and 22(ii) hereby made shall be deemed to have come into force on the 7<sup>th</sup> September 1993.

(c). The amendment 5(i) hereby made shall be deemed to have come into force on the 21<sup>st</sup> February 2001.

(d). The amendment 5(ii) hereby made shall be deemed to have come into force on the 2<sup>nd</sup> September 2005.

### AMENDMENTS.

In the said Special Rules,-

- (1) in rule 1, under category 17, for the expression "Steno-typists", the following expression shall be substituted, namely:-
 

"Steno-typist Grade-I, Steno-typist Grade-II and Steno-typist Grade III";
- (2) in rule 2, under category 17, for the expression, "Steno-typist", the expression "Steno-typist Grade-III" shall be substituted;
- (3) in rule 3,-
  - (i) for the expressions "Steno-typist" and "Steno-typists", wherever they occur, the expression "Steno-typist Grade-III" shall be substituted;
  - (ii) in sub-rule (xx), after clause (iii), the following clause shall be added, namely:-
 

"(iv) Besides direct recruitment as provided in rule 2, appointment to the category of Steno-typist Grade-III shall be made by promotion from the post of Typist.";
- (4) after rule 5-A, the following rule shall be added, namely:-
 

"5-B. Promotion to the categories of Steno-typist Grade-II and Steno-typist Grade-I".-

  - (i) The fully qualified approved probationers in the category of Steno-typist Grade-III opting to remain in the Steno-typist line alone shall be considered for promotion to the category of Steno-typist Grade-II and on promotion they shall be attached to second level officers only.
  - (ii) Steno-typist Grade-II, shall be considered for promotion to the category of Steno-typist Grade-I and on promotion they shall be attached to the Heads of Departments only.";
- (5) in rule 9,-
  - (i) after sub-rule (e), the following sub-rule shall be added, namely:-
 

"(f) Five percent of the estimated vacancies, in the category of Assistant in a Department, shall be filled up by transfer from the category of Steno-typist Grade-III, who has put in not less than eight years of service and opts for transfer as Assistant as on the 15<sup>th</sup> March of the year in which the selection is made and the option so exercised is final.";
  - (ii) to sub-rule (f), as so added the following proviso shall be added, namely:-
 

"Provided that on and from the 2<sup>nd</sup> September 2005, Steno-typist Grade-III who has put in not less than five years of service shall be considered for appointment as Assistant by transfer.";
- (6) in rule 28, in the first column, for the expression "Typists including Machinists in the Treasury and Accounts Department", the following expression shall be substituted, namely :-
 

"Typists and Steno-typists Grade-III including Machinists in the Treasury and Accounts Department.";
- (7) in rule 30, for the expressions "Steno-typist" and "Steno-typists", wherever they occur, the expression "Steno-typist Grade-III" shall be substituted;

- (8) in rule 32, for the expression "Steno-typists", the expression "Steno-typists Grade-III" shall be substituted;
- (9) in rule 34, for the expressions "Steno-typist" and "Steno-typists", wherever they occur, the expression "Steno-typist Grade-III" shall be substituted;
- (10) in rule 35, in sub-rule (ab) in the opening sentence, for the expression "A person", the following expression shall be substituted, namely:-  
 "Any person appointed by transfer as Assistant from the category of Steno-typist Grade-III and a person";
- (11) in rule 36,-  
 (i) in sub-rule (b), in the fifth paragraph, for the expression "Steno-typists", the expression "Steno-typists Grade-III" shall be substituted;  
 (ii) in sub-rule (c), in the third proviso, for the expression "Steno-Typists", the expression "Steno-typists Grade-III" shall be substituted;
- (12) in rule 38, in sub-rule (h), for the expression "Steno-typists", occurring in two places, the expression "Steno-typists Grade-III," shall be substituted;
- (13) in rule 39, for the expression "Steno-typist", the expression "Steno-typist Grade-III" shall be substituted;
- (14) in rule 39-A, for the expression "Steno-typist", the expression "Steno-typist Grade-III" shall be substituted;
- (15) in rule 39-C, for the expression "Steno-typist", the expression "Steno-typist Grade-III" shall be substituted;
- (16) in rule 39-F, in sub-rule (1), for the expression "Steno-typist", the expression "Steno-typist Grade-III" shall be substituted;
- (17) in rule 39-G, for the expression "Steno-typist", the expression "Steno-typist Grade-III" shall be substituted;
- (18) in rule 39-H, for the expression "Steno-typist", the expression "Steno-typist Grade-III" shall be substituted;
- (19) in rule 39-I, for the expression "Steno-typist", the expression "Steno-typist Grade-III" shall be substituted;
- (20) in rule 39-K, for the expression "Steno-typist", the expression "Steno-typist Grade-III" shall be substituted;
- (21) in ANNEXURE-II, under the heading "APPOINTING AUTHORITY",-  
 (i) after the sub-heading "Veterinary Education and Research Department" and the entries thereunder, the following sub-heading and the entries shall be added namely:-  
"All Departments  
 (i) Steno-typist Grade-I ... Head of the Department concerned.  
 (ii) Steno-typist Grade-II ... Head of the Department concerned.";
- (ii) for the expressions "Steno-typist" and "Steno-typists", wherever they occur, the expression "Steno-typist Grade-III" shall be substituted;
- (22) in ANNEXURE-III, under the heading "SPECIAL QUALIFICATIONS",-  
 (i) in column (1) for the expression "17. Steno-typist", the expression "17. Steno-typist Grade-III" shall be substituted;
- (ii) in column (2) against the entry "17. Steno-typist Grade-III," as so substituted in column (1) thereof, for the words "recruitment by transfer", the words "by promotion" shall be substituted;
- (iii) for the expressions "Steno-typist" and "Steno-typists", wherever they occur, the expression "Steno-typist Grade-III" shall be substituted;

- (23) in ANNEXURE-IV, under the sub-heading, "Medical Education Department", in column (1), against serial No.3, for the expression "Steno-typists", the expression "Steno-typist Grade-III" shall be substituted;
- (24) in ANNEXURE-V,-
- (a) under the sub-heading " ALL DEPARTMENTS",-
- (i) in item 3, for the expression "Steno-typist" the expression "Steno-typist Grade-III" shall be substituted;
- (ii) in item 4, for the expression "Steno-typist" in column (1), the expression "Steno-typist Grade-III" shall be substituted;
- (iii) in item 5, for the expression "Steno-typist" in column (1), the expression "Steno-typist Grade-III" shall be substituted;
- (iv) in item 6, for the expression "Steno-typist" in column (1), the expression "Steno-typist Grade-III" shall be substituted;
- (v) in item 7, for the expression "Steno-typist" in column (1), the expression "Steno-typist Grade-III" shall be substituted;
- (b) under the sub-heading, "Medical Education Department", in column (1), against item 2, for the expression "Steno-typists", the expression "Steno-typists Grade-III" shall be substituted;
- (c) under the sub-heading, "Panchayat Development Department", -
- (i) in column (1) against item 1A, for the expression "Steno-typists", the expression "Steno-typists Grade-III" shall be substituted;
- (ii) in column (1) and in column (3), against item 2, for the expressions "Steno-typists", and "Steno-Typist" the expression "Steno-typist Grade-III" shall be substituted;

**(BY ORDER OF THE GOVERNOR)**

**K.N. VENKATARAMANAN,  
SECRETARY TO GOVERNMENT.**

To

The Works Manager, Government Central Press, Chennai-79 (for publication of Notification in the Tamil Nadu Government Gazette).

All Secretaries to Government, Chennai-9.

All Departments of Secretariat, Chennai-9.

All Heads of Departments (including District Collectors).

The Secretary, Tamil Nadu Public Service Commission, Chennai-6.

The Accountant General, Chennai-18.

The Pay and Accounts Officer, Chennai-9.

The Personnel and Administrative Reforms (S) Department, Chennai-9

(for issue of correction slips to the Tamil Nadu Services Manual, Volume-III).

Copy to:-

The Home (Courts) Department, Chennai-9.

The Private Secretary to the Secretary to Government, Personnel and Administrative Reforms Department, Chennai-9.

The Personnel and Administrative Reforms (FR-IV) / (AR-II) Department, Chennai-9.

The Law (P.&A.R.-Scrutiny) Department, Chennai-9.

S.F. / S.Cs.

**| FORWARDED | BY ORDER |**

*P. Chellam* 19-11-2010  
**SECTION OFFICER.**

*[Signature]*  
19-11-10