

## **Government of Tamil Nadu**

### **Abstract**

PUBLIC SERVICES - Basic Service - Peons attached to Ministers/Parliamentary Secretaries / Chief Government Whip / Government Whip / Special Representative to Government of Tamil Nadu at New Delhi - Ad-hoc Rules - Issued.

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### **PUBLIC (ESTABLISHMENT-IV) DEPARTMENT**

G.O.Ms.No.1444

Dated: 29-8-1984

Read:

G.O.Ms.No.560, Personnel and Administrative Reforms (Personnel-F)  
dated 21-5-1980.

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### **ORDER:**

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 rules.

2. The rules hereby made shall be deemed to have come into force with effect on and from the 21st May 1980.

### **RULES**

The General and the Special Rules applicable to holders of the permanent posts in the Tamil Nadu Basic Service shall apply to the holders of the temporary posts of Peons and Chobdars attached to the Ministers, Parliamentary Secretaries, Chief Government Whip in the Assembly, Government Whip in the Council, or the Special Representative to Government of Tamil Nadu at New Delhi subject to the modifications specified in the following rules:-

2. **Constitution** - The posts shall each constitute a separate category in a distinct class of the said service.

3. **Appointment** - Appointment to the posts shall be made from among the Peons in the Secretariat or from any other Department of Government; Local Bodies, Quasi-Government Organizations or the State Government undertakings or by direct recruitment without reference to the Employment Exchange.

4. **Appointing Authority** - The appointing authority for the posts shall be the Under Secretary to Government in-charge of the Establishment in the Public Department.

5. **Service in the post counting for probation** - (a) Every person appointed to the posts from the Government service, Local Bodies, Quasi-Government Organisations or the State Government undertakings shall be entitled to count his service as such towards his probation in the Government Services, Local Bodies, Quasi-Government Organizations or the Government undertakings, as the case may be, which he held immediately before his appointment as Peon and Chobdar or in any other post in such service in which he would have acted but for his appointment as Peon and Chobdar.

(b) Every person appointed to the posts by direct recruitment shall not be regarded as probationer in the Tamil Nadu Basic Service or in any other service and his appointment as such shall not confer on him any claim for future appointment to any of those services under the Government of Tamil Nadu.

6. Tenure of appointment of direct recruits - The services of persons appointed to the posts by direct recruitment shall stand terminated when the Ministers, Parliamentary Secretaries Chief Government Whip in the Assembly, Government Whip in the Council or the Special Representative to Government of Tamil Nadu at New Delhi, as the case may be, vacate their office;

Provided that the services of such persons may also be terminated at any time by the Ministers, Parliamentary Secretary, Chief Government Whip in the Assembly. Government Whip in the Council or the Special Representative to Government of Tamil Nadu at New Delhi, as the case may be.

7. **Authority which may impose the penalties** - (a) Penalties referred to in rule 8 of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules may be imposed on the holders of the posts by the Under Secretary to Government, Public Department who is in-charge of Establishment.

(b) The appellate authority to which an appeal would lie against an order passed by the Under Secretary to Government imposing a penalty, shall be the Deputy Secretary or Joint Secretary to the Government, Public Department.

8. **Pay** - There shall be paid to the holders of the posts, a monthly pay calculated in the scale of Rs.250-5-330-10-400 with Class I Special Pay of Rs.50/- per month.

**(BY ORDER OF THE GOVERNOR)**

**K.CHOCKALINGAM,**

**CHIEF SECRETARY TO GOVERNMENT.**

To

The Director of Stationery and Printing, Madras-1 for publication  
of the Notification in the Tamil Nadu Government Gazette (2 copies)

The Accountant General, Madras-9

The Sub Pay and Accounts Officer, Madras-9

The Personnel and Administrative Reforms (Per-F) Department, Madras-9

The Personnel and Administrative Reforms (FR) Department, Madras-9.

The Finance Department, Madras-9

**/ Forwarded / By order /**

**S.G.SECTION OFFICER.**

**Copy of:**

**GOVERNMENT OF TAMIL NADU  
A B S T R A C T**

Public Services - State and Subordinate Services - Senior Personal Assistants & Junior Personal Assistants to Ministers - Adhoc rules - Issued.

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Public (Establishment - IV) Department.

G.O.Ms.No.139

Dated : 27.1.1989

Read:-

1. G.O.Ms.No.2085, Public (Services) dated 9.7.1947.
2. G.O.Ms.No.863, Public (services) dated 9.4.1948

**ORDER:**

In G.O.Ms.No.863, Public (Services) dated 9.4.1948 adhoc rules were issued for the post of Personal Assistants and Personal Clerks to Ministers. The posts of Personal Assistants and Personal Clerks to Ministers have been redesignated as Senior Personal Assistants and Junior Personal Assistants. Subsequently there have been many changes in the scales of pay of the posts during the past many years. Normally, the Senior Personal Assistants to Ministers are appointed from among the Section Officers in the Secretariat. The posts of Section Officer have since been included in the Tamil Nadu General Service. It has, therefore, become necessary to reissue these rules afresh incorporating all those changes. Therefore, in supersession of the adhoc rules issued in the Government order second read above and published in Part I of the Government Gazette No.16 dated 27.4.48 under Notification No.47. the following rules are issued for the posts of Senior Personal Assistants and Junior Personal Assistants to Ministers.

2. The following notifications will be published in the Tamil Nadu Government Gazette:-

**NOTIFICATION - I**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Tamil Nadu in supersession of the rules published with the Public Department Notification No. 47 of 1948 dated the 9th April 1948 at pages 351-352 of Part (I) of the Tamil Nadu Government Gazette dated the 27th April 1948 as subsequently amended, hereby, makes the following rules:-

2. The rules hereby made shall come into force on the 27th January 1989.

## RULES

The General and the Special Rules applicable to holders of the permanent posts in Class XII of the Tamil Nadu General Service shall apply to the temporary post of Senior Personal Assistants to Ministers, subject to the modifications specified in the following rules:-

2. Constitution:- The post shall constitute a distinct class in the Tamil Nadu General Service.

3. Appointment:- Appointment to the posts shall be made.

i) By transfer from among full member or approved probationers in the category of Section Officer;

Provided that in Special cases appointment to the posts be made by transfer from any other class or category or by recruitment by transfer from any other service; or

ii) by direct recruitment including recruitment from the service of any local authority.

4. Appointing authority - The appointing authority for the post shall be the Additional Secretary to Government or Joint Secretary or the Deputy Secretary to Government as the case may be who is in charge of establishment in the Public Department;

Provided that the selection of candidates for appointment to the posts shall also be made by the Ministers concerned.

5. Probation - A person recruited from Government Service or local authority and appointed as Senior Personal Assistant shall count his services as much towards his probation in the post in the Government Service or in the local authority which he held immediately before his appointment as Senior Personal Assistant or in any other post in such service in which he would have acted to the extent he would have acted in such post but his appointment as Senior Personal Assistant.

A Person appointed to the post by direct recruitment as Senior Personal Assistant shall not be regarded as probationer in the Tamil Nadu General Service or in any other service and their appointment as such shall not confer on them any claim for future appointment to any of those services under the Government of Tamil Nadu.

6. Pay - (1) There shall be paid to the holders of the post of senior Personal Assistant a monthly pay calculated in the scale of Rs.1160-50-1460-70-1950 permensem plus a duty Special pay of Rs.200/- permensem or the scale

applicable to him in his regular line plus special pay of Rs.200/- permensem whichever is advantageous to the individual.

ii) the holders of the post shall be paid the special pay for shorthand and typewriting according to their qualification subject to the conditions laid down by the Government in this regard.

iii) The Senior Personal Assistants shall also be eligible for a conveyance allowance of Rs.50/- per mensem if they do not maintain a scooter or motor cycle and Rs.80/- per mensem if they maintain a scooter or motor cycle.

7. Tenure - The services of persons recruited directly shall be terminated when the Minister concerned vacates Office;

Provided that services of sch persons may also be terminated at any time by the Minister concerned.

8. Penalties - (i) The penalties referred to in rule 8 of the Tamil Nadu Civil Services (Classification control and Appeal) rules may be imposed on the holders of the posts by the Additional Secretary to Government or Joint Secretary to Government or the Deputy Secretary to Government as the case may be in charge of establishment in the Public Department,

ii) The appellate authority against an order of the said Additional Secretary to Government or Joint Secretary to Government or the Deputy Secretary to Government as the case may be in charge of establishment imposing a penalty shall be the Chief Secretary to Government of Tamil Nadu.

9. Savings - Nothing contained in these rules shall adversely affect any person holding the post on the date of coming into force of these rules.

## **NOTIFICATION - II**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Government of Tamil Nadu in supresession of the rules published with the Public Department Notification No.S.R.O. 47 of 1948 dated the 9th April 1948 at pages 351-352 of Part (I) of the Tamil Nadu Government Gazetted dated the 27th April 1948 as subsequently amended hereby makes the following rules:-

2. The rules hereby made shall come into force on the 27th January 1989.

## **RULES**

The General and Special Rules applicable to holders of the permanent posts in the Tamil Nadu Secretariat Service shall apply to the temporary posts of Junior personal Assistant to Ministers subject to the modification specified in the following rules:-

2. Constitution:- The post of Junior Personal Assistant to Minister shall constitute a distinct Class in the Tamil Nadu Secretariat Service.

3. Appointment - Appointment to the post of Junior Personal Assistants shall be made -

i) by transfer from the full members or approved probationers in the category of Assistants now redesignated as Assistant Section Officer or any other category in the Tamil Nadu Secretariat Service; or

ii) by recruitment by transfer from any other service; or

iii) by direct recruitment.

4. Appointing Authority - The appointing authority for the post shall be the Additional Secretary to Government or Joint Secretary to Government or Deputy Secretary to Government as the case may be who is incharge of establishment in the Public Department.

Provided that the selection of candidates for appointment to the posts shall also be made by the Ministers concerned.

5. Probation - A person recruited from Government Service or local authority and appointed as Junior Personal Assistant shall could his service as such towards his probation in the post in the Government Service or in the local authority which he held immediately before his appointment as Junior Personal Assistant or in any other post in such service in which he would have acted to the extent he would have acted in such post but for his appointment as Junior Personal Assistant.

A person appointed to the post by direct recruitment as Junior personal Assistant shall not be regarded as probationers in the Tamil Nadu Secretariat Service or in any other service and their appointment as such shall not confer on them any claims for future appointment to any of those services under the Government of Tamil Nadu.

6. Tenure -The Services of persons recruited directly shall be terminated, when the Minister concerned vacates office.

Provided that services of such persons may also be terminated at any time by the Minister concerned.

7. Penalties - (i) The penalties referred to in rule 8 of the Tamil Nadu Civil Services (Classification Control and Appeal) Rules may be imposed on the holders of the posts by the Additional Secretary to Government or Joint Secretary to Government or Deputy Secretary to Government as the case may be who is incharge of establishment in the Public Department.

ii) The appellate authority against an order of the said Additional secretary to Government or Joint secretary to Government or the Deputy Secretary to Government imposing a penalty shall be the Chief Secretary to Government of Tamil Nadu.

8. Pay - (1) There shall be paid to the holder of the posts -

(i) If recruited direct, a monthly pay calculated in the scale of Rs.780-35-1025-40-1385 permensem or the scale as applicable to the Assistant Section Officers in Secretariat from time to time plus the Special pay of Rs.100/- per month.

(ii) If appointed otherwise, a pay in the regular line or a pay calculated in the scale of Rs.780-35-1025-40-1385 whichever is more advantageous.

(2) The holders of the post shall be paid the shorthand and typewriting Special pay according to their qualification subject to the conditions laid down in G.O.Ms.No.347, Finance, dated the 16th May 1947.

(3) The Junior Personal Assistants are also eligible for a conveyance allowance of Rs.50/- per mensem if they do not maintain a scooter or motor cycle and Rs.80/- per mensem if they maintain a scooter or motor cycle.

9. Savings - Nothing contained in these rules shall adversely effect any person holding the post on the date of coming into force of these rules.

(By Order of the Governor)

M.M.RAJENDRAN  
Chief Secretary to Government.

To  
The Director of Stationery & Printing, Madras-1  
(for publication of notification in the Tamil Nadu  
Government Gazette)  
O/o. All the Ministers.  
The Accountant General, Madras-18  
The Accountant General (CAS), Madras-9  
The Pay and Accounts Officer, Madras-9  
The P& AR (Per) Madras-9  
The Finance Department, Madras-9  
The Law Department, Madras-9  
The Secretary, Tamil Nadu Public Service Commission,  
Madras-2 (with covering letter).

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// True Copy //

Sd/.....  
Section Officer.



Copy of:

**Government of Tamil Nadu**

**Abstract**

PUBLIC SERVICES - State Services - Posts of Gazetted Personal Assistants to Ministers - Adhoc rules - Issued.

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**PUBLIC (SERVICES.E) DEPARTMENT**

G.O.Ms.No.664

Dated: 23-3-1970

Read:

1. G.O.Ms.No.557, Public (Services), dated 13-3-67.
  2. G.O.Ms.No.577, Public (Services), dated 15-3-67
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**ORDER:**

The Government direct that the posts of Gazetted Personal Assistants to Ministers shall be excluded from the purview of the Tamil Nadu Public Service Commission. Necessary amendment to the Tamil Nadu Public Service Commission Regulations will be issued by the Public (Services.A) Department.

The following notification will be published in the Fort St.George Gazette:-

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Madras hereby makes the following rules:-

The rules hereby made shall be deemed to have come into force on the 6th March 1967.

**RULES**

The General and Special Rules applicable to the holders of the permanent posts in Class XII of the Madras General Service shall apply to the holders of the temporary posts of Gazetted Personal Assistants to Ministers subject to the modifications specified in the following rules.

2. **CONSTITUTION:** The posts shall constitute a distinct category in the said class of the said service.

3. **APPOINTMENT:** Appointment to the posts shall be made by transfer from among the holders of the posts of Assistant Secretaries to Government or by recruitment by transfer from Madras Civil Service (Executive Branch) or by recruitment by transfer from any other State Service.

4. **TENURE OF APPOINTMENT:** Appointment to the posts shall be for such period as the Government may consider necessary.

5. **PAY:** Holders of the posts shall draw the same pay that they drew in the post held by them prior to their appointment as Gazetted Personal Assistant, in the time scale application to the cadre from which they are drawn or the scale of pay which may be attached to the post of Gazetted Personal Assistant from time to time.

(ii) The holders of the posts shall, in addition to the above scale of pay, be paid a Class I Special Pay of Rs.150/- per month.

(iii) The holders of the posts shall also be allowed conveyance allowance at the following rates:-

(a) Rs.75/- (Rupees Seventy five only) per month in case of Officers who maintain a conveyance; and

(b) Rs.62.50 (Rupees Sixty-two and paise fifty only) in the case of Officers who do not maintain a conveyance.

**(BY ORDER OF THE GOVERNOR)**

**E.P.ROYAPPA,  
Chief Secretary to Government.**

To

The Director of Stationery and Printing, Madras-1  
for Publication of the notification in the Fort.St.George Gazette.  
The Secretary, Tamil Nadu Public Service Commission, Madras-2  
The Accountant-General, Madras-18  
The Accountant General (CAB), madras-9  
The Pay and Accounts Officer, Madras-9  
The Board of Revenue  
The Chief Secretariat (O.P.I)  
The Revenue Department,  
The Public (Services.C) Department,  
The Finance Department,  
The Public (Services.A) Department.

**// TRUE COPY //**

**Sd/-.....  
SECTION OFFICER.**

Copy of:

**Government of Tamil Nadu**

**Abstract**

PUBLIC SERVICES - State Services - Temporary post of Gazetted Personal Assistant to Ministers - Adhoc rules - Amended.

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**PUBLIC (ESTABLISHMENT-IV) DEPARTMENT**

G.O.Ms.No.704

Dated the 26th April, 1989

Read:

G.O.Ms.No.664, Public (Services-E) Department dated 23-3-1970.

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**ORDER:**

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 amendment to the rules published with the Public (Services) Department Notification S.R.O.No.A554 of 1970, dated the 23rd March 1970, at pages 543-544 of Part V of the Tamil Nadu Government Gazette dated the 3rd June 1970.

The amendment hereby made shall be deemed to have come into force on 27th January 1989.

**AMENDMENT**

In the said Rules, for the words "Gazetted Personal Assistant" wherever they occur, the words "Special Personal Assistant" shall be substituted.

(By Order of the Governor)

ASHOKE JOSHI,  
Commissioner and Secretary to Government.

To  
The Director of Stationery and Printing, Madras-2  
(for publication of notification in Tamil Nadu Government Gazette)  
Office of the Chief Minister,  
Officer of All Ministers.  
The Accountant-General, Madras-18

The Accountant General (CAB) Madras-9  
The P& AR (Per) Department, Madras-9  
The Finance Department, Madras-9  
The Law Department, Madras-9  
The Secretary,  
Tamil Nadu Public Service Commission, Madras-2  
All Departments of Secretariat,  
All Heads of Department.  
All Collectors.  
SF/SCs.

// forwarded //

Sd/-.....  
SG. Section Officer.

Copy of:

**Government of Tamil Nadu**

**Abstract**

PUBLIC SERVICES - Tamil Nadu State Services - Temporary post of Special Personal Assistant to Ministers - Adhoc Rules - Further Amended.

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**PUBLIC (ESTABLISHMENT-IV) DEPARTMENT**

G.O.Ms.No.1721

Dated 26-10-1989

Read:

- (1) G.O.Ms.No.664, Public (Services-E) Department dated 23-2-1970.
  - (2) G.O.Ms.No.704, Public (Estt.IV), dated 26-4-1989.
  - (3) From the Tamil Nadu Public Service Commission, Letter No.4280/B1/ 89, dated 26-5-1989.
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**ORDER:**

The following Notification shall 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 amendments to the adhoc rules published with the Public (Services) Department Notification S.R.O.No.A554 of 1970, dated the 23rd March 1970, at pages 543-544 of Part V of the Tamil Nadu Government Gazette, dated the 3rd June 1970.

The amendments (i) and (ii) hereby made shall be deemed to have come into force on the 1st April, 1977 and the 4th June 1979 respectively.

**AMENDMENTS**

In the said Rules, in rule 3 -

(i) for the expression " Assistant Secretaries to Government" the expression " under Secretaries to Government" shall be substituted;

(ii) for the expression "Madras Civil Service (Executive Branch)", the expression "Tamil Nadu Civil Service" shall be substituted.

(BY ORDER OF THE GOVERNOR)

R.BALAKRISHNAN,  
Joint Secretary to Government.

To

The Director of Stationery and Printing, Madra-2

(for publication in Tamil Nadu Government Gazette)

The Secretary, Tamil Nadu Public Service Commission, Madras-2

The Accountant - General, Madras-18

The Accountant-General (CAS) Madras-9

The Pay and Accounts Officer, Madras-9

The P& AR (Per.G)/(Per.M) Department, Madras-9

The Finance Department, Madras-9

The Law Department, Madras-9

Copy to:

The Office of the Chief Minister, madras-9

The Officer of all ministers, Madras-9

// TRUE COPY //

Sd/-.....  
SECTION OFFICER.