



ABSTRACT

Public Services - Posts created temporarily - Framing of Adhoc Rules - Framing of Adhoc / Special Rules for posts sanctioned in newly created departments - Revised guidelines and check slips - Issued.

Personnel and Administrative Reforms (S) Department

G.O.Ms.No.120

Dated:29.09.2011

புரட்டாசி 13,
திருவள்ளூர் ஆண்டு 2042

Read :

1. G.O.Ms.No.442, Personnel and Administrative Reforms (Per.S) Department, dated 19.4.1978.
2. Memorandum No.77090/78-1. Personnel and Administrative Reforms (Per.S) Department, dated 13.00.1978.
3. G.O.(Ms)No.1182, Personnel and Administrative Reforms (Per.P) Department, dated 13.12.1982.

ORDER:

In the Government Order first read above, the Heads of Departments were requested to take effective steps to frame ad-hoc rules for the temporary posts which are still unclassified under their control and a time-frame was prescribed for framing such Adhoc rules. It has also been instructed therein to the Treasuries/Pay and Accounts Officers not to admit the Bills relating to pay and allowances of the staff holding such unclassified posts if the rules are not issued within six months from the date of sanction of the posts temporarily.

2. In the memorandum second read above, the Treasury Officers were instructed that they should not honour bills relating to pay and allowances of the staff holding unclassified posts unless specific orders of the administrative Department of Secretariat for drawal of pay and allowances to these persons are issued indicating the concurrence of the Personnel and Administrative Reforms (Per.S) Department.

3. In the Government Order third read above, necessary instructions for framing of adhoc rules and check-slips along with model forms of adhoc rules have been prescribed.

4. In spite of all these instructions, it has been noticed that a number of posts in various State and Sub-ordinate services are kept as unclassified even after several years and the Treasury Officers concerned are also not following the above instructions in true letter and spirit.

5. In view of the above position and also in view of the reasons that the instructions in the Government Orders first and third read above were issued about three decades ago, the need to revise the above instructions has been examined by the Government. Accordingly the following revised guidelines, check-slips and model forms for framing of adhoc rules for the posts created temporarily, as annexed to this order in Annexures I, II, III, IV and V respectively are issued.

6. The Government further direct all the appointing authorities of the persons holding unclassified posts and Treasury Officers as follows:-

- (i) The posts which are created temporarily and continued for more than one year as on the date of issue of this order and kept as unclassified posts should be listed out immediately and reported to the Treasury Officers concerned.
- (ii) The appointing authorities of the persons holding the posts referred to in clause (i) above should take immediate action to frame adhoc-rules for those posts by following the above revised guidelines and send necessary proposals to the administrative Departments concerned through proper channel within a period of six months from the date of issue of this order.
- (iii) The administrative departments of Secretariat concerned should as expeditiously as possible scrutinise the proposal and issue orders in consultation with Personnel and Administrative Reforms and Law Departments within a period of three months from the date of receipt of the proposal.
- (iv) The Treasury Officers concerned should obtain a list of posts as specified in clause (i) above and admit the Bills relating to those posts from sixth month onwards after getting a Certificate from the pay Drawing and Disbursing officers to the effect that necessary proposals for framing of adhoc rules have been sent to the administrative department concerned within a period of six months as specified in clause (ii) above.
- (v) Bills relating to the above said unclassified posts and to the posts to be created in future should not be admitted after a lapse of nine months unless a certificate obtained from the administrative department of the Secretariat concerned to the effect that "Necessary proposal for framing of adhoc rules received from the Heads of Department is examined by the administrative department and will be issued soon".

7. All the administrative Departments of Secretariat and the Director of Treasuries and Accounts are requested to issue suitable instructions to all concerned in this regard and send a copy of such instructions to this department, for information.

(BY ORDER OF THE GOVERNOR)

**M. KUTRALINGAM,
PRINCIPAL SECRETARY TO GOVERNMENT.**

To

All Secretaries to Government, Chennai-9.

All Departments of Secretariat, Chennai-9.

All Heads of Departments including Collectors, Dist. Judges and Magistrates.

The Director of Treasuries and Accounts, Chennai 15.

The Registrar, High Court, Chennai 104.

The Accountant General, Chennai 9/18/35

Copy to:

The Law (P & AR/Scrutiny) Department, Chennai-9.

All Officers / sections in Personnel and Administrative Reforms Department, Chennai-9.

The Private Secretary to Secretary, Personnel and Administrative

Reforms Department, Chennai-9.

SF/SC

//Forwarded by order//


SECTION OFFICER

ANNEXURE – I

GUIDELINES / INSTRUCTIONS FOR FRAMING THE ADHOC RULES.

1. NAME / DESIGNATION OF THE POST:-

Adhoc Rules have to be framed only when nomenclature / scales of pay / method of appointment / appointing authority / qualification etc. of the temporary posts created are different from the permanent posts governed by Special Rules. [If the temporary posts sanctioned carries the same scale of pay and nomenclature as that of permanent post in the department which are already classified in the Special rules, such temporary posts will come under the same category as that of permanent post and it need not be classified again and adhoc rules need not be framed for such posts. They will be treated as classified posts without issue of fresh adhoc rules.]

2. SPECIAL RULES TO BE MADE APPLICABLE:-

The Special Rules applicable to the holders of the permanent posts which are to be made applicable to temporary post for which adhoc rules are proposed to be framed has to be examined and discussed with reasons.

3. CONSTITUTION:-

a) If the new post created similar to one of the permanent post in the department in regard to method of appointment/appointing authority / qualification, scale of pay etc., except to the fact that the nomenclature of the temporary post which differs from the permanent post, then the temporary posts shall be constituted as a temporary addition to the category/ class of the said service. [Model Form II in Annexure IV shall be adopted.]

b) If the nomenclature as well as the scale of pay / the method of appointment / appointing authority / qualifications etc., are different from the permanent post, then the temporary post shall be constituted as a distinct class or separate category in a distinct class of the said service. [Model Form-I in Annexure IV with modifications shall be adopted.]

c) If the temporary post sanctioned in a department is similar to a permanent post sanctioned in some other department and if the holders of the permanent posts in the other department are to be appointed to the temporary

post then the post shall be constituted as a distinct category or class in the said services. [Model Form-I in Annexure IV with modifications shall be adopted.]

d) If the temporary post sanctioned in a department belongs to common categories such as Superintendents, Assistants, Junior Assistants, Typists etc., in Tamil Nadu Ministerial Service or Record Clerk in Tamil Nadu General Subordinate Service or Basic Servants in Tamil Nadu Basic Service or posts in Uniformed Service like Additional Superintendents of Police, Deputy Superintendents of Police, Inspectors, Sub-Inspectors, Constables in Tamil Nadu Police Service / Tamil Nadu Police Subordinate Service, as the case may be, and if such department does not find a place in the respective service, then the temporary post shall be constituted as a temporary addition to the respective categories in the service or separate category in the class of the service or a distinct class in the service or a separate unit in the category of the said service. [Model Form-III or IV or V, as the case may be, as specified in Annexure IV shall be adopted.]

4. APPOINTMENT:-

While prescribing the method of appointment to the post sanctioned in a department, it has to be noted that -

(a) If the appointment to the said post is to be made from the same service or in the same class in the case of General Service / Subordinate Service, then, the appointment to the said post may be, -

i) "by promotion" from lower post in the same service / class if the scales of pay of the said posts are higher;

ii) "by transfer", if the scale of pay of the said post as well as the feeder category are identical and if both the posts are in same service / class;

iii) "by recruitment by transfer", if the appointment is to be made from one service to another service or from Subordinate Service to State Service.

(b) If more than one method of appointment is prescribed, then the ratio of recruitment between them and a cycle of rotation have to be specified. The applicability of the rule 35 (aa) of General Rule for the Tamil Nadu State and Sub-ordinate Services has to be examined by the departments concerned at the

stage of framing of adhoc rules itself so as to avoid any future litigation regarding the fixation of seniority of holders of the said post.

5. QUALIFICATION:-

(i) While prescribing any qualification, the qualification possessed by the incumbents, who are working temporarily, have to be taken into consideration. If the said post is administrative in nature, then the need for prescription of service qualification has to be examined.

(ii) While prescribing age qualification, in the case of appointments by direct recruitment, age shall be reckoned with reference to the First day of July of the Year in which the recruitment is made. Wherever it is considered necessary for prescribing the age qualifications for appointments by other methods, the age shall be reckoned with reference to the crucial date for drawal for regular panel for the said post or with reference to the date of appointment and not with reference to 1st July of the year in which recruitment is made.

(iii) While prescribing the educational or technical Qualification, it is enough to prescribe the minimum educational qualification required to discharge the duties of the said post. Persons with higher qualification will be eligible for the said post by virtue of rule 19 of the General Rules for the Tamil Nadu State and Subordinate Services, if he possesses the lower qualification or a qualification which is declared as a higher qualification.

6. COMMISSION PURVIEW:-

The details as to whether the said post has to be placed under the purview of Commission or not have to be examined with reasons. [Also for promotion – whether to be placed before the DPC or not, etc.]

The agency viz., Employment Exchange, Teachers' Recruitment Board, Uniformed Services Recruitment Board through which the direct recruitment to be made for the said post has to be specified.

7. RULE OF RESERVATION:-

The Rule of Reservation of appointment shall be made applicable to appointments by direct recruitment where more than one post exist under the jurisdiction of each appointing authority.

8. PROBATION:-

The period of probation has to be prescribed for the **FIRST** appointment of a person to a service either by direct recruitment or by recruitment by transfer as follows:-

For Direct Recruitment:- Two years on duty within a continuous period of three years.

For Recruitment by Transfer:- One year on duty within a continuous period of two years.

9. TESTS:-

If a pass in any test is proposed to be prescribed for declaration of probation or for further promotion, the same has to be examined with reasons. If necessary, the penalty for failure to pass the said test have also to be examined and mentioned in the proposed rule.

10. APPOINTING AUTHORITY:-

The appointing authority to the post (including Government) has to be specified in the proposed rule, so as to avoid any litigation later on in that regard.

11. PAY:-

The pay in the pay band and grade pay admissible to the temporary posts has to be mentioned in the proposed rule. Further, the pay in the pay band and grade pay of the feeder categories in case the appointment to the temporary post is to be made by promotion/ transfer/ by recruitment by transfer have also to be mentioned. (Uniformity shall be ensured)

12. DATE OF EFFECT OF RULES:-

The date of effect to be given to the proposed rules has to be examined in great detail with reasons. Care should be taken to avoid any legal complication while proposing the date of effect in the proposed rule. If retrospective effect is given, specific reason has to be mentioned.

13. SAVING CLAUSE:-

Provision of saving clause to safeguard the persons who are already holding the post has to be examined in greater detail with specific reasons.

14. Other clauses viz. authority for 'postings and transfers' and leave sanctioning, may also be examined so as to bring them in the proposed rules.

15. Apart from the above guidelines, the following aspects have also to be taken into account framing adhoc rules.

(i) The model forms given in Annexures I – IV to this G.O. are only illustrative of the arrangement of the provisions, the preamble, and the phraseology normally adopted in such cases. There may be adhoc rules with variations in expressions of phraseology. Those expressions also can be adopted as models if considered more convenient or advantageous.

(ii) It is not necessary that all the provisions included in the model form, should be incorporated in all the adhoc rules. Only such of the provisions as are necessary need be included in the adhoc rules. For example, if the provision regarding promotion or test in the Special Rule will apply to the posts covered by the adhoc rules by virtue of the rule relating to 'Constitution', there will be no need to repeat the provisions in the adhoc Rules. Similarly, if Special Rules prescribe age limit or tests, those provisions need not be again specified in the adhoc-rules.

(iii) The use of capitals, brackets and punctuation marks indicated in the model forms or in other approved adhoc rules shall be adhered to.

(iv) Abbreviations in words or in denoting dates should be avoided. (e.g) Instead of saying "G.O.Ms.No.2351, C, F & C.P Dept., dt. 29th June 1965", it should be written as "G.O.Ms.No.2351, Cooperation, Food and Consumer Protection Department, dated the 29th June 1965".

(v) While framing Rules, it is advantageous not to include in the notification part of the order, any reference to the G.O. number and date of the order in which the particular post was sanctioned, as this course will make the rule inapplicable to other posts of similar designation that might be created on later date and thus create practically an adhoc rule for each post.

(vi) Expressions which admit of various interpretations should be avoided; if this is not possible, the intention should be clarified by means of an Explanation as is given in the following extract relating to Explanation of the words "a recognized school".

Explanation:- For the purpose of this rule, the expression "a recognized school" shall mean a school maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education, under the Tamil Nadu Educational Rules".

(vii) In respect of certain services, the rules are framed under a different Article of the Constitution, (e.g). The Tamil Nadu State Legislative Assembly Secretariat Service Rules are framed with the following preamble:-

"In exercise of the powers conferred by clause (3) of Article 187 of the Constitution of India, the Governor of Tamil Nadu after consultation with the Speaker of the Legislative Assembly hereby makes the following rules".

The same preamble is to be used when framing adhoc rules for a post to be included in that service.

(viii) In certain other cases, the rules are issued invoking the powers conferred by the proviso to Article 309 of the Constitution and also other Articles of the Constitution. The following examples may be seen:-

The Tamil Nadu Higher Judicial Service

In exercise of the powers conferred by Article 233 and the proviso to Article 309 of the Constitution of India, and of all other powers hereunto enabling, the Governor of Tamil Nadu in consultation with the High Court, hereby makes the following Special Rules in respect of the Tamil Nadu State Higher Judicial Service.

The Tamil Nadu State Judicial Service

In exercise of the powers conferred by Article 234 and the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu hereby makes the following Special Rules in respect of the members of the Tamil Nadu State Judicial Service.

The Tamil Nadu Police Subordinate Service

In exercise of the powers conferred by sections 8 and 10 of the Tamil Nadu District Police Act, 1859 (Central Act XXIV of 1859), and sections 9 and 11 of the Tamil Nadu City Police Act, 1888 (Madras Act III of 1888), read with the proviso to Article 309 of the Constitution of India, and all other powers hereunto

enabling the Governor of Tamil Nadu hereby makes the following Special Rules for the Tamil Nadu Police Subordinate Service.

The same preamble must be adopted when framing adhoc rules for posts to be included in these services.

(ix) The General Rules do not apply to certain services. This has been specifically indicated in the relevant special rules, for example see Rule 3 of the Special rules for the Tamil Nadu Basic Service. While framing adhoc rules making such Special Rules applicable to the posts, care should be taken not to make in Rule 1 of the adhoc rules a reference to the General Rules.

(x) The rule regarding pay will have to be varied on the following lines, if adhoc rules are to be issued for posts now and given effect to from a date prior to 1st January 2006, the date on which the pay scales were revised:-

“Pay :- There shall be paid to the holder of the post a monthly pay calculated in the scale of Rs.....

Provided that with effect on and from the 1st January 2006 the monthly pay shall be calculated in the Pay Band of PB..... Rs..... with Grade Pay of Rs.....

While framing the adhoc rules, the authorities concerned should bear in mind all of the above aspects and whether any court orders to be obeyed.

Further, the difficulties if any noticed / experienced earlier with any of the rule provisions of other posts or if any of the rule provision of the rules were challenged before any legal forum such things also have to be taken into consideration so as to avoid such administrative inconvenience in framing the adhoc rules, in the interest of good administration.

ANNEXURE II

Guidelines / Instructions for framing the Adhoc Rules/Special Rules for the posts sanctioned in a newly created Department

In the case of newly created department, various posts viz., second level posts, executive posts, technical posts and other common category posts such as Superintendent, Assistant, Junior Assistant, Record Assistant, Record Clerk, Office Assistant, Sweeper etc will be sanctioned based on the requirement of such posts in that Department. For all such posts, irrespective of common category posts, adhoc rules or necessary amendment to Special Rules concerned have to be issued within a period of six months from the date of creation of posts in that department. Such proposals should be sent to the Government in administrative department by the Head of Department, within the above stipulated time.

2. As the department is created new, a new service for that department has to be framed so as to place all the posts sanctioned in that department in that newly formed service. A new State Service Rules/Subordinate Service Rules have to be framed in the name of the newly created department and all such Service Rules have to be framed by invoking the proviso to Article 309 of the Constitution of India. For the purpose of framing new Service Rules and to place all new posts in that service, Model Form VI in Annexure IV to this G.O., shall be adopted. While doing so, the other guidelines issued in the Annexures I to IV shall invariably, be followed.

3. After the draft Service Rules are approved by the Government, the same has to be sent to the Tamil Nadu Public Service Commission as required under Article 320(3) of the Constitution of India for its concurrence. After getting its concurrence, orders in circulation shall be obtained as per Tamil Nadu Business Rules, before issue of the draft order.

4. The newly created departments should also send necessary proposals to the P & AR Department for issue of necessary amendment to the Special Rules for the Tamil Nadu Ministerial Service / Special Rules for the Tamil Nadu Basic Service / Special Rules for the Tamil Nadu General Subordinate Service wherever necessary in respect of common category posts created in that

department and to send necessary proposals to Personnel and Administrative Reforms Department to make necessary provisions under rules 11 and 14 of and such other rules in Tamil Nadu Civil Service (Discipline & Appeal) Rules wherever necessary. Proposals for amending Fundamental Rules in respect of making additional charge arrangement or otherwise, so required shall also be examined by the Department at appropriate stages.

5. After framing the Adhoc Rules, framing of Special Rules shall be examined immediately as and when the temporary posts are made permanent. The Heads of the Department concerned should send necessary proposals, to the Administrative Department in this regard without fail.

6. The Administrative Department concerned of the Secretariat shall invariably consult Personnel and Administrative Reforms / Finance / Law Departments and necessary Clause / Section number in Tamil Nadu Services Manual may be obtained from Personnel and Administrative Reforms (S) Department at the issue stage.

10
ANNEXURE - III
Proforma I
 (To be filled by HOD)

Name of the Department:

Name of the Administrative Department:

1.	Name of the post	
2.	Whether permanent or temporary	
3.	Date on which the post was created / made permanent	
4.	No. of posts created	
5.	Describe briefly about the duties and responsibilities of the above post.	
6.	Name of the service in which the post has to be included / classified :	
7.	a) Whether any Special Rules to be made applicable to this post : b) If so, specify the rule : c) Specify the reason therefor :	
8.	<u>Constitution:</u> a) Whether the post has to be classified as a separate category? b) If so, the reason therefor:	
9.	<u>Method of recruitment / appointment proposed.</u> i. direct recruitment ii. promotion iii. by transfer iv. by recruitment by transfer. <u>For (i) above</u> , specify the recruiting agencies, namely "through Employment Exchange /Tamil Nadu Public Service Commission / Teachers' Recruitment Board / Uniform Service Recruitment Board , etc. <u>For (ii) to (iv) above</u> , specify the name(s) of the feeder category(ies) and the service to which the feeder post belong to	
10.	a) Whether any age qualification has to be prescribed for the post? b) If so, specify the reason therefor: c) Minimum / Maximum age so prescribed:	
11.	a) Whether any Minimum Educational Qualification has to be prescribed for the post? b) If so, specify the reason therefor:	
12.	a) Whether any Technical Qualification has to be prescribed for the post? b) If so, specify the reason therefor:	

13.	<p>a) Whether any Service Qualification has to be prescribed for the post?</p> <p>b) If so, specify the reason therefor:</p>	
14.	<p>a) Whether any Linguistic Qualification has to be prescribed?</p> <p>b) If so, specify the reason therefor:</p>	
15.	<p>a) Whether the post has to be made under the purview of the TNPSC?</p> <p>b) If so, specify the reason therefor:</p>	
16.	<p>a) Whether rule of reservation is applicable?</p> <p>b) If so, specify the reason therefor:</p>	
17.	<p>a) Whether a clause for fixation of seniority has to be included in the proposed rule?</p> <p>b) If so, specify the reason therefor:</p>	
18.	<p>a) Whether a clause for declaration of probation has to be included in the proposed rule?</p> <p>b) If so, specify the reason therefor</p>	
19.	<p>a) Whether any test(s) to be prescribed for</p> <p>b) If so, reason therefor and the details of test(s) to be prescribed.</p>	
20.	<p>a) Whether a clause for crucial date for preparation of panel has to be specified in the proposed rule?</p> <p>b) If so, specify the panel period therefor:</p>	
21.	<p>a) Whether a clause for appointing authority has to be specified in the proposed rule?</p> <p>b) If so, specify the reason therefor</p>	
22.	<p>a) Whether the pay in the pay band and grade pay has to be indicated in the proposed rule?</p> <p>b) If so, specify the reason therefor</p>	
23.	The date of effect to be given to the proposed rule with reason.	
24.	<p>a) Whether saving clause to be included in the proposed rule?</p> <p>b) If so, specify the reason therefor</p>	
25.	<p>a) Whether any other clause(s) to be included in the proposed rule?</p> <p>b) If so, the details therefor with specific reasons.</p>	

ANNEXURE - IV**Proforma II****(For scrutiny – To be filled by Administrative Dept. / P&AR)**

1.	Name of the Department:	
2.	Name of the post for which Adhoc/Special rules to be framed:	
3.	Whether the service in which the post has been included is in order?	
4.	Whether any number has to be assigned for the class / category of the above post? (If so, the file has to be routed through P&AR (S) Section for assigning the number.)	
5.	Whether the applicability of the special rule quoted by the HOD is in order?	
6.	Whether the constitution of the post is in order?	
7.	Whether the method of recruitment/ appointment specified in the proposed rule is in order?	
8.	Whether the following qualifications prescribed in the proposed rule is in order? i. Age ii. Educational Qualification iii. Technical Qualification iv. Service Qualification v. Linguistic Qualification (Uniformity may be maintained in prescribing the minimum educational qualification for direct recruitment and by other methods.)	
9.	(a) Whether the post has to be placed under the purview of the TNPSC? (b) If so, whether it is specified in the proposed rule? (c) Whether it is in order?	
10.	a) Whether the specification of rule of reservation is necessary? b) If so, whether it is specified in the proposed rule? c) Whether it is in order?	

11.	<p>a) Whether the specification of seniority in the proposed rule is necessary?</p> <p>b) If so, whether it is specified in the proposed rule?</p> <p>c) Whether it is in order?</p>	
12.	<p>a) Whether the specification of probation in the proposed rule is necessary?</p> <p>b) If so, whether it is specified in the proposed rule?</p> <p>c) Whether it is in order?</p>	
13.	Whether the details of the test(s) prescribed in the proposed rule is in order?	
14.	<p>a) Whether the specification of crucial date for preparation of panel in the proposed rule is necessary?</p> <p>b) If so, whether it is specified in the proposed rule?</p> <p>c) Whether it is in order?</p>	
15.	<p>a) Whether the specification of appointing authority in the proposed rule is necessary?</p> <p>b) If so, whether it is specified in the proposed rule?</p> <p>c) Whether it is in order?</p>	
16.	<p>a) Whether the specification of pay in the pay band and grade pay in the proposed rule is necessary?</p> <p>b) If so, whether it is specified in the proposed rule?</p> <p>c) Whether it is in order?</p>	
17.	Whether the Date of effect given to the proposed rule is in order?	
18.	Whether the saving clause included in the proposed rule is in order?	
19.	Remarks of inclusion of any other clause(s) in the proposed rule.	
20.	<p>Whether any inconsistency is noticed between the proposed rule and the rule framed to similar post in other departments?</p> <p>(To be filled by Personnel and Administrative Reforms Department)</p>	

ANNEXURE VMODEL FORM I..... DEPARTMENTABSTRACT

PUBLIC SERVICES - Tamil Nadu Service - Temporary posts of
 in Department - Adhoc rules Issued..

G.O.(Ms) No.

DATE:

READ:

1.

2.

ORDER:

(There may be one or more paragraphs explaining the creation of the post, the department to which it belongs or such other detail which will lead to a better appreciation of the place of the post in the departmental administrative set up. This is not however obligatory).

The following Notification will be published in the Tamil Nadu Government

Gazette:-NOTIFICATION

In exercise of the powers conferred by the
 Constitution of India, the Governor of Tamil Nadu hereby makes the following
 rules:-

2. The rules hereby made shall come/be deemed to have come into force
 on and from the(date, month and year).

RULES

The General and the Special Rules applicable to the holders of the
 permanent post in the Tamil Nadu Service shall apply to the
 holders of the temporary post of sanctioned from time to time, for
 the Branch of the Department, subject to the modifications
 specified in the following rules:-

2. Constitution:- The post shall constitute a separate category in a distinct class of the said service.

OR

2. Constitution:- The post shall constitute a distinct class in the said service.

3. Appointment:- Appointment to the post shall be made as follows:-

- (i) by direct recruitment;
- (ii) by transfer from any other class or category in the same service;
- (iii) by promotion from (feeder category);
- (iv) by recruitment by transfer from the post of.....in..... service.

(Delete whichever is not required or inapplicable.)

4. Appointing authority:- The appointing authority for the post shall be the

5. Qualifications:- (a) Age:- No person shall be eligible for appointment to the post by direct recruitment, if he has completed or will complete ---- years of age on the first day of July of the year in which the selection for appointment is made or notification issued, as the case may be.

(b) Other qualifications:- No person shall be eligible for appointment to the post specified in column (1) of the Table below unless he possesses the qualifications specified in the corresponding entries in column (2) thereof:-

THE TABLE

<u>POSTS</u> (1)	<u>QUALIFICATION</u> (2)
<u>(Here enter the particulars of the posts and required qualifications)</u>	

OR

No person shall be eligible for appointment to the post unless he possesses the following qualifications, namely:-

- (1) Must have passed
- (2) Must have obtained a certificate/diploma in
- (3) Must possess

(Delete whichever is not required or inapplicable)

6. **Reservation of appointments:-** The rule relating to reservation of appointments (General Rule 22) shall apply for appointment to the post by direct recruitment.

7. **Probation:-** Every person appointed to the post shall, from the date on which he joins duty, be on probation for a total period of years on duty within a continuous period of years.

8. **Test:-** A probationer in the category of shall within the period of his probation, pass the Test.

(Delete if inapplicable)

9. **Pay:-** There shall be paid to the holder of the post, a monthly pay calculated in the pay band of Rs..... with grade pay of Rs.....

To

1) The Director of Stationery and Printing, Chennai
(for publication of the notification in the Tamil Nadu Government Gazette.)

2. Other relevant Address entries

..... DEPARTMENT

ABSTRACT

PUBLIC SERVICES - Tamil Nadu Service - Temporary posts of
..... in Department - Ad-hoc Rules - Issued.

G.O.(Ms)No.

DATE:

1.

READ:

2.

ORDER:

(There may be one or more paragraphs explaining the creation of the post, the department to which it belongs or such other detail which will lead to a better appreciation of the place of the post in the departmental administrative setup. This is not however obligatory).

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

NOTIFICATION

In exercise of the powers conferred by the
Constitution of India, the Governor of Tamil Nadu hereby makes the following
rules:-

2. The rules hereby made shall come/be deemed to have come into force
on and from the (date, month and year)

RULES

The General and the Special Rules applicable to the holders of the
permanent posts of in category Class in the
Tamil Nadu Service shall apply to the holder of the temporary post of
.....

2. Constitution:- The post shall form a temporary addition to the said
category / class of the said service.

To

1. The Director of Stationery and Printing, Chennai.

(for publication of the notification in the Tamil Nadu Government Gazette)

2. Other relevant Address entries.

MODEL FORM III..... DEPARTMENTABSTRACT

Public Services - Tamil Nadu Service - Temporary posts of
in Department - Ad-hoc Rules - Issued.

G.O.Ms.No.

DATE:

1.

READ:

2.

ORDER:

(There may be one or more paragraphs explaining the creation of the posts the department to which it belongs or such other detail which will lead to a better appreciation of the place of the post in the departmental administrative set up. This is not however obligatory).

The following notification will be published in the Tamil Nadu Government

Gazette:-NOTIFICATION.

In exercise of the powers conferred by the of the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules:-

2. The rules hereby made, shall come/be deemed to have come into force on and from the (date, month and year)

RULES

The General and the Special Rules applicable to the holders of the permanent posts of Assistants, Junior Assistants, Stenotypists and Typists in the Tamil Nadu Ministerial Service shall respectively apply to the holders of the temporary posts of Assistants, Junior Assistants, Stenotypists and Typists in the office of the, subject to the modifications specified in the following rules:-

2. Constitution:- The posts shall constitute temporary additions to the respective categories in the said service.

3. Appointing authority:- The appointing authority for the posts shall be the

OR

.....shall be the appointing authority for the posts.

OR

Appointment to the categories specified in column (1) of the Table below shall be made by the authorities specified in the corresponding entries in column (2) thereof.

THE TABLE

<u>CATEGORIES OF POSTS</u> (1)	<u>APPOINTING AUTHORITY</u> (2)
(Here enter the particulars of the posts and required particulars)	

4. Promotions:- Promotions to the post of shall be with reference to the combined seniority list of Junior Assistant in the
(Here mention the offices which constitute the unit for promotion).

5. Test:- (This provision will be necessary only if it is intended to have any change in the corresponding provision regarding Tests in the Special Rules for the Tamil Nadu Ministerial Service).

6. Transfers:- (The remarks against 'Test' apply here also).

7. Pay:- There shall be paid to the holders of the post specified in column (1) of the Table below, a monthly pay calculated in the specified pay band with grade pay in column (2) thereof.

THE TABLE

<u>POSTS</u> (1)	<u>PAY</u> (2)
(Here enter the particulars - If special pay is admissible, the same may also be specified.)	

To

1) The Director of Stationery and Printing, Chennai.

(for publication of the Notification in the Tamil Nadu Government Gazette.)

2) Other relevant address entries.

MODEL FORM IV..... DEPARTMENTABSTRACT

Public Services - Tamil Nadu Service - Temporary posts of
in Department - Adhoc Rules - Issued.

G.O.Ms.No.

Date:

1.

2.

ORDER

(There may be one or more paragraphs explaining the creation of the post, the department to which it belongs or such other detail which will lead to a better appreciation of the place of the post in the departmental administrative set up. This is not, however obligatory).

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

NOTIFICATION.

In exercise of the powers conferred by theof the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules:-

2. The rules hereby made shall come/be deemed to have come into force on and from the (date, month and year).

RULES

The General and the Special Rules applicable to the holders of permanent posts of in the category of class in the Tamil Nadu General/Tamil Nadu General Subordinate Service shall apply to the holders of the temporary post of in the office of the subject to the modifications specified in the following rules:-

OR

The General Rules applicable to the holders of the permanent post in the Tamil Nadu General /Tamil Nadu General Subordinate Service shall apply to the holders of the temporary post of in the office of the subject to the modifications specified in the following rules:-

2. Constitution:- The post shall constitute a separate category in the said class of the said service.(This first alternative should be chosen where the first of the two alternatives indicated in rule 1 is chosen)

OR

2. Constitution:- The post shall constitute a distinct class in the said service.

3. Appointing authority:- shall be the appointing authority for the post.

To

- 1) The Director of Stationery and Printing, Chennai.
(for publication of the Notification in the Tamil Nadu Government Gazette.)
- 2) Other relevant address entries.

MODEL FORM V.....DEPARTMENTABSTRACT

Public Services - Tamil Nadu Service - Temporary posts of
in Department - Adhoc Rules - Issued.

G.O.(Ms) No.

DATE:

1.

2.

ORDER:

(There may be one or more paragraphs explaining the creation of the post, the department to which it belongs or such other detail which will lead to a better appreciation of the place of the post in the departmental administrative set up. This is not however obligatory).

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

NOTIFICATION

In exercise of the powers conferred by theof the Constitution of India, the Governor of Tamil Nadu hereby makes the following rules:-

2. The rules hereby made shall come/be deemed to have come into force on and from the (date, month and year).

RULES

The Special Rules applicable to the holders of permanent posts of in category in the Tamil Nadu Basic Service shall apply to the temporary posts of in the office of the subject to the modifications specified in the following rules:-

2. Constitution :- The post shall constitute a separate category in the said service.

OR

2. Constitution:- The post shall constitute a separate unit in the said category of the said service.

3. Appointing authority:- The appointing authority for the post shall be the

4. Pay:- The holder of the post shall be paid a monthly pay calculated in the pay band of Rs. with grade pay of Rs.

To

1) The Director of Stationery and Printing, Chennai.

(for publication of the Notification in the Tamil Nadu Government Gazette.)

2) Other relevant address entries.

MODEL FORM VI.....**DEPARTMENT****ABSTRACT**

Public Services - Department - Newly formed Tamil Nadu
 Service - Special Rules - Issued.

G.O.(Ms) No.

DATE:

Read:

1.

2.

ORDER:

(There may be one or more paragraphs explaining the creation of the post, the department to which it belongs or such other detail which will lead to a better appreciation of the place of the post in the departmental administrative setup. This is not however obligatory).

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 Special Rules for the Tamil Nadu.....Service which shall form part as Sectionin vol.III of the Tamil Nadu Service Manual, 1986:-

2. The rules hereby made shall come into force on (Date, Month & Year)

THE TABLE

Category (1)	Appointing Authority (2)

5. **Qualifications:-** No person shall be eligible for appointment to the category specified in Col.(1) of the table below by the method specified in the corresponding entries in Col.(2) unless he possesses the qualifications specified in the corresponding entries in Col.(3) thereof:-

THE TABLE

Category (1)	Method of Appointment (2)	Qualification (3)		
		Educational (a)	Age (b)	Technical (c)

(All the method of appointments mentioned in Col. (2) of the rule 3 above have compulsorily to be brought in Col. (2) of the Table above)

6. **Probation:-** Every person appointed to a category by direct recruitment shall, from the date on which he joins duty be on probation for a total period of two years on duty within a continuous period of three years.

Provided that every person appointed to a category by recruitment by transfer shall, from the date on which he joins duty, be on probation for a period of one year on duty within a continuous period of two years.

7. **Tests/Training:-** Every person appointed to the category specified in Col.(1) of the Table below shall undergo/pass the Training/Tests prescribed in the corresponding entries in Col.(2) thereof:-

THE TABLE

Category (1)	Training/Tests to be attended /passed (2)

8. **Selection and allotment**:- The selection and allotment of candidates for the appointment to the category(ies)to.....constituted in rule 2 above, by promotion/by transfer/ by recruitment by transfer or by direct recruitment, shall be made by the(Here mention the name of the HOD in the case of State Service Officer/Second level officer in the case of Sub-ordinate Service Officers)

9. **Preparation of annual list of approved candidates and crucial date** :- A list of approved candidates for appointment to the posts by promotion, by transfer and by recruitment by transfer shall be prepared annually and the crucial date on which the candidates should have acquired the prescribed qualifications shall be the of every year. (Here mention the date and month on which the crucial date to be fixed)

10. **Method of direct recruitment**:- Appointment by direct recruitment to the category(ies).....shall be made from the list of approved candidates drawn up by the Tamil Nadu Public Service Commission/Teachers' Recruitment Board /Uniformed Services Recruitment Board or through Employment Exchange (Strike off whichever is not required). The list for each of the categories of(Here mention name of the post or category number) shall be drawn up separately in accordance with General Rule 22.

11. **Method of Promotion and recruitment by transfer**:- Promotion or recruitment by transfer to the category(ies).(Here mention name of the post or category No.) shall be made on grounds of merits and ability. Seniority being considered only where merit and ability are approximately equal.

12. **Reservation of Appointment**:- The rule 22 of General rules for Tamil Nadu State and Subordinate Service shall apply to all category of posts for which candidates are appointed by direct recruitment.

13. **Seniority** :- The seniority of a person in the category of..... (Here mention the name of the post) appointed by promotion from the category of(Here mention the name of the feeder category post as prescribed in rule 3 above) appointed by transfer or recruitment by transfer from the category of..... (Here mention the name of the post as prescribed in rule 3 above)

shall be determined with reference to the rank obtained by them in the list of approved candidates drawn by the competent authority.

14. **Unit of operation**:- A separate clause in this regard shall be added wherever necessary.

15. **Pay** :- There shall be paid to the holder of the post a monthly pay calculated in the pay band of Rs..... with Grade pay of Rs.....

16. **Saving Clause** :- Provision of saving clause to safe guard the persons who are already holding the post has to be examined in great detail with specific reasons.

Note :- The other clauses that are considered by the Department to be included in the rules may also be included by the Department with proper justification

To

- 1) The Director of Stationery and Printing, Chennai - 79
(for publication of the Notification in the Tamil Nadu Government Gazette.)
- 2) Other relevant address entries.

/True copy/

N. Rajaguru
SECTION OFFICER
banu