



ABSTRACT

Tamil Nadu Secretariat Office Manual – Amendment to paragraph 10 of the Secretariat Office Manual – Orders – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS(A) DEPARTMENT

G.O.Ms. No. 87

Dated: 18.07.2011

Aadi 2,
Thiruvalluvar Aandu 2042.

Read:

1. G.O.Rt.No. 123, Personnel and Administrative Reforms (H2) Department, dated: 03.03.2008.
2. G.O.Rt.No. 372, Personnel and Administrative Reforms (H2) Department, dated: 06.09.2010.

ORDER:

In the Government order first cited, orders were issued assigning specific duties and responsibilities to each category of Personal Staff viz. Senior Private Secretary /Private Secretary/Personal Assistants/Senior Personal Clerks / Personal Clerks.

2. In the Government order second cited, orders were issued assigning specific duties and responsibilities to Principal Private Secretary(Deputy Secretary Grade), which is, highest in the category of Personal Staff.

3. In paragraph 10 of the Secretariat Office Manual the duties and responsibilities of the Assistant Section Officers, Assistants, Private Secretaries, Personal Assistants, Personal Clerks and Typists are prescribed.

Accordingly, the following amendments shall be issued to paragraph 10 of the Tamil Nadu Secretariat Office Manual:-

AMENDMENTS.

In the Tamil Nadu Secretariat Office Manual, in Paragraph 10, for the second sub-paragraph, the following sub-paragraphs shall be substituted, namely:-

"The Personal staff in Tamil Nadu Secretariat are divided into Three levels.

Level A - Principal Private Secretary (Deputy Secretary Grade)

Level B - Senior Private Secretary and Private Secretary

Level C - Personal Assistant, Senior Personal Clerk and Personal Clerk."

(P.T.O.)

A. Duties of Principal Private Secretary (Deputy Secretary Grade)

The Principal Private Secretary who is senior in position has ~~greater~~ managerial responsibility and less stenographical work. His/Her work is more administrative than technical. He/she should display qualities of tact and discretion depending upon the nature of the job of the officer.

The important tasks that the Principal Private Secretary should perform are -

- (i) Fixing appointments, meetings and conferences;
- (ii) Attending to routine correspondences, preferably thro' e-mail;
- (iii) Recording minutes of confidential meetings held in the Chambers of the Officer concerned;
- (iv) Attending to Telephone Calls and handling visitors;
- (v) Any other special duties assigned by the Officers to whom he or she is attached;

In addition to the above, the Principal Private Secretary should attend to the follow up action on the discussion files with the officials concerned, preparing reply to routine letters, filing of important

documents, maintaining confidential files, handling confidential reports of sub-ordinates etc. He/She should maintain confidentiality and any correspondence in this regard should go at his/her level. With the consent of the Officer, the Principal Private Secretary should prepare draft speeches for the use of the officers in the meetings / conference / seminars.

The Principal Private Secretary should take care of office equipments. He/She should also manage the Drivers, Office Assistants attached to the Officer, inspecting the log books of vehicles, fuel details, leave sanction for Drivers, Office Assistants attached to the Officer concerned. The Principal Private Secretary must be well-versed in Shorthand and Typewriting and should be able to prepare reports, charts, e-mails and Power Point Presentations (PPTs)

The personal work of such as preparation of Pay Bill, settlement of Travelling Allowance Bills and claims like Medical Allowance and other bills like Telephone Bill, Paper Bill etc., of the Officer to whom, he/she has been attached should be done by the Principal Private Secretary.

The D.O. letters and other Tappals received in the Officers' room or received from other higher Officers should be entered in the system, before sending it to the Officers/departments of Secretariat concerned.

He /she should check-up the e-mail daily in the morning and afternoon, download the communication addressed to the Officer and after perusal by the Officer concerned should send the same to the subordinate Officers for pursuing further action.

(P.T.O.)

B. Duties of Senior Private Secretary / Private Secretary:

The Senior Private Secretary & Private Secretary who are senior in position, have greater managerial responsibility and less of stenographical work. Their work is more administrative than technical. They should display qualities of tact and discretion depending upon the nature of the job of the Officer. They should adjust themselves to the needs of the office.

The important tasks that the Senior Private Secretary / Private Secretary should perform are,-

- (i) Fixing appointments, meetings and conferences;
- (ii) Attending to routine correspondences, preferably thro' e-mail;
- (iii) Recording minutes of confidential meetings held in the Chambers of the Officer concerned;
- (iv) Attending to Telephone Calls and handling visitors;

In addition to the above, the Senior Private Secretary/ Private Secretary should attend to the follow up of discussion files with the officials concerned, preparing reply to routine letters, filing of important documents, maintaining confidential files, handling confidential reports of sub-ordinates, etc. They should maintain confidentiality and any correspondence in this regard should go at their level. With the consent of the Officer, the Senior Private Secretary / Private Secretary should prepare draft speeches for the use of the officers in the meetings / conference / seminars.

The Senior Private Secretary / Private Secretary should take care of office equipments, managing the drivers, Office Assistants of the Officers concerned, inspecting the logbooks of vehicles, petrol details, leave sanction of drivers and Office Assistants of the Officers concerned, supply of stationery items to personal staff attending to the work of Officer concerned.

C. Duties of Personal Assistant, Senior Personal Clerk and Personal

Clerks:

The posts of personal Assistant, Senior Personal Clerk and Personal Clerks involve more technical and less administrative / managerial work. They must be well-versed in Shorthand and Typewriting and should be able to prepare reports, charts and Power Point Presentations (PPTs) and send e-mails.

Work of a routine technical nature must be handled by the Personal Assistants, Senior Personal Clerks and Personal Clerks. Similarly, personal work of such as preparation of Pay Bill, settlement of Travelling Allowance Bills and claims like Medical Allowances and other bills like Telephone Bill, Paper Bill etc., of the Officer to whom they have been attached should be done by the Personal Assistants/Senior Personal Clerks/Personal Clerks.

They should forward the leave applications of Under Secretaries / Senior Private Secretaries received on-line to the Secretary to Government, Personnel and Administrative Reforms Department after obtaining the recommendations of the Secretary concerned.

They should note down the comments passed by the Officers during the Personal Register review and send it to the Assistant Section Officers / Sections concerned.

D.O. letters and other Tappals received in the Officers' room or received from other higher Officers room should be entered in the system, before sending it to the Officers /Sections concerned.

They should check-up the e-mail daily in the morning and afternoon, download the communication addressed to the Secretary and other Officers and after getting the signatures of the Officers concerned and send the communication to the sections concerned.

All Officials categorized as personal staff should understand the importance of their role in enhancing the efficiency of the Office.

(BY ORDER OF THE GOVERNOR)

M. KUTIRALINGAM
PRINCIPAL SECRETARY TO GOVERNMENT

To
All Secretaries to Government, Chennai-9.
All Departments of Secretariat, Chennai-9.(OP Sections)
The Secretary to Governor, Chennai -22.
The Secretaries to Chief Minister, Chennai-9
The Secretary, Public Department, Chennai-9.

Copy to:
The Senior Personal Assistant to all Ministers, Chennai - 9.
The Chief Minister's Office, Chennai - 9.
The Private Secretary to Chief Secretary to Government, Chennai - 9.
The Private Secretary to Principal Secretary to Government, Personnel and Administrative Reforms Department, Chennai-9.
The Public Department, Chennai-9.
The Personnel and Administrative Reforms(AR-II)Department, Chennai-9.
The Public (Spl.A)/(Spl.B) Department, Chennai - 9.
The Public(SC) Department, Chennai-9.
The Personnel and Administrative Reforms Department (All Officers/Sections) Chennai-9.
The Law (P&AR/Scrutiny) Department, Chennai-9.
SF/SC.

//Forwarded By Order//

M. Francis
SECTION OFFICER
22/7/11