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CLASS – XII

1. Constitution:- This class shall consist of the following categories of Officers, namely:-

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Category 2- Under Secretaries to Government.

Category 3- Section Officers.

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Category 4- Private Secretaries.

Category 5- Accountant.

Category 6- Librarian, Secretariat Library.

2. Appointment.- (a) appointment to the category specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in Column (2) thereof:

THE TABLE

Category -1-	Method of appointment -2-
1. Deputy Secretary to Government in all Departments other than Law and Finance.	By promotion from category 2 from any department other than Law and Finance Departments.
Deputy Secretary to Government in Law Department.	(i) By promotion from category 2 in the Law Department; or (ii) for special reasons by recruitment by transfer from any other class or service: Provided that where appointment as Deputy Secretary is made from among the Members of the Tamil Nadu State Judicial Service, the Members shall be of the rank of a subordinate Judge; or (iii) for special reasons, by direct recruitment.
2. Under Secretaries to Government in all the Departments other than Law and Finance.	(i) By promotion from category 3 in any Department other than Law and Finance ; or (ii) If the Government so direct, by recruitment by transfer from any other service which the Government may specify.

- Under Secretary to Government in the Law Department.
- (i) By promotion from category 3 in the Law Department;
or
- (ii) By promotion from category 3 in any other department of Secretariat;
or
- (iii) If the Government so direct:-
- (a) By recruitment by transfer from the Tamil Nadu State Judicial Service;
or
- (b) By direct recruitment.
- Under Secretary to Government in the Finance Department.
- By promotion from among the holders of the post of Section Officer in the Finance Department in the Category 3 (Vide G.O. Ms.No.629, Finance (OP.I) Department, dated 22.7.94)
3. Section Officers in any department other than Law and Finance Departments.
- (i) By recruitment by transfer from among the holders of the post of Assistant Section Officer of the Tamil Nadu Secretariat Service in any Department other than Law and Finance;
or
- (ii) If the Government so direct, by recruitment by transfer from any other service, which the Government may specify.
- Section Officers in the Law Department.
- (i) By recruitment by transfer from among the Assistant Section Officers in the Law Department of the Tamil Nadu Secretariat Service;
or
- (ii) By recruitment by transfer from among the Assistant Section Officers in any other Department of the Tamil Nadu Secretariat Service;
or
- (iii) If the Government so direct-
- (a) By recruitment by transfer from any other service;
or
- (b) By direct recruitment.
- Section Officers in the Finance Department.
- By recruitment by transfer from among the Assistant Section Officers in the Finance Department in the Tamil Nadu Secretariat Service;

- Category 3- (a) Section Officers (Bills) of erstwhile
Central Cash Bureau
- (deleted vide G.O. Ms. No.113
P&AR (C) Department,
dated 07-05-2007)
4. Private Secretaries in any department
other than the
Finance Department.
- Private Secretaries in the
Finance Department.
- By recruitment by transfer from
among the Personal Assistants of
the Tamil Nadu Secretariat Service
in any department other than the
Finance Department.
- By recruitment by transfer from
among the Personal Assistants of
the Tamil Nadu Secretariat Service
in the Finance Department. (vide
G.O.Ms.No.620, P&AR (Per-H),
dated 24.5.1979.
5. Accountant in Information and Tourism
Department.
- (i) By recruitment by transfer from
among the holders of the post of
Accountant-cum-Cashiers in the
Information and Tourism
Department in the Tamil Nadu
Secretariat Service; or
- (ii) If no qualified and suitable person
is available for appointment by the
method in item (i) above, by
recruitment by transfer from among
the holders of the post of
Accountant, Tamil Arasu in the
Information and Tourism
Department in Tamil Nadu
Secretariat Service; or
- (iii) If no qualified and suitable person
is available for appointment by the
method in items (i) and (ii) above
by recruitment by transfer from
among the holders of the post of
Upper Division Accountant in the
Information and Tourism
Department or Assistant Section
Officer in the Tamil Nadu
Secretariat Service; or
- (iv) By recruitment by transfer from any
other service.
6. Librarian, Secretariat
Library
- (i) By recruitment by transfer from
among the holders of the post of
Assistant Librarian, Secretariat
Library in the Tamil Nadu
Secretariat Service;
or
- (ii) By direct recruitment;
or
- (iii) By recruitment by transfer from any
other service.

- (b) Appointment to the category of Under Secretaries to Government in the Service shall be made from the panels approved by the Government and to the category of Section Officers shall be made from the panels approved by the Secretary to Government in-charge of Personnel and Administrative Reforms Department containing the names of eligible officers of the respective feeder categories.
- (ba) Appointment to the category of Under Secretary to Government, Finance Department in the Service shall be made from the Panels approved by the Government and to the Category of, Section Officers shall be made from the panels approved by the Secretary to Government, Finance Department containing the names of eligible officers from the feeder category.
- (bb) Appointment to the category of Private Secretaries shall be made from the panels approved by the Secretary to Government in-charge of the Personnel and Administrative Reforms Department containing the names of eligible officers of the respective feeder categories.
- (bc) Appointment to the category of Private Secretary in Finance Department shall be made from the panels approved by the Secretary to Government, Finance Department containing the names of eligible officers of the respective feeder categories.
- (c) Selection of names for the panels for appointments to the service shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
- (d) (i) The panel of Under Secretaries fit for appointment as Deputy Secretaries shall be submitted for the approval of the Government and shall be prepared or revised in the month of April every year;
- (ii) The panel of Section Officers fit for appointment as Under Secretaries shall be submitted for the approval of the Government and shall be prepared or revised in the month of September every year;
- (iii) The panel of Assistant Section Officers fit for appointment as Section Officers shall be submitted for the approval of the Secretary to Government, Personnel and Administrative Reforms department and shall be prepared or revised in the month of June every year; and
- (iv) The panel of Personal Assistants fit for appointment as Private Secretary shall be submitted for the approval of the Secretary to Government, Personnel and Administrative Reforms Department and shall be prepared or revised in the month of September every year.
- (e) The following procedure shall be followed in drawing up the panel of Section Officers for appointment as Under Secretaries to Government in departments other than Law and Finance:-
- (i) Each of the Secretaries to Government in Departments other than Law and Finance shall send to the Secretary to Government in-charge of the Personnel and Administrative Reforms Department the names of all eligible Section Officers in his Department as on 1st September together with their personal files and his recommendations as to their suitability for appointment as Under Secretary. For the purpose of this rule, Joint Secretary or Deputy Secretary as the case may be in Public Department shall be deemed to be the Secretary of that department, provided that on and from the 6th November 1978 the above work shall be attended to by the Personnel and Administrative Reforms Department.
- (ii) The Secretary to Government in-charge of the Personnel and Administrative Reforms Department shall scrutinise all the personal files aforesaid and the communications of the Secretaries under clause (i) and forward his recommendations to the Tamil Nadu Public Service Commission. The recommendations of the Secretary to Government in-charge of Personnel and Administrative Reforms Department shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
- (ii) The Tamil Nadu Public Service Commission shall forward a list, arrange in the order of merit of Section Officers whom it consider suitable for appointment as Under Secretary and that list approved by the State Government shall be the panel of Section Officers eligible for appointment as Under Secretaries.

- (f) The panel of Section Officers for appointment as Under Secretaries to Government in the Law and Finance Departments shall be drawn up by the Government in consultation with the Tamil Nadu Public Service Commission.
- (g) The following procedure shall be followed in drawing up the panel of Assistant Section Officers for appointment as Section Officers in departments other than Law and Finance:-

- (i) Each of the Secretaries to Government in departments other than Law and Finance shall send to the Secretary to Government in-charge of Personnel and Administrative Reforms Department the names of all eligible Assistant Section Officers in his department together with their personal files and his recommendations as to their suitability for appointment as Section Officers.

For the purpose of this rule, the Joint Secretary or Deputy Secretary as the case may be in the Public Department shall be deemed to be the Secretary of that Department;

Provided that whenever a list of Assistant Section Officers in the order of seniority under the one unit scheme in the departments of Secretariat other than Law and Finance is communicated to the Departments for the purpose of preparation of panel, the particulars and recommendations aforesaid shall be furnished by the Secretaries concerned.

- (ii) The panel shall be drawn up and the names therein shall be arranged in the order of preference by the Secretary to Government in-charge of Personnel and Administrative Reforms Department.
- (iii) The allotment of Section Officers to various departments shall be made by the Personnel and Administrative Reforms Department and after such allotment is made, actual appointment orders shall be issued by the Secretaries to Government in the Departments concerned.
- (gg) The panel of Assistant Section Officers for appointment as Section Officers in the Law and Finance Departments shall be drawn up and the names therein shall be arranged in the order of preference by the respective Secretary to Government.

- (ggg) (1) The following procedure shall be followed in drawing up the panel of Personal Assistants for appointment as Private Secretaries in departments other than Finance:-

(i) Each of the Secretaries to Government in the departments other than Finance shall send to the Secretary to Government in-charge of Personnel and Administrative Reforms Department the names of all eligible Personal Assistants in his department together with the Personal files and his recommendations as to their suitability for appointment as Private Secretaries. For the purpose of this rule, the Joint Secretary to Government or Deputy Secretary to Government as the case may be, in the Public Department shall be deemed to be the Secretary of that department.

(ii) The panel shall be drawn up and the names therein shall be arranged in the order of preference by the Secretary to Government in-charge of Personnel and Administrative Reforms Department (G.O.Ms.No.480, Personnel and Administrative Reforms (Per.H), dated 25th August 1989).

(iii) The allotment of Private Secretaries to various Departments shall be made by the Personnel and Administrative Reforms Department and after such allotment is made actual appointment orders shall be issued by the Secretaries to Government in the Departments concerned.

- (2) The Joint Secretary to Government in the Finance Department shall prepare the panel of Personal Assistants fit for appointment as Private Secretaries in the Finance Department.

(h) The strength of permanent and temporary posts of Under Secretaries and Section Officers shall be for each of the cadre as a whole for the entire Secretariat except Law and Finance and posts need not be earmarked for a particular department. The strength of permanent and temporary posts of Private Secretaries shall be for the cadre as a whole for all Departments of Secretariat, except the Finance Department and the posts need not be earmarked for a particular department.

(i) The cadres shall be administered by the Public Department which will make all postings and transfers.

Provided that on and from the 6th November 1978, the above work shall be attended to by the Personnel and Administrative Reforms Department.

- 2A. Appointing Authority:-** The appointing authority for the post of Accountant in the Information and Tourism Department shall be the Director of Information and Public Relations.
- 2AA. Appointing Authority:-** The Secretary to Government of the Department concerned shall be the appointing authority in respect of Section Officers and Private Secretaries.
- 2B. Appointing Authority:-** The appointing authority for the post of Librarian, Secretariat Library shall be the Additional Secretary or Joint Secretary or Deputy Secretary to Government as the case may be, in the Public Department.
- 3. Qualification:-** No person shall be eligible for appointment to the category specified in column (1) of the Annexure, by the method specified in the corresponding entry in column (2), unless he possesses the qualifications specified in the corresponding entry in column (3) thereof.
- 4. Probation in any department other than Law:-** Every person appointed to category 2 or 3 in any department other than Law by recruitment by transfer shall from the date on which he joins duty be on probation for a total period of one year on duty within a continuous period of two years.
- 5. Probation in the Law Department:-** Every person appointed to Category 2 or 3 in the Law Department otherwise than by promotion or by direct recruitment shall from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years. Every person appointed to Category 1,2 or 3 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.
- 5-A. Probation for category 4:-** Every person appointed to category 4 shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.
- 5-B. Probation for category 5:-** Every person appointed to category 5 shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.
- 5-C. Probation for category 6:-** Every person appointed to category 6 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 category 6 by recruitment by transfer shall, from the date on which he joins duty, be on probation for a total period of one year on duty, within a continuous period of two years.

- 6. Unit of appointment:-** The provisions of General Rules 7, 8 and 31 (a) governing the discharge and re-appointment of probationers and approved probationers and appointment of full members shall apply.

- (1) to categories 1, 2 and 3 (except in Law and Finance) all departments of the Secretariat being treated as a single unit for this purpose; and
- (2) to categories 1, 2 and 3 in the Law Department and categories 2 and 3 in the Finance Department, each Department being treated as a single unit for this purpose;

Provided that for the purpose of appointment to category 3 in the departments of the Secretariat other than Law and Finance, reversion for want of vacancies, re-appointment of probationers and approved probationers and appointment of full members therein the Government shall, notwithstanding any-thing contained in these rules or in the General Rules have power to determine in such manner as they deem fit the seniority in the category of Section Officer.

- (i) Assistants promoted on or after the 9th June, 1964 as Superintendents in the Tamil Nadu Secretariat Service in the departments of the Secretariat other than Law and Finance irrespective of the period of service rendered by them as such Superintendents (redesignated as Section Officers) with effect on and from the 13th June, 1973.

(ii) Assistants promoted before the 9th June, 1964 as Superintendents in the departments (other than Law and Finance) of the Secretariat, if the total period of service rendered by them as Superintendents (re-designated as Section Officers with effect on and from the 13th June, 1973) is on the 17th October 1968 less than one year.

(3) to category 4 all departments of Secretariat, except the Finance Department being treated as a Single Unit and the Finance Department being treated as a separate unit for this purpose.

7. Tenure of appointment of Deputy Secretary in Law Department or of Under Secretary or Section Officers of any department (including Law Department recruited by transfer from any service other than the Tamil Nadu Secretariat Service).-

(1) Appointment of a Member of any service other than the Tamil Nadu Secretariat Service to categories 1,2 and 3 in the Law Department or to category 2 or category 3 in any other Department shall be for such a period as the Government may consider necessary.

(2) A member of any service other than the Tamil Nadu Secretariat Service appointed to any of the categories 1, 2 and 3 in the Law Department or to category 2 or category 3 in any other department shall not, by reasons only of such appointment cease to be a member of the service from which he was appointed nor shall such appointment confer on him any claim to substantive appointment as Deputy Secretary or an Under Secretary or a Section Officer in the Law Department or as an Under Secretary or a Section Officer in any other department or appointment thereto in any subsequent acting or temporary vacancy.

8. Non-applicability of certain General Rules:- For appointment to category 1 in the Law Department, rules 5 and 6 of the General Rules shall not apply.

9. Savings:-(1) Nothing contained in these rules shall adversely affect any person who was appointed to category 3 in the departments of the Secretariat including Law and Finance before the date of publication of these rules of the rights and privileges to which he was entitled under any rules or orders applicable to him before that date including probation and right to re-appointment or confirmation.

(2) All appointments made and all matters done, disposed of or orders issued thereto in respect of category 3 from the 13th June 1973 upto the date of publication of these rules in the Tamil Nadu Government Gazette shall be deemed to have been made, done disposed of or issued by the competent authority in accordance with the provisions of these rules.

ANNEXURE
(Referred to in rule 3)

Category (1)	Method of appointment (2)	Qualification (3)
1. Deputy Secretary in any department other than Law and Finance	Promotion	<p>(i) Must have been on duty for not less than 2 years in the category of Under Secretary in one or more of the Departments of the Secretariat other than Law and Finance;</p> <p>(ii) Must have undergone the District training; for period of not less than fifty two weeks in the category of Under Secretary to Government.</p> <p>Provided that those who have undergone District Training for a period of twenty six weeks in the category of Under Secretary to Government shall be eligible for promotion as Deputy Secretary to Government, if they had undergone District Training for a period of twenty Six weeks in the category of Section Officer or optional District Training for a period of fifty weeks in the category of Section Officer (w.e.f . 8.2.1996)</p> <p>G. O. (Ms) 83, P&AR (Q) department, dated 8.2.1996.</p> <p>"Provided further that those who have got a left over service of three Years before retirement shall compulsorily undergo district training subject to availability of vacancies in districts for district training and fulfilment of other conditions prescribed for district training".</p> <p>(2) In the second proviso to item (ii), as so added, for the words "three years", the words "two years" shall be substituted:</p> <p>(3) in the second proviso to item (ii), as so amended, for the words "two years" the words "one year". Shall be substituted;</p> <p>(G.O. Ms. No. 76,P&AR (c) Department, dated. 21.05.2010)</p> <p>(iii) Must have an outstanding record and ability to work as Deputy Secretary even in a department other than that in which he had been working, prior to his inclusion in the panel.</p>

Explanation.-The Services rendered by an Under Secretary on foreign service, or on deputation, or on other duty shall count for reckoning the qualifying period of two years of service as Under Secretary, subject to the condition that only such period or periods during which he would have held the post of Under Secretary in the

			<p>Secretariat, but for his being away in another establishment shall be taken into account for purposes of calculating the required period of service.</p>
Deputy Secretary in Law Department.	Promotion or recruitment by transfer or direct recruitment	(i)	<p>Must hold a degree in Law of any University recognised by the University Grants Commission for the purpose of its grant;</p>
		(ii)	<p>Must have passed the Apprentices Examination of the Madras High Court or the Examination in Law of Practice and Procedure conducted by the Madras Bar Council; and</p>
		(iii)	<p>If recruited direct must not complete or must not have completed 40 years of age on the first day of July of the year in which the selection for appointment is made:</p> <p>Provided that for promotion and for recruitment by transfer must have an outstanding record and ability to work as Deputy Secretary in the Law Department.</p>
2.Under Secretary in any department other than in Law and Finance	Promotion	(i)	<p>Must have rendered service for a period of not less than two years in the category of Section Officers in the Departments of Secretariat other than Law and Finance.</p>
		(ii)	<p>Must have undergone District Training for a period of twenty Six weeks in the category of Section Officers;</p> <p>Provided that the Section Officers who have already undergone optional District Training for fifty weeks shall not be required to undergo the said training (w.e.f. 1.1.96)</p> <p>G.O. (Ms) No. 83, P& AR (Q) Department, date 8.2.1996</p> <p>“Provided further that those who have got a left over service of three years before retirement shall compulsorily undergo district training subject to availability of vacancies in districts for district training and fulfilment of other conditions prescribed for district training”.</p> <p>(5) In the second proviso to item (ii) as so added, for the words “three years”, the words “two years” shall be substituted. (Vide G.O. Ms. No. 76, P&AR (c) Department dated 21-05-2010)</p>
	Recruitment by transfer		<p>Must have had previous experience in dealing with some of the subjects with which he will deal as Under Secretary.</p>
Under Secretary in Finance Department	Promotion from among the holders of the post of Section Officer in the Finance Department in Category 3.	(i)	<p>Must have worked as Section Officer in the sections dealing with matters relating to Budget for a period of not less than one Budget session.</p>

Under Secretary in Law Department	Promotion or recruitment by transfer or direct recruitment	<p>(ii) Must have undergone District Training for period at six months (Vide G.O. Ms. No. 138, P&AR (c) Department, dated. 20.09.2010</p>
		<p>(i) Must hold a degree in Law of any University recognised by the University Grants Commission for the purpose of its grant; and</p>
		<p>(ii) Must have passed the Civil and Criminal Judicial Test for members of the Judicial Department, Parts I and II:</p>
		<p>Provided that persons who have passed the Apprentices Examination of the Madras High Court or the Examination in the Law of Practice and Procedure of the Madras Bar Council or the B.L. Degree examination with procedural codes, as subjects need not pass the two tests referred to above:</p>
		<p>Provided further that nothing contained in this clause shall adversely affect any person holding the post of Under Secretary in Law Department on the 30th August 1976:</p>
		<p>Provided also that for direct recruitment, the candidates must not complete or must not have completed 35 years of age on the first day of July of the year in which the selection for appointment is made:</p>
		<p>Provided also that for promotion from Section Officer in the departments other than Law, the candidates must have had previous experience in dealing with some of the subjects with which he will deal as Under Secretary in the Law Department.</p>
3. Section Officers in any department other than Law and Finance	Recruitment by transfer from the Assistant Section Officer in the Tamil Nadu Secretariat Service in any Department other than Law and Finance	Must have rendered service for a period of not less than six years in the category of Assistant Section Officer in the departments of Secretariat other than Law and Finance.
	Recruitment by transfer from any other service other than the Tamil Nadu Secretariat Service	<p>(i) Must hold a degree of any University recognised by the University Grants Commission for the purpose of its grant;</p> <p>(ii) Must have had previous drafting experience for not less than seven years in the service in which he is working; and</p> <p>(iii) Must have had previous experience in dealing with some of the subjects with which he will deal as Section Officer.</p>
		<p>Provided that for appointment in Revenue department, should possess the following qualifications also, namely:-</p>

Section Officer in the Finance Department	Recruitment by transfer from among the holders of the Post of Assistant (now Assistant Section Officer with effect from the 30 th November 1984) in the Finance Department in the Tamil Nadu Secretariat Service.	<p>(a) Must have passed Revenue Test Parts I, II and III or the Old Revenue Test;</p> <p>(b) Must have undergone the Survey Training prescribed for Revenue Inspector; and</p> <p>(c) Must have rendered service for not less than one year as a Revenue Inspector in-charge of a firka or with a settlement party.</p>
Section Officers in the Law Department	Recruitment by transfer or direct recruitment	<p>(i) Must hold a degree in Law of any University recognised by the University Grants Commission for the purpose of its grant;</p> <p>(ii) Must have passed the Civil and Criminal Judicial Test for members of the Judicial Department parts I and II:</p> <p>Provided that person who have passed the Apprentices Examination of the Madras High Court or the Examination in the Law of practice and procedure of the Madras Bar Council or the B.L. degree examination with procedural codes as subjects need not pass the two tests referred to above:</p> <p>Provided further that nothing contained in this clause shall adversely affect any person holding the post of Section Officer in the Law Department on the 29th March 1976;</p> <p>(iii) for direct recruitment must not complete or must not have completed thirty five years of age on the first day of July of the year in which the selection for appointment is made:</p> <p>Provided that a candidate for appointment by recruitment by transfer from the category of Assistant Section Officer in the Tamil Nadu Secretariat Service in any department other than Law must have had previous experience in dealing with some of the subjects with which he will deal as Section Officer.</p> <p>(i) Must have passed the Government Technical Examination in Tamil and English Typewriting by Higher Grade:</p> <p>(ii) Must have passed the Government Technical Examination in Tamil and English Shorthand both by the Higher Grade:</p>
Private Secretaries in all the departments including Finance	Recruitment by transfer from Tamil Nadu Secretariat Service.	<p>(i) Must have passed the Government Technical Examination in Tamil and English Typewriting by Higher Grade:</p> <p>(ii) Must have passed the Government Technical Examination in Tamil and English Shorthand both by the Higher Grade:</p>

- (iii) Must have rendered service for a period of not less than eight years as Personal Assistant in the Tamil Nadu Secretariat Service: and
- (iv) Must have passed the Secretariat Departmental Tests Parts I and II: or must have undergone the Foundational Training for a period of two months and passed the examination at the end of such Training conducted by Personnel and Administrative Reforms (Training) Department.
4. Accountant in Information and Tourism Department
- Recruitment by transfer from the Tamil Nadu Secretariat Service or any other service.
- (i) Must have passed Account Test for Subordinate Officers, Parts I and II;
- (ii) Must have had experience in accounts work for a period of not less than five years in a Government department or local bodies or Quasi-Governmental organisations.
5. Librarian, Secretariat Library.
- Recruitment by transfer from among the holders of the post of Assistant Librarian, Secretariat Library in the Tamil Nadu Secretariat Service.
- Direct recruitment or recruitment by transfer from any other service
- (i) A degree:
- (ii) A degree in Library and Information Science;
- (iii) Must have had previous experience for a period of not less than five years in maintenance and up-keeping of a Library.
- (iv) For direct recruitment must not complete or must not have completed 30 years of age on the first day of July of the year in which the selection for appointment is made.

CLASS XII-A**DEPUTY SECRETARY TO GOVERNMENT, FINANCE DEPARTMENT NOT BORNE ON THE INDIAN CIVIL ADMINISTRATIVE CADRE.**

(2) In Part II, after the rules relating to Class XII, the following heading and rules shall be inserted, namely:-

"Class XII-A Deputy Secretary to Government, Finance Department not borne on the Indian Civil Administrative Cadre".

1. Constitution:- This shall consist of the Deputy Secretary to Government, Finance Department not borne on the Indian Civil Administrative Cadre.

2. (i) Appointment:- Appointment to the post shall be by promotion from among the Under Secretaries to Government in the Finance Department.

2. (ii) Must have undergone the District Training for a period of not less than fifty two weeks in the category of Under Secretary to Government.

Provided that those who have undergone District Training for a period of twenty six weeks in the category of Under Secretary to Government shall be eligible for promotion as Deputy Secretary to Government, if they had undergone District Training for a period of twenty six weeks in the category of Section Officer or optional District Training for a period of fifty weeks in the category of Section Officer."

(Vide G.O. Ms. No. 16, Finance (OP-I) Department, dated 19.1.1998)

3. Promotion:- Promotion to the post shall be made on grounds of merit and ability, seniority being considered where merit and ability are approximately equal.

4. Probation:- Every person appointed to this post shall from the date on which he joins duty be on probation for a total period of one year on duty within a continuous period of two years.

(G.O.Ms.No.144, Fin. (Ct.) Department, dated 29.1.1955 with effect from 1.11.1953).

CLASS XII-B**JOINT SECRETARY TO GOVERNMENT, (NON-IAS) IN THE DEPARTMENTS OF SECRETARIAT OTHER THAN LAW AND FINANCE , INCLUDING PLANNING AND DEVELOPMENT DEPARTMENT NOT BORNE ON THE INDIAN CIVIL ADMINISTRATIVE CADRE.**

1. Constitution: This class shall consist of the Joint Secretary to Government (Non-IAS) in the Departments of Secretariat other than Law and Finance , including Planning and Development Department

2. Appointment: Appointment to the post shall be made by promotion from among the Deputy Secretaries to Government (Non-IAS) in the Departments of Secretariat other than Law and Finance , including Planning and Development Department

3. Promotion : Promotion to the post shall be made on grounds of merit and ability, seniority being considered where merit and ability are approximately equal.

4. Preparation of Approved List: The crucial date for preparation of approved list for the post is first September of every year .

(vide G.O.Ms.No.153, P.&A.R.(C) Department dated 19.09.2006)

CLASS XII-C

ADDITIONAL SECRETARY TO GOVERNMENT, (NON-IAS) IN THE DEPARTMENTS OF SECRETARIAT OTHER THAN LAW AND FINANCE , INCLUDING PLANNING AND DEVELOPMENT DEPARTMENT NOT BORNE ON THE INDIAN CIVIL ADMINISTRATIVE CADRE.

1. Constitution: This class shall consist of the Additional Secretary to Government (Non-IAS) in the Departments of Secretariat other than Law and Finance , including Planning and Development Department

2. Appointment: Appointment to the post shall be made by promotion from among the Joint Secretaries to Government (Non-IAS) in the Departments of Secretariat other than Law and Finance , including Planning and Development Department

3. Promotion : Promotion to the post shall be made on grounds of merit and ability, seniority being considered where merit and ability are approximately equal.

4. Preparation of Approved List: The crucial date for preparation of approved list for the post is first September of every year .

(vide G.O.Ms.No.153, P.&A.R.(C) Department dated 19.09.2006)

CLASS XII – D

Class XII – D Joint Secretary to Government (Non-IAS) in Finance and Planning , Development and Special Initiatives Departments.

1. **Constitution:-** This Class shall consist of the joint Secretary to Government (Non-IAS) in the Finance and Planning, Development and Special Initiatives Departments.
2. **Appointment:-** Appointment to the post shall be made by promotion from among the holders of the post of Deputy Secretary to Government (Non-IAS) in the Finance Department and Planning, Development and Special Initiatives Departments.
3. **Promotion:-** Promotion the post shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
4. **Preparation of Approved List:-** The crucial date of preparation of approved list for the post is first January of every Year”.

(Vide G.O. Ms. No. 549, Finance (OP-I) Department, dated 23.12.2008)
