



ABSTRACT

Public services – Tamil Nadu Ministerial Service – Post of Steno-typist, Grade-III, Steno-typist, Grade-II – Improvement of promotional avenue to the post of Steno-typist, Grade-III and Steno-typist, Grade-II – Orders – Issued.

PERSONNEL AND ADMINISTRATIVE REFORMS (B) DEPARTMENT

G.O.(Ms).No. 94

Dated: 25.07.2018.

விளம்பி, ஆடி - 09.

திருவள்ளூர்வராண்டு - 2049.

Read:

1. G.O. (Ms).No.256; Personnel and Administrative Reforms (B) Department, Dated: 01.08.1992.
2. G.O.(Ms).No.284, Personnel and Administrative Reforms (B) Department, Dated: 19.08.1992.
3. G.O.(Ms).No.163, Personnel and Administrative Reforms (B) Department, Dated: 19.11.2010.

ORDER:

In the Government Order first read above, orders have been issued to bifurcate the post of Typist/Steno-typist under the Tamil Nadu Ministerial Service into two categories, namely, 'Typist' and 'Steno-typist' with a revision of pay from Rs.975-1660/- to Rs.1200-2040/-. Consequent on the splitting of the above said posts, the Special Rules for the Tamil Nadu Ministerial Service were amended as follows:-

Category 17 : Steno-typists

Category 17(a) : Typists

2. Based on the recommendations of the Official Committee, orders were issued in the Government Order second read above, stating that the post of Steno-typist employed in offices other than in Secretariat has to be designated as Steno-typist, Grade-III and the existing post of Upper Division Steno-typist wherever available has to be converted as Steno-typist, Grade-I and Grade-II. Consequent to the above said designation, amendments to the Special Rules for the Tamil Nadu Ministerial Service were issued vide the Government Order third read above. As per the said amendment, a **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 and a 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.

3. Of late, numerous representations from the Steno-typists and their Association have been received by the Government requesting to improve the promotional avenues to avoid stagnation.

4. The Government after careful consideration have decided to improve the promotional avenues to the post of Steno-typist, Grade-III and Grade-II and order as follows:-

(i) A fully qualified approved probationer in the category of Steno-typist, Grade-III opting to remain in the Steno-typist category alone shall be considered for promotion to the category of Steno-typist, Grade-II and on promotion they shall be attached to the second level officers except the officers one level below the Heads of the Department.

Provided that a Steno-typist, Grade-III, on completion of 15 years of service shall be considered for upgradation as Steno-typist, Grade-II.

(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 the Department and to the officers one level below the Heads of the Department.

Provided that a Steno-typist, Grade-II, on completion of 15 years of service shall be considered for upgradation as Steno-typist, Grade-I.

5. Necessary amendments to the Special Rules for the Tamil Nadu Ministerial Service will be issued separately.

6. This order issues with the concurrence of the Finance Department vide its U.O. No. 36286/Finance (Revenue)/2018, dated 20.07.2018.

(BY ORDER OF THE GOVERNOR)

**S. SWARNA
SECRETARY TO GOVERNMENT**

To

All Secretaries to Government.

All Heads of the Department including all Collectors.

All Departments of Secretariat, Chennai – 09.

The Secretary, Tamil Nadu Public Service Commission, Chennai – 03.

The Personnel and Administrative Reforms (B) Department, Chennai – 09.

The Finance Department, Secretariat, Chennai – 09.

The Accountant General, Chennai – 18.

The Director Treasuries and Accounts, Chennai – 06.
The Pay and Accounts Officer, Chennai – 09 / 35.
The Home Department, Secretariat, Chennai – 09.

//Forwarded by Order//

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25/07/18
SECTION OFFICER.

25-07-18