

SECTION 13

THE TAMIL NADU GENERAL SUBORDINATE SERVICE

SPECIAL RULES FOR CLASS XXII OF

TAMIL NADU GENERAL SUBORDINATE SERVICE

(Corrected up to 15th April, 2007)

CLASS XXII - RECORD ASSISTANT, RECORD CLERK, BINDER, PRESERVATION CLERK, CRAFT ATTENDER, STORES RECORD CLERK, GOLLAH, HEAD MUCHI, STAMPING SMITH

CONTENTS

Rule No.	Subjects
1	<u>Constitution.</u>
2	<u>Appointment.</u>
2-A	<u>Preparation of Annual List of Approved Candidates.</u>
3	<u>Appointing authority.</u>
4	<u>Qualification.</u>
5	<u>Probation.</u>
5-A	<u>Training.</u>
6	<u>Unit for Recruitment, Discharge, Etc.</u>
7	<u>Transfer.</u>
8	<u>Reservation of Appointments.</u>
	<u>ANNEXURE.</u>

1. Constitution :- This class shall consist of the following categories of officers:-

* CATEGORY - 1: Record Assistant.

* CATEGORY - 1A:- Record Clerks including Selection Grade Record Clerks, in the office excluding the Secretariat of State Legislature, the office of the Director of Animal Husbandry, the Government Museum, the office of the Veterinary Disease Investigation Officer (Poultry), and the Madras Veterinary College.

*[Substituted in G.O.Ms.No.156 P & AR (J) Department dt.29.8.2001 w.e.f.25th February 1974]

CATEGORY 2 :- Binder in the Tamil Nadu Archives.

CATEGORY 3:- Preservation Clerk in the Tamil Nadu Archives.

CATEGORY 4:- Craft Attenders in the Education Department.

CATEGORY 5:- Stores Record Clerks in the State Transport Department.

CATEGORY 6:- Gollah in the Court of Small Causes, Madras and in the City Civil Court, Madras in the Judicial Department.

** CATEGORY 7:- Head Muchi in the Court of Small Causes. Madras in the Judicial Department.

@ CATEGORY 8:- Stamping Smiths in the Labour Department.

*[Inserted in G.O.Ms.No.31, P&AR (J) Department, dated.11-3-1999]

**[Inserted in G.O.Ms.No.678, Pub.(Services-D) Deptt. dated.20-8-67]

@[Inserted in G.O.Ms.No.3842, Public (Services-C) Department, dated. 4-6-73].

2.Appointment:- (a) Save as otherwise provided, appointment to the several categories shall be made by direct recruitment, or for special reason, recruitment by transfer from any other class or service;

*Provided that appointment to the category of Record Assistant in all Departments other than Archives and Historical Research Department shall be made by promotion from among the holders of the post of Record Clerk;

*Provided further that appointment to the category of Record Assistant in the Tamil Nadu Archives and Historical Research Department shall be made by promotion from the holders of the posts of Preservation Clerk, Binder and Operator or from the category of Record Clerk, after obtaining their option.

Provided* also that in the case of Record Clerks in the Tamil Nadu Archives, recruitment shall be made by transfer from the category of Office Assistants in the same office, or, for special reasons, by direct recruitment:

Provided *also that in case of the Binders in the Tamil Nadu Archives, recruitment may, for special reasons, be made by promotion from the category of Record Clerk or by transfer from the category of Preservation Clerks in the same office:

Provided also in the case of gollah in the court of small causes, Madras and in the City Civil Court, Madras and Head Muchi in the Court of small causes, Madras in the Judicial Department, recruitment shall be made by transfer from the category of Office Assistants in the same office, or for special reasons, by direct recruitment.

* Substituted in G.O.Ms.No.31, P&AR (J) Department, dated. 11-3-99.

Provided that in the case of Record clerks in the office of the Returning Officer for Parliamentary and Assembly Constituencies in the Madras City (Commissioner, Corporation of Madras), recruitment shall be made by direct recruitment or by transfer from among the Record Clerks in the office of the Collector of Madras.

Provided that in the case of Stamping Smiths in the Labour Department, appointment shall be made by recruitment by transfer from among the Basic servants in the Labour Department or by direct recruitment.

Provided also that in the case of Record Clerks in the Public Department of the Tamil Nadu Secretariat, appointment shall be made by recruitment by transfer from among the holders of the posts of Office Assistant, Chowkidars and Cleaners, Watermen, Sanitary Workers, Sweepers, Scavengers and Gardeners in the Tamil Nadu Basic Service in the ratio 4:1:1.

(b) Appointment to the category of Record Clerks shall be made by recruitment by transfer from the Tamil Nadu Basic Service Or by direct recruitment on compassionate grounds.

\$2- A. Preparation Of Annual List Of Approved Candidates.

A list of approved candidates for appointment to the posts by promotion and by recruitment by transfer shall be prepared annually and the crucial date on which a candidate should be qualified shall be the 1st December of every year.

3. Appointing Authority:

The appointing authority for the category specified in column(1) of the Annexure shall be the authority specified in the corresponding entry in column(2) thereof;

#[Inserted vide G.O.Ms.No.12, P&AR (C) Department, dated.7-1-1994]

##[Substituted in G.O.Ms.No.324, P&AR(J) Department, dated. 2-9-96,w.e.f.2-9-96]

\$Inserted in G.O.Ms.No.1183, P&AR (Per.C) Dept. dt.14-12-82 w.e.f.14-12-82.

4. Qualification:

a. No person shall be eligible for appointment to the category specified in column(1) of the table below unless he possesses the qualifications specified in the corresponding entry in column(3) thereof;

TABLE

Category	Method of recruitment	Qualification
1	2	3
1.RecordClerk	Direct recruitment	(i) Must not have completed * 35 years of age in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and * 30 years of age in the case of others; and (ii) Must possess a completed S.S.L.C.
	Recruitment by transfer	(i) Must have passed the III Form in a recognised Secondary School or must possess the Indian Army I class certificate of Education or the Indian Army III class English Certificate. ** (ii) Must have completed three years of service as Basic Servant.
2.Bindery in Tamil Nadu Archives	Direct recruitment	(i) Must not have completed \$ 35 years of age in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes \$ 30 years in the case of others; (ii) Must possess technical knowledge of Binding; and (iii) Must possess a completed S.S.L.C.
	Recruitment by transfer	Must possess technical knowledge of binding

3. Preservation Clerks in Tamil Nadu Archives.	Direct recruitment	(i) Must possess adequate skill and experience in mending old records and (ii) Must Possess a completed S.S.L.C.
	\$ By recruitment by transfer	Must possess adequate skill and experience in mending old records.

* Substituted in G.O.Ms.No.419, P&AR (Per.C) Department, dated.18-7-89, with effect from 27-2-89.

4.Craft Attenders in the Education Department	Direct recruitment	(i) Must not have completed * 35 years of age in the case of candidate belonging to the Scheduled Castes and the Scheduled Tribes and * 30 years of age in the case of others; (ii) Must possess a completed S.S.L.C. and (iii) Must possess a craft certificate in spinning issued by the All India Spinners Association or by the Akila Bharat Sarva Seva Sangh, Tamil Nadu Branch; or Must possess a Government Technical Certificate in weaving or a Certificate of Instructor's course in weaving.
	Recruitment by transfer	(i) Must have passed the III Form in a recognised Secondary School or the VIII Standard Examination or must possess a Basic School Leaving Certificate issued by the Headmaster of a recognised Senior Basic School or a post Basic Lower Certificate.

* Substituted in G.O.Ms.No.419, P&AR (Per.C) Department, dated. 18-7-89 with effect from 27-2-89.

(ii) Must possess a craft certificate in spinning issued by the All India spinners Association or by the Akila Bharat Sarva Seva Sangh, Tamil Nadu Branch
or
Must possess a Government Technical Certificate in weaving or a certificate of Instructors course in weaving.

Provided that candidates possessing the Basic School Leaving Certificate issued by the Headmaster of a recognised Senior Basic School or the post Basic Lower Certificate shall not be required to possess the qualifications specified in item(ii) above

Note: Craft certificate will not be necessary in the case of professional weavers, carpenters and agriculturists appointed as craft Attenders.

5.Store Record Clerks in the Tamil Nadu State Transport Department.

Direct Recruitment

(i) Must not have completed * 35 years of age in the case of candidate belonging to the Scheduled Castes and the Scheduled Tribes and * 30 years of age in the case of others.

(ii) Must possess adequate knowledge of automobile spare parts and experience in an automobile store for atleast two years; and

(iii) Must possess a completed S.S.L.C.

Recruitment by Transfer

(i) Must possess adequate knowledge of automobile spare parts and experience in an automobile store for two years; and

(ii) Must have passed the III Form in a recognised secondary school or the VIII Standard Public examination.

* Substituted in G.O.Ms. No.419, P&AR (Per.C)Dept. dt.18-7-89 w.e.f.27-2-89.

6.Gollah in the court of small causes, Madras, and in the City Civil Court, Madras in the Judicial Department

Direct Recruitment

(i) Must not have completed * 35 years of age in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and * 30 years of age in the case of others;

(ii) Must possess a completed S.S.L.C.

Recruitment by Transfer

(i) Must have passed the III Form from a recognised secondary school or must possess the Indian Army I class certificate of Education or the Indian Army III class English Certificate.

7.Head Muchi in the Court of Small Causes Madras in the Judicial Department.

Direct Recruitment

(i) Must have not completed * 35 years of age in the case of candidate belonging to the Scheduled Castes and Scheduled Tribes and * 30 years of age in the case of others; and

(ii)Must possess a completed S.S.L.C.

* Substituted in G.O.Ms. No.419, P&AR (Per.C)Dept.dt.18-7-89 w.e.f. 27-2-89.

Recruitment by Transfer

Must have passed the III Form from a recognised Secondary School or must possess the Indian Army I class certificate of Education or the Indian Army III Class English certificate.

8. Stamping Smiths in the Labour Department.	Recruitment by Transfer	(i) Must have passed the III Form in a recognised Secondary School or must possess the Indian Army I class certificate or the Indian Army III class English certificate. *(ii) Must not have completed 45 years of age on the 1 st day of July of the year in which the selection for appointment is made.
	Direct Recruitment	(i) Must not have completed the age of # 35 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and # 30 years in the case of others; and (ii) Must possess a completed S.S.L.C.

*Introduced in G.O.Ms.No.48, P&AR (Per.C) Department, dated. 18-11-1976.

#Substituted in G.O.Ms.No.419, P&AR (Per.C) Dept., dt.18.7.89 with effect from 27.2.89.

EXPLANATION:-1

For the purpose of this rule, a person shall be deemed to possess a completed secondary school leaving certificate, if he has appeared for the S.S.L.C. Public Examination and the marks in the Public Examinations are entered in it.

EXPLANATION:-2

For the purpose of this rule, a recognised Secondary School shall mean a secondary school maintained by or opened with the sanction of the State Government, or to which recognition has been accorded by the Director of Public Instruction, Madras under the Tamil Nadu Educational Rules.

EXPLANATION:-3

Technical knowledge of binding referred to here shall include knowledge of binding acquired in the Tamil Nadu State Archives or a pass in the Madras Government Technical Examination in Book Binding (Higher Grade) conducted by the Commissioner / Director for Government Examination, Madras, or possession of a diploma awarded by the Director General of Resettlement and Employment or the National Trade certificate in Book-Binding awarded by the National Council for Training in Vocational Trades.

*4(b). The age limit specified in sub-rule (a) for appointment to the post shall, in the case of appointment of candidates from the Employment Exchange, be reckoned from the date of calling for names of eligible candidates from the Employment Exchange concerned.

5. Probation:-

Every person appointed to any 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.

*Introduced in G.O.Ms.No.244, P&AR (Per.C) Dept. dt.9-7-91, w.e.f. 2-5-1985.

\$ provided that every person appointed to the post of Record Clerk 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.

5A.Training:- Every person appointed as Stamping Smith in the Labour Department shall satisfactorily complete two weeks Training in Stamping Weights and Measures and Weighing and Measuring Instruments under an Assistant Inspector of Labour \$\$\$\$or a Stamping Inspector as the case may be.

6.Unit For Recruitment, Discharge, Etc:-

For the purpose of recruitment, discharge for want of vacancies and re-appointment of probationers and approved probationers, appointment of full members and promotion, the jurisdiction of each appointing authority shall be the unit.

*Provided that in the case of promotion as Record Assistant, each department shall be the Unit. The Head of the department shall be the Unit Officer. He shall draw the list of eligible candidates for promotion to the category of Record Assistant and allot the candidates from the said list to the appointing authorities concerned for appointment.

Provided *further that, in the case of Record Clerks in the Courts of the Judicial Magistrates, each revenue District shall be the unit.

Provided * also that in the case of Record Clerks and Stores Record Clerks in the State Transport Department, the Department shall be the unit.

^^Provided also that in the case of Record Clerks in the Department of Inspectorate of Factories, the unit consisting of the Offices of the Chief Inspector of Factories, Joint Chief Inspector of Factories (Productivity Cell) and Member Secretary, State Level High Power Tripartite Safety Committee, Chennai-600 006 shall form a separate unit and the offices in the jurisdiction of Joint Chief Inspector of Factories, Chennai including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Chennai, Ambattur, Thiruvottiyur, Vellore and Cuddalore shall form another separate unit for the purpose of recruitment , transfers and postings, fixation of seniority, discharge for want of vacancy, re-appointment of Probationers and appointment of full members in the category of Record Clerks and the Deputy Chief Inspector of Factories (Health and Safety), Office of the Chief Inspector of Factories and the Joint Chief Inspector of Factories, Chennai, as the case may be, shall exercise the function of appointing the Office Assistants by recruitment by transfer in consultation with the Chief Inspector of Factories, Chennai-600 005.

Provided also that in the case of Stamping Smiths in the Labour Department, the jurisdiction of the #Regional Joint Commissioner of Labour concerned shall be the unit for the purpose of recruitment, transfer and posting, fixation of seniority, discharge for want of vacancies, re-appointment of probationers and appointment of full members.

\$\$\$Introduced in G.O.Ms.No.682, P&AR (Per.C) Dept. dt.13-7-84 w.e.f.13-7-84.

\$\$\$Added in G.O.Ms.No.62, P&AR (Per-C) Dept. dt.1-2-90 w.e.f.27-2-86.

Substituted in G.O.Ms.No.15, P&AR(Per.C) Department,dated.10-1-91.

*Substituted in G.O.Ms.No.31, P&AR(J) dt.11-3-99.

^^ Added in G.O.Ms.No.116, P&AR (J) Department, dated 23.09.2002 w.e.f. 6.7.1999.

7. Transfer:-

* (1) (a) Transfer of Record Assistant from the Jurisdiction of one appointing authority to that of another shall be made by the Unit Officer concerned.

(b) Except as otherwise provided in the Annexure, transfers of Record Clerks from the jurisdiction of one appointing authority to that of another shall be made by the appointing authorities concerned by mutual agreement:

Provided that in so far as the Technical Education Department is concerned, the transfer of Record Clerks from one office or Institution to another Office or Institution shall be made by the Director of Technical Education.

Provided further that in so far as the Judicial Department is concerned, the transfer of Record Clerks serving in a Court of one appointing authority to a court of another appointing authority shall be made by the High Court, Chennai.

\$(2) Except, as otherwise provided in the Annexure, transfer of Stamping Smiths shall be made by the Divisional Deputy Commissioners of Labour concerned within their jurisdiction.

8.Reservation of Appointments:-

THE RULE OF RESERVATION OF APPOINTMENTS (General rule 22) shall apply to the appointment of Record Clerks* (category-1A), Binder, (Category-2), Preservation Clerks (Category-3) and Craft Attenders (Category-4) by direct recruitment.

\$ Added in G.O.Ms.No.317, P&AR (Per.C) Department, dated. 14-9-92.

[*Substituted in G.O.Ms.No.31, P&AR (J) Department, dated 11-3-99 with effect from 2-1-96]

Added in G.O.Ms.No.47, P&AR(J) Department, dated 21.12.1970 with effect from 21.12.1970.

ANNEXURE

(REFERRED TO IN RULE 3)

Class and category
1

Appointing authority
2

* Category:-1

Record Assistant

Category:- 1A
Record Clerks in

\$ ADI DRAVIDAR AND TRIBAL WELFARE DEPARTMENT

Office of the Director of Adi- Personal Assistant to the Director, Adi Dravidar and Tribal Welfare.
Dravidar and Tribal Welfare.

Office of the District Adi-Dravidar Welfare Officer, Special Tahsildar (Adi-Dravidar Welfare) and Adi Dravidar and Tribal Welfare Schools and Hostels.

District Adi-Dravidar Welfare Officer concerned.

Government Nandanar's Boys' High School, Chidambaram.

District Welfare Officer, South Arcot.

Special Deputy Collector's Office, Madurai.

Special Deputy Collector, Kallar Reclamation, Madurai.

Office of the Manager, Aziz Nagar, Settlement.

Collector of South Arcot.

\$Substituted in G.O.Ms.No.839, P&AR, (Per.C),dt.27-8-84 w.e.f.21-3-81.

* Substituted in G.O.Ms.No.31, P&AR (J) Department, dated. 11-3-99.

AGRICULTURAL DEPARTMENT

Office of the Director of Agriculture

Personal Assistant to the Director of Agriculture.

Other Offices

*Regional Deputy Director of Agriculture (Extension) or Regional Joint Director of Agriculture (Extension) in charge of the region.

#Market Committees

Secretary to the Market Committee concerned.

* Office of the Director of Animal Husbandry, Madras (one Unit)

Personal Assistant to Director of Animal Husbandry.

Office of the Additional Director of Animal Husbandry Eachenkottai (one unit)

Additional Director of Animal Husbandry, Eachenkottai.

Office of the Additional Director of Animal Husbandry, District Livestock Farm, Pudukottai (one unit)

Additional Director of Animal Husbandry, District Livestock Farm, Pudukottai.

Office of the Director, Institute of Veterinary Preventive Medicine, Ranipet (one unit)

Director, Institute of Veterinary Preventive Medicine, Ranipet.

Substituted in G.O.Ms.No.261, P&AR (Per.C) Department, dated.21-3-84 with effect from 21-3-84.

#Introduced in G.O.Ms.No.1183, P&AR (Per.C) Department, dated. 14-12-82 with effect from 17-11-81.

Office of the Joint Director of Animal Husbandry, Government Dairy Farm, Madhavaram (one unit)	Joint Director of Animal Husbandry, Government Dairy Farm, Madhavaram.
Office of the Regional Joint Director of Animal Husbandry, Tirunelveli (one unit) and all Offices under his control.	Regional Joint Director of Animal Husbandry, Tirunelveli.
Office of the Regional Joint Director of Animal Husbandry, Ramanathapuram (one unit)	Regional Joint Director of Animal Husbandry, Ramanathapuram.
Office of the Regional Joint Director of Animal Husbandry, Madurai (one unit)	Regional Joint Director of Animal Husbandry, Madurai.
Office of the Regional Joint Director of Animal Husbandry, Thanjavur (one unit)	Regional Joint Director of Animal Husbandry, Thanjavur.
Office of the Regional Joint Director of Animal Husbandry, Cuddalore (one unit)	Regional Joint Director of Animal Husbandry, Cuddalore.
Office of the Regional Joint Director of Animal Husbandry, Vellore (one unit)	Regional Joint Director of Animal Husbandry, Vellore.
Office of the Regional Joint Director of Animal Husbandry, Kancheepuram (one unit)	Regional Joint Director of Animal Husbandry, Kancheepuram.
Office of the Regional Joint Director of Animal Husbandry, Coimbatore (one unit)	Regional Joint Director of Animal Husbandry, Coimbatore.
	*BACKWARD CLASSES DEPARTMENT
Office of the Director of Backward Classes, Madras.	Personal Assistant to Director of Backward Classes, Madras.

****COMMERCIAL TAXES DEPARTMENT**

Office of the Commissioner of Commercial Taxes Assistant Commissioner of Commercial Taxes.

Other Offices Deputy Commissioner of the Division concerned.

Substituted in G.O.Ms.No.608, P&AR (Per.C)Dept. dt.18-6-86 w.e.f. 12-2-86.

**Substituted in G.O.Ms.No.261, P&AR (Per.C) Department, dated21.3.84.

#CIVIL SUPPLIES DEPARTMENT

Office of the Commissioner of Civil Supplies. |Secretary (Board of Revenue) Civil Supplies. Provided that on and from the 19th July 1972, the Assistant Secretary (Establishment) to the |Commissioner of Civil Supplies.

Office of the Assistant Commissioner of Civil Supplies.

CO-OPERATION DEPARTMENT

Office of the Registrar of Co-operative Societies. Personal Assistant to the Registrar of Co- operative Societies.

Offices other than the Office of the Registrar of Co-operative Societies. * Deputy Registrar of Co-operative Societies and Personal Officers in the Office of the Joint Registrar of Co-operative Societies of the Region concerned.

@ CO-OPERATIVE AUDIT DEPARTMENT

Head Quarters Personal Assistant to Director of Co- operative Audit.

Regional Office Regional Joint Director.

District Office Assistant Director of Co-operative Audit.

#Inserted in G.O.Ms.No.680, P&AR (Per.C) Department, dated.27-6-80 with effect from 1-12-56.

*Substituted in G.O.Ms.No.249, P&AR (Per.C) Department, dated. 29-7-92 with effect from 5-7-85.

@Inserted in G.O.Ms.No.317, P&AR (Per.C) Department, dated. 14-9-92.

^DRUGS CONTROL DEPARTMENT

Directorate of Drugs Control. Director of Drugs Control.

^[Inserted in G.O.Ms.No.4, P&AR (J) Deptt., dated. 9-1-2001] with effect from 17-10-2000]

EDUCATION DEPARTMENT

#Directorate of Government Examinations. Secretary to the Director of Government Examination.

Directorate of Collegiate Education.	Joint Director of Collegiate Education or Deputy Director of Collegiate Education in the Regional Offices concerned as the case may be who deals with subject relating to appointment of personnel.
Government Oriental Manuscript Library	Curator of the Oriental Manuscript Library.
DIRECTORATE OF SCHOOL EDUCATION	In the Office of the Director of School Education, Joint Director of School Education as the case may be. In other Offices and Institutions Chief Educational Officers of Anglo- Indian School, Principal, Pudukkottai Model School for Boys, Pudukkottai, Principal, Dr. V.R.Navalar Nedunchaziyar Model School for Girls, Triplicane, Madras-5.

#G.O.Ms.No. 680, P&AR (Per.C) Department, dated.6-12-82 with effect from 21-2-75.

*TECHNICAL EDUCATION DEPARTMENT

Office of the Director of Technical Education.	Additional Director of Technical Education.
^Engineering Colleges, Polytechnics and other Institutions under the control of the Director of Technical Education.	Principal of the Institutions concerned.
# Legal Education Department.	Principal of the Colleges concerned.
@ National Cadet Corps Department	Director, National Cadet Corps.

^ELECTION DEPARTMENT

Office of the District Election Department, Madras City.	District Election Officer, Madras City.
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ELECTRICITY DEPARTMENT

Office of the Chief Engineer (Electricity)	Non-Technical Personal Assistant.
Office of the General Superintendent, Power Development.	Deputy General Superintendent, Power Development.
Office of the Superintending Engineer (Technical)	Executive Engineer, Electrical and Mechanical Division or Executive Engineer Civil and Hydraulic Division as the case may be.

#Inserted in G.O.Ms.No.1157, P&AR (Per.C) Dept. dt. 6-12-82, w.e.f. 17-1-76.

@ Introduced in G.O.Ms.No.1157, P&AR (Per.C) Dept. dt.6-12-82 w.e.f. 7-12-59.

^G.O.Ms.No.1157, P&AR (Per.C) Dept., dt.6.12.82 w.e.f. 21.2.75.

*Substituted in G.O.Ms.No.136,P&AR(J) Dept., dt.12.3.96 w.e.f. 8-9-94.

Office of other
Superintending Engineer. Chief Accountants in system offices and Superintending Engineer concerned in other offices.

Office of the Chief Controller
of Accounts and the Division
and sub- division offices
under him. Chief Controller of Accounts.

* EMPLOYMENT AND TRAINING DEPARTMENT

Head Quarters:-

Office of the Directorate of
Employment and Training in
the Employment Wing. Assistant Director (Administration)

Field Offices Head of office concerned.

Sub Employment Offices. Head of office of the Parent Office concerned.

* " Provided that the authority competent to make transfer from one office to another office within the region shall be the Regional Deputy Director of Employment concerned"

* Inserted vide G.O.Ms.No.215, P&AR(J) Dept., dated 11.12.2001 w.e.f.7.2.2000.

FACTORIESDEPARTMENT

§ (i) Offices of the Chief
Inspector of Factories, Joint
Chief Inspector of Factories
(Productivity Cell) and
Member Secretary, State
Level High Power Tripartite
Safety Committee. Deputy Chief Inspector of Factories (Health and Safety), Office of the Chief Inspector of Factories.

(ii) Offices in the jurisdiction
of Joint Chief Inspector of
Factories, Chennai including
Deputy Chief Inspector of
Factories (Testing and
Safety) Divisions in Chennai,
Ambattur, Thiruvottiyur,
Vellore and Cuddalore. Joint Chief Inspector of Factories, Chennai.

(iii) Offices in the jurisdiction
of Joint Chief Inspector of
Factories, Madurai including
Deputy Chief Inspector of
Factores (Testing and
Safety) Divisions in Trichy,
Madurai and Tirunelveli. Joint Chief Inspector of Factories, Madurai.

Offices in the jurisdiction of Joint Chief Inspector of Factories, Coimbatore including Deputy Chief Inspector of Factories (Testing and Safety) Divisions in Salem and Coimbatore.

Joint Chief Inspector of Factories, Coimbatore.

FIRE SERVICE DEPARTMENT

Office of the Director of Fire Service

Administrative Personal Assistant to the Director of Fire Service.

FISHERIES DEPARTMENT

Office of the Director of Fisheries and Madras Region.

Personal Assistant (General) to the Director of Fisheries

*Substituted in G.O.Ms.No.504, P&AR (Per.C)Dept. dt.17-12-90.

\$Substituted in G.O.Ms.No.116, P&AR(J) Department, dt. 23.9.2002 with effect from 6.7.1999.

Other Offices

Regional Deputy Director concerned.

FOREST DEPARTMENT

Office of the Chief Conservator of Forests.

Personal Assistant to Chief Conservator of Forests.

*Other Offices

Conservator of Forest of the circle concerned.

HIGHWAYS DEPARTMENT

Office of the Chief Engineer (Highways)

Deputy Chief Engineer (Highways)

Circle Office

Superintending Engineer concerned.

Other Offices

First appointment and transfer within the Division-Divisional Engineer concerned.

Appointment of Full members and transfer from one Division to another - Superintending Engineer concerned.

HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS

(ADMINISTRATION) DEPARTMENT

Office of the Commissioner.

Personal Assistant to the Commissioner.

Office of the Deputy Commissioner. Deputy Commissioners concerned.

*Substituted in G.O.Ms.No.261, P&AR, (Per.C),Department, dated.21-3-84 with effect from 21-3-84.

Office of the Assistant Commissioner concerned. Deputy Commissioner concerned.

INDUSTRIES DEPARTMENT

Office of the Director of Industries and Commerce and City Offices. Joint Director (Establishment).

District Offices. General Manager, District Industries Centre.

JAIL DEPARTMENT

Office of the Inspector General of Prisons. Assistant Inspector General of Prisons.

Office of the Chief Superintendent. Chief Probation Superintendent.

District and Central Jails. Superintendent of Jail concerned.

JUDICIAL DEPARTMENT

City Civil Court, Madras. Judge of the City Civil Court.

Court of small Causes, Madras. Chief Judge.

MUFFASSAL COURTS (CIVIL AND SESSIONS)

District Courts. District Judge.

Sub-Courts. Subordinate Judge*/ the Principal Subordinate Judge when the Court consists of more than one Judge.

* Subject to the control of the District Judge and the High Court.

District Munsifs Courts. District Munsif* (the Principal District Munsif when the Courts Consists of more than one Judge).

Judicial Magistrates. District Magistrates.

COURTS (MUFFASSAL)

Courts of the Presidency Magistrates, Egmore. Chief Presidency Magistrate.

Courts of the Presidency Magistrate, Georgetown. Second Presidency Magistrate, George- town, any appointment made being subject to approval of the Chief Presidency Magistrate.

Courts of the Presidency Magistrates, Saidapet.

Third Presidency Magistrate, Saidapet, any appointment made being subject to the approval of the Chief Presidency Magistrate.

OFFICES OF LAW OFFICERS

Advocate - General, Public Prosecutor, Government Pleader.

Law Officers concerned.

Administrator- General and Official Trustee, Madras.

Administrator- General and Official Trustee, Madras.

* Subject to the control of the District Judge and the High Court.

LABOUR DEPARTMENT

Office of the Commissioner of Labour.

Personal Assistant to the Commissioner of Labour.

Office of the Deputy Commissioner of Labour.

Deputy Commissioner of Labour concerned.

LOCAL FUND AUDIT DEPARTMENT

Office of the Examiner of Local Funds Accounts and the Assistant Examiners of Local Fund Accounts.

Examiner of Local Fund Accounts.

Provided that:-

(i) temporary appointments under General Rule 10(a)(i) may be made by the Assistant Examiner concerned.

(ii) transfers within the jurisdiction of an Assistant Examiner may be made by the Assistant Examiner concerned.

(iii) Orders declaring the successful completion of probation may be issued by the Assistant Examiner concerned.

Provided further that transfers from the jurisdiction of one Assistant Examiner to that of another or from a District to Examiner's Office may be made by the Deputy Examiner.

TAMIL NADU ARCHIVES

Assistant Director, Tamil Nadu Archives.

MEDICAL DEPARTMENT

Office of the Director of Medical Services.

Assistant Director of Medical Services (Administration).

Other Offices and Institutions.

Head of the Office or Institution concerned not below the rank of a Civil Surgeon.

MUNICIPAL ADMINISTRATION

Office of the Inspector of Municipalities.

Personal Assistant to the Inspector of Municipalities.

Offices of the Divisional Panchayat Officers, Deputy Panchayat Officers and Extension Officers (Panchayat).

Divisional Panchayat Officers.

Office of the Comptroller, Governor's Household.

Comptroller, Governor's Household.

PANCHAYAT RADIO MAINTENANCE ORGANISATION

Office of the Chief Radio Officer.

Chief Radio Officer.

POLICE DEPARTMENT

1. District Police Office, Chengleput (West)

District Police Office, Chengleput (East)

District Police Office, South Arcot Range Office, Chengleput.

2. District Police Office, North Arcot.

District Police Office, Salem.
District Police Office, Dharmapur Range Office, Vellore.

3. District Police Office, Madurai City.

District Police Office, Madurai Rural.

District Police Office, Anna Range Office, Madurai (Mdu.)

4. District Police Office, Ramnad.

District Police Office, Pasumpon Muthuramalingam.

Deputy Inspector General of Police, Chengleput.

Deputy Inspector General of Police, Vellore.

Deputy Inspector General of Police, Madurai.

Deputy Inspector General of Police, Ramanathapuram.

District Police Office,
Kamarajar Range Office,
Ramnad.

5. District Police Office,
Tirunelveli-Kattabomman
District Police Office,
Chidambaranar.

District Police Office, Kanya
kumari Range Office,
Tirunelveli.

Deputy Inspector
General of Police,
Tirunelveli.

6. District Police Office,
Tiruchirapalli.

Deputy Inspector General of Police, Tiruchirapalli.

District Police Office,
Pudukkotai.

District Police Office,
Thanjavur (West)

Deputy Inspector General of Police, Tiruchirapalli.

District Police Office,
Thanjavur (East) Range
Office, Tiruchirapalli.

7. Railway Police Office,
Madras. Railway Police
Office, Tiruchirapalli.
Railway Range Office,
Tiruchirapalli.

Deputy Inspector General of Police, Railways, Tiruchirapalli.

8. District Police
Office, Coimbatore (Urban)
District Police Office,
Coimbatore (Rural)

District Police Office,
The Nilgiris.

Deputy Inspector General of Police, Coimbatore.

District Police Office, Periyar
Range Office,
Coimbatore.

9. Office of the
Commandant, Tamil Nadu
Special Police Battalions 1 to
IX.

Office of the Commandant,
Tamil Nadu Special Police,
Regimental Centre, Avadi
i.

Deputy Inspector General of Police, Armed Police.

Office of the Works
Manager, Transport-
Workshop Cum-Training
School, Avadi and
Automobile Engineer, Trans-
port Workshop,
Tiruchirapalli
Range Office Armed Police.

10. Office of the
Commissioner of Police,
Madras.

Commissioner of Police, Madras.

11. Office of the Principal,
Police Recruits School,
Vellore.

Office of the Principal,
Police Recruits School,
Coimbatore.

Deputy Inspector General of Police,
Training.

Office of the Police Training
College, Madras.

12. Office of the Deputy
Inspector General of Police
Prohibition Enforcement
Wing, Madras.

Deputy Inspector General of Police, Enforcement, Madras.

Office of the Superintendents
of Police, Prohibition
Enforcement Wing, Zonal
Offices, St. Thomas Mount,
Salem, Madurai, Tirunelveli,
Thanjavur.

13. Office of the Director
General of Police, Madras

Office of the Crime Branch
Criminal Investigation
Department

Office of the Special Branch,
Criminal Investigation
Department

Assistant Inspector General of Police, (Administration)

Office of the 'Q' Branch
Criminal Investigation
Department.

Office of the Commercial
Crime Investigation Wing
Criminal Investigation
Department

Office of the Civil Supplies
Crime Investigation
Department

Office of the Forest Cell,
Criminal Investigation
Department

Office of the Protection of
Civil Rights, Office of the
Home Guards.

Assistant Inspector General of Police (Administration)

Office of the
Technical Services

Office of the
Police Radio
Branch.

Office of the Finger Print
Bureau.

CRIMINAL INVESTIGATION DEPARTMENT

Crime Branch

Superintendent of Police Crime Branch, Criminal Investigation
Department, Madras.

Directorate of Vigilance
and Anti-Corruption.

Superintendent of Police, (Central Range), Vigilance and Anti
Corruption,
Madras.

Finger Print Bureau

Principal, Police Training College, Vellore, as long as the Bureau is
attached to the Police Training College.
Otherwise, Superintendent of Police, Crime Branch, Criminal
Investigation.

PORT DEPARTMENT

Office of the State Port
Officer

State Port Officer.

PUBLIC (I&PR) DEPARTMENT

Office of the Tamil Arasu

Director of Information and Public Relations.

PUBLIC HEALTH DEPARTMENT

Office of the Director of
Public Health.

Assistant Director of Public Health.

Office of the Health Officer,
Health Unit, Poonamallee.

Health Officer, Health Unit, Poonamallee.

Office of the Chief
Engineer, Public
Health Engineering and
Municipal Works.

Deputy Chief Engineer, Public Health Engineering and Municipal Works.

Public Health Engineering
Circles and Division.

Superintending Engineer, Public Health Engineering Circle concerned.

PUBLIC WORKS DEPARTMENT

Office of the Chief Engineer,
State Broadcasting Branch.

Deputy Chief Engineer concerned, Radio Engineer, State Broadcasting.

Boiler Inspection Branch.

Chief Inspector of Boilers.

Other Offices.

Superintending Engineer concerned.

Office of the
Registrar of Books

Registrar of Books.

REGISTRATION DEPARTMENT

Office of the Inspector
General of Registration
and the Registrar General
of Births, Deaths and
Marriages and the
Registrar of Firms.

Personal Assistant to the Inspector General of Registration.

(*)
Office of the Deputy
Inspector General of
Registration

Deputy Inspector General of Registration

(*) Inserted in G.O.Ms.No.98, Personnel and Administrative Reforms
(J) Department dated 02.08.2005, with effect from 16-12-2004.

OFFICE OF THE
DISTRICT REGISTRARS

District Registrars

Provided that the authority competent to make transfers from one
District to another shall be the Inspector-General of Registration.

Office of the Returning
Officer for Parliamentary
and Assembly
constituencies in Madras
City Commissioner,
Corporation of Madras).

The Returning Officer for both Parliamentary and Assembly
Constituencies in Madras City (Commissioner, Corporation of Madras).

REVENUE DEPARTMENT

Office of the Commissioner of Revenue Administration.	Joint Commissioner of Revenue Administration.
Board of Revenue (Settlement of Estates), Madras.	Assistant Secretary, Board of Revenue (Settlement of Estates), Madras.
Office of the Director of Settlements, Madras.	Personal Assistant to the Director of Settlement.
Office of Collectors.	Personal Assistant to the Collector.
Other Revenue Officers in the mufassal including offices of Stationery Sub-Magistrates.	Revenue Divisional Officer concerned.
Office of the Director of Land Reforms.	Director of Land Reforms.

SURVEY AND LAND RECORDS DEPARTMENT

Central Survey Office or District.	Deputy Director of Survey and Land Records.
Office of the Joint Director of Survey and Land Records.	Joint Director of Survey and Land Records.
Office of the Board of Revenue (Agricultural Income-Tax), Madras.	Personal Assistant to the Commissioner of Agricultural Income-tax.

SECRETARIAT

Governor's Secretariat	Governor.
Other Departments of the Secretariat.	Under Secretary to the Government in the Department concerned.

SOCIAL WELFARE DEPARTMENT. Personal Assistant to the Director of Social Welfare.

STATE GUEST HOUSE Reception Officer, State Guest House.

STATIONERY AND PRINTING DEPARTMENT Assistant Controller of Stationery and Printing.

STATISTICS DEPARTMENT

Statistics Department
except the Office of the
Director of
Statistics, Madras.

Officer in Category III of the Tamil Nadu Statistics Service (i.e. the
Statistics head of the Office).

Office of the Director of
Statistics, Madras.

Officer In-charge of Establishment.

TRANSPORT DEPARTMENT

Office of the Transport
Commissioner, Madras.

Assistant Secretary dealing with Establishment matter.

Office of the Deputy
Transport Commissioner.

Deputy Transport Commissioner.

Office of the Regional
Transport Officers.

Regional Transport Officer.

Provided that the authority competent to make transfers from one office
to another within the Zone shall be the Deputy Transport Commissioner
(Zonal) concerned and from one office to another office outside the
Zone shall be the Joint Transport Commissioner, Madras.

TREASURY AND ACCOUNTS DEPARTMENT

Office of the Director of
Treasuries and Accounts.

Personal Assistant to the Director of Treasuries and Accounts.

Pay and Accounts
Offices (North,
South and East).

Pay and Accounts Officer concerned.

Treasuries (including
Sub-Treasuries).

Treasury Officer concerned.

EXPLANATION:- In the case of the Madras Taluk Treasury, the appointing authority shall be the
Treasury Officer, Chengleput District. Provided that the authority competent to made transfer from one
unit to the other shall be the Director of Treasuries and Accounts.

APPROVED SCHOOLS DEPARTMENT

Office of the Director of
Approved Schools and
Vigilance Service.

Director of Approved Schools and Vigilance Service.

Approved Schools.

Superintendent.

Provided that the authority competent to make transfer within the
Department shall be the Director of Approved Schools and Vigilance
Service.

Category:- 2

Binder in the Tamil Nadu Archives. Director, Tamil Nadu Archives.

*Category:- 3

Preservation Clerk in the Tamil Nadu Archives. Assistant Director, Tamil Nadu Archives.

*Category:- 4

Craft Attenders in the Collegiate Education Department. Principals of the Colleges concerned.

Craft Attenders in the School Education Department. District Educational Officers, Inspectresses of Girls Schools as the case may be.

Category:- 5

Stores Record Clerks in the Tamil Nadu State Transport Department. Assistant Director, Tamil Nadu State Transport Department, Madras.

Category:- 6

Gollah in the Court of Small Causes, Madras in the Judicial Department. Chief Judge, Court of Small Causes,

*Introduced in G.O.Ms.No.1157, P&AR (Per.C) Department, dated 6.12.82 w.e.f. 20.5.1965.

Gollah in the City Civil Court, Madras in the Judicial Department. Principal Judge, City Civil Court, Madras.

Category:- 7

Head Muchi in the Court of small Causes, Madras in the Judicial Department. Chief Judge, Court of Small Causes, Madras.

Category:- 8

Stamping Smiths in the Labour Department. *Regional Joint Commissioner of Labour concerned.

*Substituted in G.O.Ms.No.15, P&AR, (Per.C), Department, dated. 10-1-91 with effect from 18-7-90.
