



FINANCE (O.C.) DEPARTMENT

Secretariat,
Chennai-600 009.

LETTER No.24422/Fin.(OC) /2017-1, DATED:05-05-2017.

From

Dr. P.UMANATH, I.A.S.,
Member-Secretary, Official Committee.

To

The Additional Chief Secretaries / Principal Secretaries / Secretaries to
Government, Departments of Secretariat, Chennai – 600 009.
All Departments of Secretariat, Chennai – 600 009.
All Heads of Department.
The Secretary, Tamil Nadu Legislative Assembly, Chennai – 600 009.
The Principal Secretary to Governor, Raj Bhavan, Chennai – 600 022.
The Registrar, High Court, Chennai – 600 104.
The Chairman, Tamil Nadu Public Service Commission, Chennai-600 003.
The Director of Treasuries and Accounts, Chennai-600 035.
The Commissioner, Greater Chennai Corporation, Chennai-600 003.
The Commissioners of all Municipal Corporation.

Sir/Madam,

Sub: **Official Committee on Revision of Pay and Allowances,
2017** – Particulars of Posts and Scales of Pay / Special
Pay and Allowances – Called for – Regarding.

Ref: G.O.Ms.No.40, Finance (Pay Cell) Department, dated
22-02-2017.

-oOo-

I am to invite attention to the reference cited wherein the Government has constituted an Official Committee to examine and make necessary recommendations for the implementation of the revision of scales of pay and allowances of State Government Employees and Teachers including employees of Local Bodies based on the decisions of the Central Government on the recommendations of the Seventh Central Pay Commission and the High Level Committee constituted for allowances and also revision of pension, family pension and retirement benefits.

2. The updated consolidated particulars of the Posts and Scales of Pay with post-wise number of employees / Special Pay and Allowances for all departments are required for the Official Committee. Hence, I am to enclose the format of the details of the Posts and Scales of Pay pertaining to your department in Annexure-I for furnishing the following particulars:

- The post-wise number of employees including employees in Special Time Scales of Pay / Consolidated Pay / Fixed Pay and Honorarium (i.e. sanctioned strength, persons in position & vacancies) (both permanent / temporary) as on 1-5-2017.

P.T.O.

- The number of persons under different grades as per House Rent Allowance eligibility.
- The number of persons retiring during the years 2017-2018 to 2020-2022 and

While furnishing the above said details, authority concerned is to ensure the correctness of the Scales of Pay corresponding to the Ordinary Grade post only.

3. I am also to enclose the format of the details of the Posts and Scales of Pay pertaining to your department in Annexure-II for furnishing the post wise number of employees drawing Special Pay and Allowances.

4. The Heads of Department are requested to obtain necessary particulars from their subordinate offices in detail and then consolidate the information for the department as a whole, in the formats annexed to this letter.

5. In respect of local body employees those who are drawing their pay from the local body fund, the concerned Heads of Department shall obtain the necessary particulars from their respective local bodies in detail and then consolidate the information for the Village Panchayats / Panchayat Unions / Town Panchayats and Panchayat Townships / Municipalities / Municipal Corporations as a whole, in the formats annexed to this letter.

6. The Administrative Departments of Secretariat and the Heads of Department shall obtain the Standard Excel Worksheets for the Posts and Scales of Pay / Special Pay and Allowances format from the Office of the Official Committee, Finance Department, Secretariat, Chennai-9. After filling up the data, the hard and soft copies of the particulars of Posts and Scales of Pay / Special Pay and Allowances be handed over to the Office of the Official Committee in person.

7. The Official Committee has been asked to submit its report to Government within four months i.e. on or before 30-06-2017. **It is therefore imperative that the above said particulars of the Posts and Scales of Pay / Special Pay and Allowances reach the Official Committee latest on or before 31st May, 2017.** I hope you appreciate the importance and urgency of the whole exercise and ensure that the stipulated deadline is adhered to scrupulously.

Yours faithfully,

for **MEMBER-SECRETARY, OFFICIAL COMMITTEE.**

Copy to:

Stock File / Spare Copy.

**ANNEXURE-I
PARTICULARS OF EMPLOYEES**

(Sanctioned Strength, Persons in Position and Vacancies as on 01.05.2017)

Administrative Department of Secretariat	
Head of Department	

Sl. No.	Name of Post (No abbreviation)	Existing Scale of Pay			NUMBER OF SANCTIONED POSTS		NUMBER OF FILLED UP POSTS		NUMBER OF VACANT POSTS		NUMBER OF PERSONS RETIRING DURING					HOUSE RENT ALLOWANCE NUMBER OF PERSONS IN					Number of persons on CPs				
		Pay Band	Grade Pay	Special Pay if any	Permanent	Temporary+	Total [(6)+(7)]	Permanent	Temporary+	Total [(9)+(10)]	Permanent	Temporary+	Total [(12)+(13)]	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Grade-I(a)	Grade-I(b)		Grade-II	Grade-III	Unclassified Places	TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
	TOTAL																								

NOTE: (1) The Deputation Posts' Scales of Pay shall be indicated.
 (2) The nomenclature of the post should be in consonance with the relevant ad-hoc rules, wherever applicable.

CERTIFICATE

It is certified that the particulars furnished above are verified and found correct.

Secretary to Government / Head of
Department


Section Officer.

- / True Copy / -

Finance (Official Committee) Department

LIST OF ALLOWANCES

Administrative Department of Secretariat

--	--

Head of Department

--	--

Sl. No.	Name of Allowances	Amount	%age of Pay, if any	Number of Persons
(1)	(2)	(3)	(4)	(5)
1	Cash Allowance [Tamil Nadu Servants Allowance (Surrender of Residential Office Assistant)]			
2	Charge Allowance (Additional)			
3	Clerical Allowance			
4	Conveyance Allowance			
5	Cooking Allowance			
6	Equipment Allowance			
7	Farm Allowance			
8	Hill Allowance			
9	Leprosy Allowance / Special Leprosy Allowance			
10	Medical Allowance			
11	Non-practising Allowance			
12	Office Accommodation Allowance			
13	Other Compensatory Allowance (Restricted Practice Allowance)			
14	Overcoat Allowance			
15	Post-Mortem Allowance			
16	Project Allowance / Investigation Allowance			
17	Provision Allowance			
18	Ration Allowance			
19	Risk Allowance / Risk Special Pay			
20	Rural Allowance (Allowances to Medical Officers working in Rural Areas)			
21	Security Compensatory Allowance			
22	Special Compensatory Allowance			
23	Supervisory Allowance			
24	Uniform Allowance			
25	Washing Allowance			
26	Winter Allowance			
	Other Allowances specifically related to the HoD concerned			
	TOTAL			