

GOVERNMENT OF TAMIL NADU

ABSTRACT

Public Services - Tamil Nadu Ministerial Service -
Temporary posts of Private Secretary and Personal
Assistant to the Commissioner of Land Reforms - Ad-hoc
Rules - Issued.

Revenue Department

G.O.No.375

Dated the 8th March, 1988
Read the following:-

1. G.O.No.723, Revenue, dated 26/3/81.
2. From the Special Commissioner and Commissioner of Land Reforms - Letter No.No.A1/4 2784/84 (ULT), dated 28.10.86.
3. From the Special Commissioner and Commissioner of Land Reforms - Letter No.A1/4 2784/84 (ULT), dt.27.3.87.
4. From the Tamil Nadu Public Service Commission Letter No.7315/BAI/87, dated 29.9.87.
5. From the Tamil Nadu Public Service Commission Letter No.7315/BAI/87, dt.16.12.87.

ORDER:

In the G.O. first read above, the Government sanctioned the posts of one Steno-typist in the grade of primary grade of Superintendent and one Steno-typist in the grade of Assistant and designated as Private Secretary and Personal Assistant to the Commissioner of Land Reforms respectively in lieu of the existing posts of Steno-typists in the grade of Assistant and Junior Assistant. The Special Commissioner and Commissioner of Land Reforms has sent draft ad-hoc rules for the posts of Private Secretary and Personal Assistant. The Government, after careful consideration, have approved the draft ad-hoc rules for the posts of Private Secretary and Personal Assistant to the Commissioner of Land Reforms with the following modifications.

The appended notifications will be published in Tamil Nadu Government Gazette.

(By Order of the Governor)

R. Kirubhakaram,
Commissioner and Secretary to Government.

Special Commissioner and Commissioner of Land Reforms,

/True copy/

APPENDIX
NOTIFICATION-I

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 rules:-

2. The rules hereby made shall come into force on the 9th March, 1988.

RULES

The General and the Special Rules applicable to the holders of the permanent posts in category-I in the Tamil Nadu Ministerial Service shall apply to the holders of the temporary post of Private Secretary to the Commissioner of Land Reforms in the Land Reforms Department subject to the modifications specified in the following rules:

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

3.APPOINTMENT: Appointment to the post shall be made by promotion from among the holders of the posts of Personal Assistants working in the offices of the Director of Land Reforms, Director of Urban Land Ceiling and Urban Land Tax and the Commissioner of Agricultural Income-tax.

Provided that the Personal Assistant to be appointed to the post of Private Secretary shall exercise an option to continue in the post of Private Secretary. If such option is exercised, it shall be final and his name shall not be considered for the post of Superintendent.

4.APPOINTING AUTHORITY: The appointing authority for the post shall be the Commissioner of Land Reforms.

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

- 1) must have put in not less than ten years of service in the category of Steno-typists and/or Personal Assistant in the offices of the Director of Land Reforms, Director of Urban Land Ceiling and Urban Land Tax and the Commissioner of Agricultural Income-tax;
- 11) must have passed the Government Technical Examination in Typewriting both by Higher Grade in Tamil and in English;

iii) must have passed the Government Technical Examination in Shorthand both in English and in Tamil; and

iv) must have passed Revenue Tests, Parts I, II and III.

6. **PAY:** There shall be paid to the holders of the post a monthly pay calculated in the scale of pay of Rs. 905-45-1445-50-1545 with Special Pay according to orders in force.

NOTIFICATION - II

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 rules:

2. The rules hereby made shall come into force on the 8th March, 1982.

RULES

The General and Special Rules applicable to the holders of the permanent posts in category-12 in the Tamil Nadu Ministerial Service shall apply to the holder of the temporary post of Personal Assistant to the Commissioner of Land Reforms in the Land Reforms Department subject to the modifications specified in the following rules:

2. **CONSTITUTION:** The post shall constitute a separate category in the said service.

3. **APPOINTMENT:** Appointment to the post shall be made by promotion from among the holders of the posts of Steno-typist working in the offices of the Director of Land Reforms, Director of Urban Land Ceiling and Urban Land Tax and the Commissioner of Agricultural Income Tax.

4. **OPTION:** Provided that such Steno-typist shall exercise option to continue in the post of Personal Assistant. Once option is exercised, it shall be final and his name shall not be considered for the post of Personal Assistant.

4. **APPOINTING AUTHORITY:** The appointing authority for the post shall be the Commissioner of Land Reforms.

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

i) must have put in not less than five years of service as Steno-typist in the offices of

...4...

the Director of Land Reforms, Director of Urban Land Ceiling and Urban Land Tax and the Commissioner of Agricultural Income Tax;

ii) must have passed the Government Technical Examination in Typewriting by Higher Grade both in Tamil and in English;

iii) must have passed the Government Technical Examination in Shorthand by Higher Grade both in Tamil and in English; and

iv) must have passed Revenue Acts, Parts I, II and III.

6. PAY: There shall be paid to the holders of the post a monthly pay calculated in the scale of pay of Rs.705-20-745-25-845-35-1230, with special pay according to the order in force.

/True copy/

For Director of Land Reforms.