

**GOVERNMENT OF TAMIL NADU**

**Personnel and Administrative Reforms (FR. I) Department**

**Letter No.33705/FR-I/97-3 Dated : 1-12-97**

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Sub: Establishment - Tamil Nadu Ministerial Service - Tamil Nadu  
Judicial Ministerial Service - Typists including Selection Grade  
Typists / Special Grade Typists Promotion as Typists,  
Grade I Fixation of pay Illustrations - Issued.

Ref: (1) Government Letter No. 78664/J/94-3, P & A.R.(Per.I)  
Dept. dated 14-2-95.

(2) Government Letter No. 71386 /FR-I/95-1, P&A.R.(FR.I)  
Dept. dated 20-11-95.

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It has been brought to the notice of Government that the guidelines/clarifications issued in the Government letters cited, are being interpreted by different authorities differently and consequently, different types of fixations are being done by them, while fixing pay on promotion of Typists to the post of Typist, Grade-I. The above matter was examined in detail. To have a uniform method of fixation of pay based on the instructions cited, it is considered that issue of illustrations are necessary. Accordingly Illustrations for fixation of pay of Typists, including Selection Grade and Special Grade Typists promoted as Typists Grade I/Selection Grade Typists, Grade I, as shown in the Annexure to this letter are issued. I am directed to request you to follow the Illustrations strictly while fixing pay of Typists on promotion to the post of Typist Grade I/Selection Grade Typist, Grade-I. Fixations already made, which are not in accordance with the Illustrations given in the Annexure to this letter should be revised by the appropriate authorities in accordance with the Illustrations now given and excess amount paid should be recovered from the individuals concerned.

Yours faithfully

(Sd.) .....

Secretary to Government

**Annexure**

*ILLUSTRATION - I*

A Special Grade Typists, drawing a basic pay of Rs. 1720 + 78 (pp 1-8-92) + Special pay Rs. 40 in the scale of pay of Rs. 1320-30-1560-40-2040 was promoted as Typist, Grade I carrying the scale of pay of Rs. 1200-30-1560-40-2040 with effect from 26-6-96. He opted for retaining the special grade scale of pay and also for fixation of his pay after accrual of next increment in the lower post of Special Grade Typist. The pay of the above Typist in the post of Typist Grade I is fixed as follows :

**Fixation in the post of Typist, Grade - I**

Pay drawn in the post of Special Grade Typist, from 1-10-95, prior to promotion as Typist, Grade -I.	1720 + pp.78 + S.P.40
Pay after sanctioning annual increment with effect from 1-10-96	1760 + pp.78 + S.P.40
Pay, fixed as Typist, Grade - I on 1-10-96 by granting one increment in the Special Grade Scale of pay of Typist by retaining the scale of pay of Special Grade Typist, viz. Rs. 1320 - 2040.	1800 + pp.78 + S.P.40
Date from which advanced to Selection Grade in the post of Typist Grade - I.	26-6-1996

**Fixation in the post of Selection Grade Typist, Grade - I**

Pay fixed in the post of Typist Grade I on 1-10-96 in the scale of pay of Rs. 1320 - 2040.	1800 + pp.78 + S.P.40
Pay after adding one notional increment	1840 + pp.78 + S.P.40
Pay fixed in the post of Selection Grade Typist, Grade I on 1-10-96 in the scale of pay of Rs. 1400-50-2300-60-2600 under ruling (35) under F.R. 22	1800 + pp.40 + pp.78 + S.P.40
Date of next increment	1-10-1997

*ILLUSTRATION - II*

A Special Grade Typist drawing a basic pay of Rs. 1680 + pp. 78 (pp. 1-8-92) + S.P. 40 in the scale of pay of Rs. 1320-30-1560-40-2040 was promoted as Typist, Grade I carrying the scale of pay of Rs. 1200-30-1560-40-2040 with effect from 26-6-96. He opted for retaining the special Grade Scale of pay and also for fixation of his pay after accrual of next increment in the lower post of Special Grade Typist. The pay of the above Typist, in the post of Typist, Grade I is fixed as follows :

**Fixation in the post of Typist, Grade - I**

Pay drawn in the post of Special Grade Typist, from 1-10-95, prior to promotion as Typist, Grade -I.	1680 + pp.78 + S.P.40
Pay after sanctioning annual increment with effect from 1-10-96	1720 + pp.78 + S.P.40
Pay, fixed as Typist, Grade - I on 1-10-96 by granting one increment in the Special Grade Scale of pay of Typist by retaining the scale of pay of Special Grade Typist, viz. Rs. 1320 - 2040.	1760 + pp.78 + S.P.40
Date from which advanced to Selection Grade in the post of Typist Grade - I.	26-6-1996
<b>Fixation in the post of Selection Grade Typist, Grade - I</b>	
Pay fixed in the post of Typist Grade-I on 1-10-96 in the scale of pay of Rs. 1320 - 2040.	1760 + pp.78 + S.P.40
Pay after adding one notional increment	1800 + pp.78 + S.P.40
Pay fixed in the post of Selection Grade Typist, Grade I on 1-10-96 in the scale of pay of Rs. 1400-50-2300-60-2600 under ruling (35) under F.R. 22	1800 + pp.40 + pp.78 + S.P.40
Date of next increment	1-10-1997

SECTION OFFICER