

TAMIL NADU BASIC SERVICE

(Corrected up to 31st May, 2007)

Section-19 - Service Manual Volume-III, 1970

SPECIAL RULES FOR TAMIL NADU BASIC SERVICE

(G.O.Ms.No. 1962, Public (Services-G) 25th June 1971)

S.R.O.No.A-613 of 1971

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In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and of all other powers hereunto enabling, and in supersession of the Special Rules in section 19 in Volume III of the Tamil Nadu Services Manual, 1970, the Governor of Tamil Nadu hereby makes the following special Rules for the Tamil Nadu Basic Service which will form section 19 in Volume III of Services Manual:-o

SECTION 19 - THE TAMIL NADU BASIC SERVICE

1. **Constitution:** The Service shall consist of the following classes and categories of Government Servants, namely:-

Class I: Category 1	-	Council Dubash for the Cabinet.
Category 2	-	Assistant Sergeant in the Secretariat.
Category 3	-	Chobdars.
Category 4	-	Duffadars.
Class II: Category 1	-	Head Chowkidars.
Category 2	-	Chowkidars.
Category 3	-	Jamadars other than those in the Medical and Police Departments.
Category 4	-	Durwans
Category 5	-	Assistant Durwans
Class III: Category 1	-	Messengers
Category 2	-	Copist Attenders

Category 3	-	Process Servers
Category 4	-	Attendants.
Category 5	-	Office Assistants
Category 6	-	Chainmen
Class IV: Category 1	-	Butlers
Category 2	-	Cooks
Category 3	-	Kitchen Attendants
Category 4	-	Table Attendants
Category 5	-	Bathmen
Category 6	-	Mazdoors
Category 7	-	Cleaners
Category 8	-	Sanitary Workers
Category 9	-	Gardeners
Category 10	-	Maistries
Category 11	-	Watchmen
Category 12	-	Sweepers
Category 13	-	Watermen
Category 14	-	Gate-Keepers
Category 15	-	Mechanics
Category 16	-	Fitters
Category 17	-	Painters
Category 18	-	Blacksmiths
Category 19	-	Carpenters
Category 20	-	Cartmen
Category 21	-	Cattlemen
Category 22	-	Glaziers
Category 23	-	Packers
Category 24	-	Women Searchers
Category 25	-	Hospital Servants
Category 26	-	Dhobies
Category 27	-	Lascars
Category 28	-	Bearers
Category 29	-	Barbers
Category 30	-	Syces
Category 31	-	Cooks-cum-Watermen
Category 32	-	Watchmen-cum-Sweepers
Category 33	-	Attender Boys
Category 34	-	Assistant Sweepers
Category 35	-	Ayahs
Category 36	-	Field Assistants
Category 37	-	Dusting Mazdoors
Category 38	-	Male Nursing Orderlies
Category 39	-	Gas House Cleaners
Category 40	-	Workshop Boys
Category 41	-	Medical Attendants
Category 42	-	Conductresses
Category 43	-	Assistant Cooks
Category 44	-	Masalchis.
*Category 44-A	-	Room Boys (inserted in G.O.Ms.No.41, P&AR (F) Dept. dt. 3.3.2000)
Category 45	-	Stretcher Bearer (inserted in G.O.Ms.No.65, P&AR (F) Dept. dt. 8.4.1999)
*Category 45-A	-	Mate Boys. (inserted in G.O.Ms.No.241, P&AR (F) Dept. dt. 29.12.2000.
Category 46	-	Class Blower
Category 47	-	Waterman and Water Woman
Category 48	-	Iceman
Category 49	-	Fireman

Category 50	-	Hammerman
Category 51	-	Mason
Category 52	-	Brick Layer in Medical Department
Category 53	-	Purveyor
Category 54	-	Garden Maistrics in Medical Department
Category 55	-	Head Maistry in Medical Department
Category 56	-	Maistry Assistant in Medical Department
Category 57	-	Latchies and Dhoby Latchies
Category 58	-	Hospital Worker
Category 59	-	Table Boy and Table Girl
Category 60	-	Dusting Boy
Category 61	-	Counter Boy
Category 62	-	Helper
Category 63	-	Woman Helper
Category 64	-	Woman Servant and Table Woman
Category 65	-	Kitchen Woman and Servant
Category 66	-	Common Mess Servant
Category 67	-	Gate Peon
Category 68	-	Gurka Watchman
Category 69	-	Van Cleaner in Medical Department
Category 70	-	Electrical Cleaner
Category 71	-	Ambulance Cleaner in Medical Department
Category 72	-	Dhoby Cooly
Category 73	-	Tailar Cooly in Medical Department
Category 74	-	Disinfectant Coolies
Category 75	-	Drainage Maistries and Coolies
Category 76	-	Semi-skilled Laborers
Category 77	-	Unskilled Mechanic
Category 78	-	Nurse Quarters Servant
Category 79	-	Waterman-cum-Sweeper
Category 80	-	Waterman-cum-Watchman
Category 81	-	peon-cum-Watchman
Category 82	-	Postmortem Attendant
Category 83	-	Gas Attendant
Category 84	-	Electro-Myography Attendant
Category 85	-	Junior Attender
Category 86	-	Gas Stocker

(Inserted in G.O.Ms.No.65, P&AR(F) Dept., Dated: 8-4-99 - w.e.f 25-6-1971)

Class V: Any other person who is in basic service as defined in subsidiary definition (iii) under Fundamental Rule 9 and who has not been included in any other service. F.R. 9 (iii) reads as follows:

Basic Service includes all services in the following appointments unless declared by Government to be superior:-

- a) Service as Office Assistant, Head Office Assistant, Chobdar or Duffadar;
 - b) Service in Posts the pay of which does not exceed Rs.750/-
- All other service is superior.

Explanation: The classification of the posts in the manner indicated above shall not preclude the incumbent of the posts from drawing pay in the scales which are applicable to them prior to coming into force of the Special Rules.

2.Appointing Authority:

The appointing authority for the classes and categories of posts in the departments, and offices mentioned in column (1) of the Annexure shall be the authority specified in the corresponding entry in column (2) thereof.

3. Appointment:*

* Substituted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 1.10.84

"(a) Appointment to the several classes and categories shall be made as follows:-

Class and Category (1)	Method of Appointment (2)
Class-I	
Category 1 - Council Dubash for the Cabinet.	Transfer from the categories in Class II or III.
Category 2 - Assistant Sergeant in the Secretariat.	i) Transfer from the categories in Class II or III; or ii) If a suitable person is not available from among the persons (full members or approved probationers) under the same appointing authority, from among the office Assistants (full members or approved probationers) in any other department of the Secretariat; or iii) In special cases, by direct recruitment.
Category 3 - Chobdars	Transfer from the categories in Class II or III.
Category 4 - Duffadar	Transfer from the categories in Class II or III.
Class - II:	
Category 1 - Head Chowkidars	Transfer from category 2 - Chowkidars.
Category 2 - Chowkidars	Direct recruitment; or Recruitment by transfer from any other service; or Transfer from the categories in Class III.
Category 3 - Jamadars	Transfer from the categories in Class III.
Category 4 - Durwans	Transfer from category 5 - Assistant Durwans; or from categories in Class III; or Recruitment by transfer from any other service; or Direct recruitment.
Category 5 - Assistant Durwans	Transfer from the categories in Class III; or Recruitment by transfer from any other service; or Direct recruitment.
Class - III	
All categories	Direct recruitment; or Recruitment by transfer from any other service. # or Transfer from Class IV

Added in G.o.Ms.No.215, P&AR (Per.F) Dept., dt.27.6.95 with effect from 1.12.1987.
Classes IV and V

All categories

Direct recruitment; or
Recruitment by transfer from
any other service; or
Transfer from any other
category in Class IV and V.

Provided that appointments to the service in the Hindu Religious and Charitable Endowments (Administration) Department shall be made only from among persons professing the Hindu Religion in accordance with the provisions of section 10 of the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959);

Provided further that every tenth vacancy that arises in the posts of Ayahs and in the post of Sanitary Workers in each Medical Institution, shall be filled from among widows, wives and children of defence services personnel or ex-defence services personnel possessing the requisite qualification and such vacancy shall be filled by others, only if such candidates are not available;

Provided also that appointment to the post of Office Assistant in the Government Election Branch in the Office of the Commissioner, Corporation of Madras shall be made by transfer from among Office Assistants in the office of the Collector of Madras.

** b) Omitted

Provided also that appointment to the categories of Office Assistant and Helper shall be made by recruitment by transfer from the post of Driver in the Tamil Nadu General Subordinate Service, who has been declared medically unfit to continue in that post - vide G.O.Ms.No.60,P&AR(F) dated 6.3.2007.

** Omitted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 1.10.84.

3A. Reservation of Appointments:

The rule of reservation of appointments (General Rule 22) shall apply to appointments by direct recruitment to any of the posts.

4. Selection of direct recruits:-

a) Selection of candidates to any of the categories by direct recruitment shall be made in the manner indicated below:-

The appointing authority shall call for a panel of names from the Employment Exchange concerned, informing that office of the anticipated vacancies of the posts and the qualifications prescribed for such posts. A selection shall be made only from out of the candidates included in the panel sent by the Employment Exchange concerned. If the appointing authority finds that none of the candidates in the panel sent by the Employment Exchange is suitable for appointment, he shall send the requisition to the Employment Exchange for forwarding a second list or necessary further lists of candidates and make his selection from out of such list or lists. Appointment of persons not nominated by the Employment Exchange concerned may be made only when the Employment Exchange concerned is unable to sponsor qualified candidates, and in such cases of appointment both the Employment Exchange concerned and the immediate superior officer of the appointing authority should be informed of the appointment and the circumstances in which such appointments had to be made.*(In respect of reserved vacancies for Ex-servicemen such vacancies shall be notified to the Director/Deputy Director/Assistant Director of Ex-Servicemen's Welfare who are the competent sponsoring authorities. Such vacancies shall also be notified simultaneously, to the local Employment Exchange.)

* (Added in G.O.Ms.No.323, P&AR (Per.F) Dept., dt.31.5.88 w.e.f. 9.6.82)

Provided that this sub-rule shall not apply in the case of appointment of any person transferred from a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government, or to any person, who has been appointed through the Employment Exchange to a post paid from contingencies.

Provided further that this sub-rule shall not apply in the case of appointment of the wife/husband/son/unmarried daughter of Government Servant who dies in harness leaving his family in indigent circumstances and who is retired from service on medical invalidation under Article 441 read with Article 452 and 454 of the Civil Service Regulations.

*Provided further that for recruitment to the post of residential Office Assistants to the eligible Officers, the appointing authority may call for from the Employment Exchange a list of candidates residing in and around the places or locality of the residences of the eligible Officers.

*(Added in G.O.Ms.No.265, P&AR (Per.F) Dept., dt.24.7.91, w.e.f.1.12.86)

*Provided also that the appointing authority may call for from the Employment Exchange a list of candidates who have previous experience in driving light motor vehicles for not less than three years; and who possess a valid driving licence.

*(Added in G.O.Ms.No.265, P & A R (Per.F) dept. dt.24.7.91, w.e.f.1.12.86)

#(b) Omitted.

#(c) Omitted.

#(d) Omitted.

(Omitted in G.O.Ms.No.215, P&AR (F) Dt.27.6.95 w.e.f. 27.6.95)

(e) Ten percent of the vacancies shall be reserved for ex-servicemen, who have been demobilised from the Army, Navy and Air-Force.

5. Qualification:

(1) Age: Candidates for appointment by direct recruitment to any of the posts other than those in Classes I and II must not have completed 30 years of age on the date of appointment.

Explanation:-

For the purpose of the sub-rule, the age limit, in the case of candidate appointed through Employment Exchange, be reckoned from the date of sponsoring of the candidate by the Employment Exchange concerned for appointment to the post.

Provided that a candidate belonging to the Scheduled Caste or the Scheduled Tribe shall be eligible for appointment to the above classes if he has not completed 35 years of age on the date of appointment.

Provided further that the age limit aforesaid shall not apply to the appointment of Ex-servicemen to any category.

*Provided also that the age limit shall not apply to the appointment made to this service from among the employees borne on the contingent establishment in the same department brought into regular establishment on completion of five years of service.

*(Inserted in G.O.Ms.No.677, P&AR (Per.F) Dept., dt.1.7.85).

Provided also that the age-limit shall not apply to appointment by direct recruitment from among Process Servers and Process Amins of the Revenue Department.

Provided also that the age-limit aforesaid shall not apply in the case of appointment of any person transferred from a local fund or municipal institution in consequence of the transfer of such institution to the control of the State Government.

^Provided also that the age-limit aforesaid shall not apply in the case of appointment of Widows to the posts of Ayahs, Sweepers, Sanitary Workers, Hospital Servants, Cooks, Kitchen Attendants and Water Women in Medical Institutions.

^(Inserted in G.O.Ms.No.1232, P&AR (Per.F), dept. dt.31.12.82, w.e.f.10.7.81.)

(2) Educational qualification:

a) No person shall be eligible for appointment by direct recruitment to any category of the service in class I, II and III unless he has passed the III form or the VIII Standard *(or the E.S.L.C.) of a recognised school (i.e.) a school maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education under the Educational Rules of the State.

*(Inserted in G.O.Ms.No.374, P&AR (Per.F), dt.22.10.93, w.e.f. 5.3.92)

Explanation:

The above educational qualification shall come into force with effect from the 6th November 1968.

#Provided that those who have passed III Form or VIII Standard or E.S.L.C. and completed probation in Class IV or served in the said class for not less than one year shall be eligible for appointment on transfer from the categories in Class IV to the categories in class III of the said service.

#(Inserted in G.O.Ms.No.374, P&AR (Per.F), dt.22.10.93, w.e.f.1.12.87)

*aa) Candidates for appointment by direct recruitment to any of the categories in class IV must be able to read and write in Tamil.

(* Added in G.O.Ms.No.33, P&AR (Per.F) Dept., dt.11.1.84, w.e.f. 31.3.82.)

(b) Notwithstanding the provision in clause (a) ex-servicemen shall be eligible for appointment to the service, if they are able to read and write in Tamil.

"(c) Notwithstanding the provisions contained in clause (aa), appointment to the categories of posts in Class IV in all Directorates and Medical Institutions under the administrative control of the Health and Family Welfare Department and the Tamil Nadu Secretariat may be made out of persons who do not possess ability to read and write Tamil, if qualified persons are not available at the time of appointment".;

(# Substituted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 31.3.82)

^(d), (e), (f), (g), (h), (i), (j), (k), (l), and (m) Omitted.

^(Omitted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f.31.3.82)

(3) Special Qualifications:

a) A candidate for appointment as a Table attendant in the State Guest House must have experience for a period of two years in a catering establishment which in the opinion of the appointing authority is well managed.

b) A candidate for appointment by direct recruitment as Office Assistant in an office to which a bicycle is supplied by the Government must be able to ride a bicycle.

c) A candidate for appointment by direct recruitment to the category of Assistant Sergeant in the Secretariat shall be an Ex-servicemen.

d) No person other than an Ex-servicemen shall be eligible for appointment as Chowkidar (Category 2 of Class II) by direct recruitment.

e) A candidate for appointment by direct recruitment as Gardener in the Social Welfare Department must have had experience for a period of not less than two years in maintaining gardens.

f) A candidate for appointment by direct recruitment as Cook and Assistant Cook in the Social Welfare Department must have had experience for a period of not less than two years in cooking in a Hostel or Hotel.

ff) For appointment as Office Assistants in class iii, category 5, other things being equal, preference shall be given to those who are in possession of valid Driving Licence (Light Motor Vehicle) (inserted in G.O.Ms.No.81, P&AR (F) Department dt.16.7.2002)

g) Office Assistants who possess a driving licence shall be nominated Office Assistants-Cum-Drivers to act as stand by drivers to relieve the regular drivers when the latter are over worked or on leave, at the rate of one for every three vehicles or part thereof, subject to a minimum of one for each office to which vehicles have been allotted.

6. Probation:

a) Every person appointed to the service except by transfer shall be on probation as prescribed in sub-rule (b) below in the category to which he is appointed. Such a person when appointed to other categories of the service shall not be required to undergo a period of probation.

b) The period of probation in the case of a person appointed by direct recruitment or by recruitment by transfer shall be a total period of one year on duty within a continuous period of three years.

*c) Omitted.

*(Omitted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f. 27.6.95)

7. Service in a class or category in different Departments, or Offices:

(a) Service rendered in a class or category of the service shall count for probation in the said Class or category irrespective of the Department or Office or of the scales of rates of pay applicable.

b) In cases of transfer from one Department to another that is, from the jurisdiction of one appointing authority to another, at the request of the individual, he shall be treated as a transferee to the service and treated as the junior most in the Department to which he is transferred.

Provided that the seniority of persons absorbed in other Departments on abolition of posts and retrenchment of staff, due to Government's change in Policies, shall be fixed with reference to the date of their regular appointment in the former Department.

8. Seniority: * Omitted.

*(Omitted vide G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.95 w.e.f.27.6.95.)

9. Appointment, discharge and re-appointment:

a) For the purpose of appointment, discharge and re-appointment, appointment as full members the jurisdiction of each appointing authority shall be treated as a separate unit.

Provided that an Office Assistant posted at the residence of an Officer may be transferred from one Office to another, and if the Office Assistant and the Officer to whom he is attached so desire, subject to the condition that he may be reverted back to his parent department, if his services are no longer required by the Officer concerned or if the Office Assistant wishes to be reverted back. The service rights of the transferee shall be protected in his parent department and the Office Assistant so transferred from one department to another shall not claim any service rights in the new Department.

*(b) The unit for the purposes mentioned in clause (a), so far as the category of Office Assistants in Category-5 of Class-III, in the Office of the Revenue Department other than in the Revenue Department of the Secretariat and Offices of the erstwhile Board of Revenue, shall be the district.";

(* Substituted in G.O.Ms.No.215, P&AR (F) Dept., dt.27.6.1995 w.e.f. 26.12.94.)

Provided that whenever there is a large scale retrenchment in Revenue Department due to change of Policy of Government, the district shall be a unit for the purposes of appointment, discharge and re-appointment. The Personal Assistant (General) to the Collector of the District shall exercise the functions of the appointing authority in consultation with the Revenue Divisional Officer.

c) The unit for the purposes mentioned in clause (a), so far as Office Assistants employed in the Offices of the Assistant Public Prosecutors in a district, shall be the Revenue District concerned.

d) The Unit for purposes of appointment, discharge, re-appointment, appointment as full members employed in the Treasuries and Accounts Department shall be as follows:-

- i) Office of the Director of Treasuries and Accounts, Madras.
- ii) Pay and Accounts Office, Madras.
- iii) Office of the Assistant Superintendents of Stamps, Madras, including the Madras Taluk Treasury.
- iv) Treasury (including Sub-Treasuries) in each district.

e) The Unit for the purposes of discharge, re-appointment and appointment as full members so far as Office Assistants employed in the Co-operative Department other than those employed in the Office of the Registrar of Co-operative Societies shall be the jurisdiction of the Joint Registrar of Co-operative Societies of each region. The Joint Registrars of Co-operative Societies in the respective regions shall be the competent authorities for the above purposes.

f) The Unit for the purposes of appointment, discharge, re-appointment, appointment as full member, maintenance of seniority list and all other service matters in the case of Office Assistants in the Agriculture Department shall be as follows:-

- i) Offices in Madras City other than the Office of Director of Agriculture and the Offices in Chengalpet and North Arcot District.
- ii) Offices in Trichy and South Arcot Districts.
- iii) Offices in Coimbatore, Nilgiris, Salem and Dharmapuri Districts.
- iv) Offices in Madurai and Ramanathapuram Districts.
- v) Offices in Tirunelveli and Kanyakumari Districts.
- vi) Offices in Thanjavur District.
- vii) Offices in Pudukottai District.
- viii) Office of the Director of Agriculture, Madras.

*g) The unit for the purpose mentioned in clause (a), so far as the post of Office Assistant in category 5 of Class III in the Offices of the Labour Department, shall be as follows:-

(i) Office of the Commissioner of Labour, Chennai and the offices under the jurisdiction of Zonal Joint Commissioner, Chennai;

(ii) Offices under the jurisdiction of Zonal Joint Commissioner other than the Offices specified in item (i) above.

The appointing authorities within the jurisdiction of the said respective Zonal Offices shall exercise their functions in consultation with the Commissioner of Labour or the Zonal Joint Commissioner, as the case may be."; * Substituted in G.O.Ms.No.157, P & AR(F) Dept., dated 29.8.2001 w.e.f.8.4.1993.

for the purpose of appointment, discharge and reappointment, for the post of Office Assistant and other categories in the Tamil Nadu Basic Service in the Co-operative Audit Department, the entire state of Tamil Nadu shall be treated as one unit".

10. Appointment of full members:

- a) General Rule 31 shall apply separately to the jurisdiction of each appointing authority.
- b) In the case of Office Assistants in the Office of the Judicial Magistrates, General Rule 31 shall apply separately to each Revenue District.
- c) The period of service of the absorbed personnel as Office Assistants in the National Employment Department under the Government of India up to the 1st November 1956, shall count for the purpose of confirmation to the extent to which they would have counted, if they would have continued in service under the Government of India.
- d) The periods of service of the staff, who were absorbed from the Government of India in the Industries Department, consequent on the transfer of control over the Industrial Training Institutes/Centers from the Government of India to the Industries Department, prior to the 1st November 1956, shall count for purpose of confirmation to the extent to which they would have counted, if they would have continued in service under the Government of India.

10A. Postings and Transfers:

- a) All Transfers and postings shall be made by the appointing authority.
Provided that the powers conferred on the appointing authority by this sub-rule may be exercised also by any authority to whom the appointing authority is administratively subordinate.
- b) All transfers and postings from the jurisdiction of the appointing authority to that of other shall be made by the authority to which such appointing authorities are administratively subordinate.

N.B.: Age of retirement and pay : Notwithstanding anything contained in Fundamental Rule 56(1)(a) any person appointed by recruitment by transfer to the category of Office Assistant or Helper under the fourth proviso to sub rule (a) of rule 3 from the post of Driver shall retire from service on attaining the age of fifty eight years and shall continue to draw pay in the scale applicable to the post of Driver (vide G.O.Ms.No.60, P&AR(F) Department dated 6.3.2007.)

11. Savings:- "Nothing contained in these rules shall adversely affect the persons holding any of the categories 45 to 86 on the 8th April 1999" (inserted in G.O.Ms.No.65, P&AR (F) Dept. dt.8.4.99).

ANNEXURE

(Referred to in rule 2)

Class and Category	Appointing authority
CLASS I	
CATEGORY - 1	
Council dubash for ... the Cabinet	Under Secretary to Government, Public Department.
CATEGORY - 2	
Assistant Sergeant ... in the Secretariat	Under Secretary to Government, Public department.
CATEGORY - 3	
Chobdars: Office of the ... Tribunal for Disciplinary Proceedings, Madras.	Commissioner for Disciplinary Proceedings, Madras.
CATEGORY - 4	
Duffadars: Secretariat:	
Governor's Secretariat	The Governor
Other Departments of the Secretariat	Under Secretary to Government concerned.
Agricultural Department:	
Office of the ... Director of Agriculture.	Personal Assistant to the Director of Agriculture.
Correctional Administration Department:	
Office of the Director of of Correctional Administration	Director of correctional Administration
Approved Schools Department:	
Office of the ... Director of Approved Schools and Vigilance Service.	Director of Approved Schools and Vigilance Service.
Civil Supplies Department:	
Office of the Commissioner of Civil Supplies	Assistant Secretary to the Commissioner of Civil Supplies.

Commercial Taxes Department:

Board of Revenue (Commercial Taxes)
Office of the Tamil Nadu Sales Tax Appellate
Tribunal, Madras

Assistant Secretary, (Commercial Taxes).
Secretary, Tamil Nadu Sales Tax Appellate
Tribunal, Madras

Office of the Tamil Nadu Sales Tax Appellate
Tribunal
(Additional Branch)
Madurai.

Secretary, Tamil Nadu Sales Tax
Appellate Tribunal
(Additional Branch)
Madurai.

Co-operative Department :

Office of the Registrar
of Co-operative Societies, Chennai-10

Personal Assistant to the Registrar of
Co-operative Societies and Personnel
Officer (substitute in G.O.Ms.No.24 (P&AR
(F) dt.7.3.2003.)

Co-operative Audit Department

Office of the Director of Co-operative Audit
(inserted in G.O.Ms.No.151,P&AR(F) Dept.,
Dated: 17-2-2002.)

Director of Co-operative Audit

Director of Settlement:

Office of the Director of Settlements.

Personal Assistant to the Director of
Settlement.
Director of Cooperative Audit

Education Department:

Office of the Director of
Collegiate Education.

Deputy Director of Collegiate Education.

Office of the Director of School Education,
Madras

Joint Director of School Education, or
Deputy Director of School Education as the
case may be who deals with the subject
relating to appointment of personnel.

Factories Department:

Office of the Inspector
of Factories and Superintending Inspector of
Factories.

Superintending Inspector of Factories.

Fisheries department:

Office of the Director of
Fisheries.

Personnel Assistant to the Director of
Fisheries.

Forest department:

Office of the Chief
Conservator of Forests.

Personal Assistant to the Chief Conservator
of Forests.

Handlooms and Textiles department:

Office of the Director of Handlooms and Textiles	Assistant Director of Handlooms and Textiles concerned.
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Harijan Welfare department:

Office of the Director of Harijan	Personal Assistant to the Director of Harijan Welfare.
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Highways Department:

Office of the Chief Engineer (Highways and Rural Works)	Deputy Chief Engineer (Highways and Rural Works)
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Industries Department:

Office of the Director of Industries and Commerce.	Personal Assistant to the Director of Industries and Commerce.
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Jail Department:

Office of the ... Inspector General of Prisons.	Assistant Inspector General of Prisons.
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Labour Department:

Office of the Commissioner of Labour.	Assistant Commissioner of Labour (Establishment and General)
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Local Fund Audit Department:

Office of the Examiner of Local Fund Accounts.	Examiner of Local Fund Account.
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Medical Department:

Office of the Director of Health Services and Family Planning, Madras.	Assistant Director of Health Services and Family Planning (Administration).
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Office of the Director of Medical Education.	Director of Medical Education.
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Office of the Director of Indian Medicine, Madras.	Director of Indian Medicine.
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Arignar Anna Government Hospital of Indian Medicine, Madras.	Superintendent, Arignar Anna Government Hospital for Indian Medicine, Madras.
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Government College of Indian Systems of Medicine, Palayamkottai and Hospital attached.	Principal, Government College of Indian Systems of Medicine, Palayamkottai.
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College of Indigenous Medicine of Hospital	Principal of the College of Indigenous Medicine.
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Government Hospital for Women and Children, Madras.	Superintendent, Government Hospital for Women and Children, Madras.
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Government Kasturba...
Gandhi Hospital for
Women and Children,
Madras.

Superintendent,
Government Kasturba Gandhi Hospital for
Women and Children, Madras.

Public Health Department:

Office of the ...
Director of
Public Health.

Assistant Director of Public Health

Public Works Department

Offices of the Chief Engineers

Deputy Chief Engineers
concerned.

Revenue Department:

Board of Revenue ...
(Excluding Commercial Tax Branches)

Assistant Secretary to the Board of
Revenue.

Central Survey Office

Assistant Director of Survey incharge

Central Collectorates.

Collector or Personal Assistant to the
Collector wherever there is one.

Divisional Offices and Taluk Offices

Revenue Divisional Officers.

Explanation: In respect of Kanyakumari
District the
Collector shall be the appointing authority
for Basic Servants employed in the Office of
the Revenue
Divisional Office and Taluk Office.

Miscellaneous Department:

Office of the Comptroller
Governor's House hold.

Comptroller, Governor's House hold.

Office of the Tamil Nadu Public Service
Commission

Assistant Secretary, Tamil Nadu Public
Service Commission.

Office of the Government Museum.

Director of Museum.

CLASS II - CATEGORY 1
Head Chowkidars in the Secretariat

Under Secretary to Government,
Public Department.

CATEGORY 2
Chowkidars in the Secretariat

Under Secretary to Government, Public
Department.

Chowkidars in Social Welfare Department

The Superintendent of the Service
Homes concerned.

Chowkidars in NCC Unit office .	Commanding Officer or Officer Commanding , as the case may be of the Unit
Chowkidar in NCC group headquarters.	Group Commander.

CATEGORY 3

Jamadars other than those in medical and Police department:

Board of Revenue	Assistant Secretary concerned.
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Handlooms Department:

Office of the Director of Handlooms.	Assistant Director (Textiles).
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CATEGORY 4

Durwans in the Tamil Nadu Archives	Assistant Director of State Archives.
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CATEGORY 5

Assistant Durwans in .the Tamil Nadu Archives.	Assistant Director of State Archives.
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CLASS III, IV & V

Secretariat: Governor's Secretariat.	The Private Secretary to the Governor.
Other Departments of the Secretariat	Under Secretary to the Government concerned.

Agriculture department:

Office of the Director of Agriculture.	Personal Assistant to the Director of Agriculture, Madras.
Other Offices ...	Heads of Offices concerned.
Offices of the Superintending Agricultural Research	Superintendent, Agricultural Research Station concerned.
Agricultural Research Stations.	District Agricultural Officer or Agricultural Research Officers concerned.
Office of the Curator, Government Botanical Gardens and Parks, Ootacumund and Sim's Park, Coonoor.	Curator, Government Botanical Gardens and Parks.
Agricultural College and Central Farm (Including Lawley Road Dispensary).	Associate Dean, Agricultural College.
Office of the Agricultural Research Officers.	Agricultural Research Officers concerned.
Office of the Agricultural Research Engineer.	Agricultural Research Engineer

Pomological Station, Coonoor.	Assistant Fruit Specialist.
Offices of the Marketing Assistants	Assistant Marketing Office concerned.
Office of the State Marketing Officer	State Marketing Officer.
Office of the Director of Agricultural Marketing	Assistant Director Agricultural (Personnel)
Office of the Deputy Directors of Agricultural Marketing	Deputy Director of Agricultural Market concerned
Office of the Assistant Directors of Marketing	Assistant Director of Agricultural Marketing concerned.
Animal Husbandry Department:	
Office of the Director of Animal Husbandry Madras Veterinary College	Personal Assistant to the Director of Animal Husbandry. Additional Director of Animal Husbandry and Dean, Madras Veterinary College, Madras.
District Veterinary Office including Veterinary Assistant Surgeon's staff.	District Veterinary officer concerned.
Institute of Veterinary Preventive Medicine, Ranipet.	Superintendent of the Institute.
All other offices	Head of offices concerned.
Correctional Administration department:	
Office of Director of Correctional Administration.	Director of Correctional Administration
Approved Schools	Superintendent of the Schools.
Vigilance Home and STRI Sadana	Superintendent of the School. Institute or in her absence the Director of Correctional Administration.
Approved Schools and Vigilance Department:	
Office of the Director of Approved Schools and Vigilance Service.	Director of approved Schools and Vigilance Service.
Approved Schools	Superintendent of the School.
Vigilance Home and Sri Sadana	Inspector of Vigilance Service or in her absence the Chief Director of Approved Schools and Vigilance Service.

Backward Classes Department:

Office of the Director of Backward Classes. Director of Backward Classes.

Cinchona Department:

Office of the Director, Cinchona Department. Personal Assistant to Director, Cinchona department.

Office of the manufacturing Chemist, Government Quinine Factory, Cinchona, Anamallais. Manufacturing Chemist, Government Factory, Cinchona, Anamallais.

Office of the Sales Manager, Cinchona Department, Ootacamund. Sales Manager, Cinchona department, Ootacamund.

Civil Supplies Department

Secretary or Assistant Secretary to Commissioner of Civil Supplies as the case may be.

Provided that in respect of the Offices of the Commissioner of Civil Supplies and Assistant Commissioner of Civil Supplies in Madras City and Belt area Zones, Assistant Secretary (Establishment) to the Commissioner of Civil Supplies shall be the appointing authority with effect on and from 2nd July 1975.

Commercial Taxes Department :

Office of the Board of Revenue (Commercial Taxes) Assistant Secretary, Board of Revenue (Commercial Taxes).

Office of the Deputy Commissioner of Commercial Taxes. Personal Assistant to the Deputy Commissioner Commercial Taxes.

Offices of the Appellate Assistant Commissioners of Commercial Taxes. Appellate Assistant Commissioner of Commercial Taxes concerned.

Offices of the State Representatives Sales Tax Appellate Tribunal and Additional State Representatives, Sales Tax Appellate Tribunal (Additional Branch) State Representative and Additional State Representative concerned.

Office of Commercial Tax Officers and other offices under his control. Commercial Tax Officer concerned.

Offices of the Commercial Tax Officer(Intelligence), Madras and Special Deputy Commercial Tax Officer. Commercial Tax Officer concerned. (Intelligence), Madras.

Other offices:

Office of the Tamil Nadu Sales Tax Appellate Tribunal, Madras. Secretary, Tamil Nadu Sales Tax Appellate Tribunal, Madras.

Office of the Tamil Nadu Sales Tax Appellate Tribunal
(Additional Branch) Madurai

Secretary, Tamil Nadu Sales Tax Appellate Tribunal
(Additional Branch), Madurai.

Connemara Public Library, Madras.

Librarian, Connemara Public Library.

Co-operative Department:

Office of the Registrar of Co-operative Societies, Chennai-10.

Personal Assistant to the Registrar of Co-operative

Office of the Joint Registrars of the regions and the Office of the construction wing of the Co-operative Department of the Registrars.

Societies and Personnel Office
Deputy Registrars of Co-operative Societies in the Offices of the Joint Registrar of Co-operative Societies concerned.

Other offices of the Co-op. Dept. Deputy Registrars of the Co-op. Societies concerned.

(Substituted in G.O.Ms.No.24, P&AR(F) Dept. dt.7.3.2003.

Co-operative Audit department:

Office of the Director of Co-operative Audit

Office of the Regional Joint Directors of Co-operative Audit

Office of the Assistant Directors of Co-operative Audit

Director of Co-operative Audit.

(inserted in G.O.Ms.No.151, P&AR(F) dt.17.12.2002)

Education Department:

Office of the Director of Collegiate Education.

Joint Director of Collegiate Education or Deputy Director of Collegiate Education as the case may be who deals with personnel matters.

Government (Arts Training) Colleges

Principal of the College concerned.

Office of the Director of School Education, Madras.

Joint Director of School Education or Deputy Director of School Education as the case may be who deals with the subject relating to appointment of personnel.

Office of the Chief Inspector of Physical Education, Madras.

Chief Inspector of Physical Education, Madras.

Office of the Chief Educational officers.

Chief Educational Officers concerned.

Office of the Inspectresses of Girl's Schools.

Inspectresses of Girl's School concerned.

Office of the District Educational Officers.	District Educational Officers concerned.
Office of the Inspector of Anglo Indian Schools, Madras.	Inspector of AngloIndian Schools.
Office of the Curator, Government Oriental Manuscripts Library, Madras.	Curator.
Office of the Women Specialist in Physical Education, Madras.	Women Specialist in Physical Education, Madras.
Offices of the Deputy Inspectors of School.	District Educational Officer concerned.
Government Training Schools for Masters	District Educational Officer concerned.
Government Training School for Mistresses	Inspectress of Girl's Schools concerned.
Government High and Middle Schools for Boys and Girls.	District Educational Officer or the Inspectress of Girl's Schools concerned as the case may be.
Model School for Girls at the Lady Willington Training College, Madras.	Principal of the Model School.
Office of the Director of Public Libraries	Director of Public Libraries
(Inserted vide G.O.Ms.No.224, P&AR(F) Dept., Dated: 20-12-2001. w.e.f 5-7-1972)	
Connemara Public Library, Madras.	Librarian, Connemara Public Library, Madras.
Offices of the National Cadet Corps Unit.	Officer commanding of the Senior Division Unit concerned.
Office of the Director of Tamil Development.	Director of Tamil Development.
Office of the Director of Legal Studies including Law Colleges in the State	Director of Legal Studies

Provided that the Principals, Law Colleges, Madurai and Madras shall be the appointing authority for their respective Colleges with effect from 17.1.76 and 1.4.77 respectively.

Employment and Training Department:

Employment Branch:

Office of the Director of Employment and Training, Madras.	Assistant Director of Employment.
District Employment Office, Madras.	Assistant Director, District Employment Office, Madras.

Professional and Executive Employment Office, Madras.	Assistant Director, Professional and Executive Employment Office, Madras.
Special Employment Office for physically handicapped, Madras.	Assistant Director, Special Employment Office for physically handicapped, Madras.
Office of the District Employment Officers.	District Employment Officers concerned.
University Employment Information and Guidance Bureau, Madras, Madurai and Annamalai Nagar.	Deputy Chief concerned.
Sub-Employment Offices	District Employment Officer of the District concerned.
Training Branch:	
Office of the Director of Employment and Training	Gazetted Assistant (Administration)
Subordinate Offices	Principals of the Industrial Institutes/ Centres concerned.
Sri Moola Rama Varma Government Textile Institute, Nagercoil.	Superintendent of the Institute.
Provided for the Sri Moola Rama Varma Government Textile Institute, Nagercoil, the Superintendent of the Institute shall be appointing authority.	
Examinations, Government :	
Office of the Board of Examiners.	Secretary to the Board of Examiners.
Office of the Commissioner for Government Examinations.	Secretary to the Commissioner for Government Examinations.
Excise Department:	
Office of the Deputy Commissioner of Excise, Madras.	Deputy Commissioner of Excise, Madras.
Factories Department:	
Office of the Inspector of Factories and Superintending Inspector of Factories.	Superintending Inspector of Factories.
Fire Service Department:	
Office of the Director of Fire Service	Administrative Personal Assistant to the Director of Fire Service.
Regional Fire Offices	Chief Fire Officer of Region concerned.

Forest Department:

Office of the Principal Chief Conservator of Forests	Personal Assistant to the Principal Chief Conservator of Forests.
Office of the Chief Conservator of Forests.	Personal Assistant to the Chief Conservator of Forests.
Office of Conservators of Forests	Personal Assistant to the Chief conservator of Forests or Chief Conservator of Forests of the circle concerned where there is no Personal Assistant.
Office of the ... District Forest Officer.	District Forest Officer.
Office of the Divisional Forest Officer.	Divisional Forest Officer.
Office of the Assistant Conservator of Forest.	Assistant Conservator of Forest.
Office of the Sericulturist	State Sericulturist
Offices of the Working Plant Officers.	Working Plant Officers concerned.
Office of the District Forest Officers.	District Forest Officers concerned.
Officers of Rangers	District Forest Officers concerned.
Other Offices Government Museum, Madras.	Officer concerned. Director of Museum, Madras.

*** Geology And Mining Department**

Geology and Mining Department	Commissioner of Geology and Mining, Chennai."
* Inserted vide G.O.Ms. .No.157, P & AR(F) Dept., dated 29.8.2001 w.e.f.14.4.1983] Dept., dated 29.8.2001	

Handlooms Department:

Office of the ... Director of Handlooms, and Textiles.	Assistant Director of Handlooms (Textiles) concerned.
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Harijan Welfare Department.

Office of the Director of Harijan Welfare	The Personal Assistant to the Director of Harijan Welfare.
District Welfare Officers' Offices.	Personal Assistant to the Collector concerned of the District Welfare Officer in the Grade of a Divisional Officer as the case may be.
Officer of the Special Deputy Collector, (Kallar Reclamation), Madurai.	Special Deputy Collector,(Kallar Reclamation), Madurai.
Office of the Manager,Aziz Nagar, Settlement, South Arcot District.	Collector of South Arcot.

Hostels and Schools maintained by the Harijan Welfare Department

a) Government Hostels and Schools in the City. Director of Harijan Welfare, Madras.

b) Government Hostels and Schools elsewhere than in the City of Madras. Collector concerned.

Highways and Rural Works Department:

Office of the Chief Engineer (Highways and Rural Works) Deputy Chief Engineer (Highways and Rural Works).

Offices of the Superintending Engineer (Highways and Rural Works). Superintending Engineer concerned.

Offices of the Divisional Engineers (Highways and Rural Works) and Sub Divisions directly under them. Divisional Engineer concerned.

Hindu Religious and Charitable Endowments (Administration) Department

Office of the Commissioner Personal Assistant to the Commissioner

Offices of the Deputy Commissioners Deputy Commissioner concerned.

Offices of the Assistant Commissioner Assistant Commissioner concerned

Industries Department

Office of the Director of Industries and Commerce. Personal Assistant (General) to the Director of Industries and Commerce.

Office of the Regional Deputy Director, Assistant Director of Industries and Commerce, Cottage Industries Officer and Assistant Director of Industries and Commerce (Industrial Co-operatives) Regional Deputy Director of Industries and Commerce, Assistant Director of Industries and Commerce or Cottage Industries Officer or Assistant Director of Industries and Commerce (Industrial Co-operatives) as the may be.

Departmental Units Training or Production Centres sanctioned under Small Scale Industries, Handi- crafts, Sericulture, Industrial Co-operatives, Rural Industries Project and Ceramic Schemes and Industrial Estates, School of Arts and Crafts, State Geologist's Office, Madras Mineral Development Project and Chemical Engineering Wing. Assistant Director of Industries and Commerce or Cottage Industries Officer or Assistant Director of Industries and Commerce (Industrial Co-operatives) or the Gazetted Officer incharge of the Unit or Center as the case may be or the Project Officer of the Project concerned, or the Administrative officer of the Industrial Estate concerned.

Industries and Commerce Department

Office of the Director of Industries and Commerce , Madras.

Personal Assistant to the Director of Industries and Commerce.

District Industries Centers.

General Managers.

Other Offices of Industries and Commerce Department.

Head of Office concerned.

Jail Department

Office of the Inspector General of Prisons, Madras.

Deputy Inspector-General of Prisons.

After-care Home, Pallavaram Probation Branch.

Secretary and Treasurer, Chief Probation Superintendent.

District and Central Jails.

Superintendent of Jail concerned.

Junior Approved Schools.

Superintendent of School concerned.

Senior Approved Schools, Chingleput

Superintendent of School concerned.

Borstal School, Pudukkottai.

Superintendent of School concerned.

Judicial Department:

Courts of Presidency Magistrate, Egmore.

Chief Presidency Magistrate.

Courts of the Presidency Magistrate, George Town,

Second Presidency Magistrate.

Courts of the Presidencys Magistrate, Saidapet.

Third Presidency Magistrate.

Office of the Administrator General and Official Trustee.

Administrator General and Official Trustee.

Office of the Court of Small causes, Madras.

Chief Judge, Court of Small Causes, Madras.

Office of the City Civil Court, Madras.

Judge of Principal Judge, City Civil Court, as the case may be.

Office of the Advocate General, Madras.

Advocate-General, Madras.

Office of the Government Pleader, Madras.

Government Pleader, Madras.

Office of the Public Prosecutor, Madras.

Public Prosecutor, Madras.

Office of the State Prosecutor, Madras.	State Prosecutor, Madras.
Office of the Editor, Indian Law Reports, Madras Series.	Editor, Indian Law Reports.
Mofussil Courts (Civil and Sessions)	Presiding Officer of the Court concerned.
Judicial Magistrates' Courts (Moffusil)	District Magistrates concerned.
Labour Courts, Madras, Madurai and Coimbatore.	Presiding Officer of the Court concerned.
Industrial Tribunal Madras.	Industrial Tribunal.
Office of Assistant Public Prosecutor.	Assistant Public Prosecutor concerned.

Labour Department:

Office of the Commissioner of Labour	Assistant Commissioner of Labour (Establishment and General).
Office of the Joint Commissioner of Labour	Joint Commissioner of Labour concerned

* Inserted vide G.O.Ms .No.157, P & AR(F) Dept., dated 29.8.2001 w.e.f 8.4.1993.

Office of the Deputy Commissioner of Labour.	Deputy Commissioner of Labour.
Offices of the Labour Offices.	Labour Officer concerned.
Offices of the Inspector of Plantations.	Inspector of Plantations.
Tamil Nadu Institute of Labour Studies.	Director, Tamil Nadu Institute of Labour Studies.

Local Fund Audit Department

Office of the Examiner of Local Fund Accounts.	Assistant Examiner (Administration)
Office of the Assistant Examiner, State Housing Board Audit, Madras and Units in the District.	Assistant Examiner, State Housing Board Audit.
Office of the Assistant Examiner, Madras Corporation Unit.	Assistant Examiner, Madras Corporation Audit.
Office of the Assistant Examiners of Local Fund Accounts and other offices under their control.	Assistant Examiners concerned.
State Trading	Chief Auditor,

Schemes Department

State Trading Schemes.

Provided that the authority competent to declare the completion of probation of the person shall be the Assistant Chief Auditor, State Trading Schemes with effect from the 10th October 1977.

Tamil Nadu Public Service Commission

Assistant Secretary, Tamil Nadu Public Service Commission.

Tamil Nadu Archives

Assistant Commissioner of Archives.

Port Department

Office of the State Port Officer.

Gazetted Personal Assistant to the State Port Officer.

Port Offices including the Offices of Port conservators and Assistant Port conservators.

Port Officer concerned.

Medical Department:

Office of the Director of Health Services and Family Planning, Madras.

Assistant Director of Health Services and Family Planning (Administration).

Office of the Director of Medical Education.

Director of Medical Education.

Office of the Director of Indian Medicine, Madras.

Director of Indian Medicine.

Arignar Anna Government Hospital of Indian Medicine, Madras.

Superintendent, Arignar Anna Government Hospital of Indian Medicine, Madras.

Government College of Indian Systems of Medicine, Palayamkottai and Hospital attached to it.

Principal, Government College of Indian Systems of Medicine, Palayamkottai.

City State Hospitals, Muffasal Hospitals, Medical Colleges and Institutions.

Deans/ Superintendents, Principals and Directors as the case may be.

* Offices of the Joint Director of Medical Services

Joint Director of Health Services

Muffussal Hospitals and Dispensaries.

Superintendents of the District Head Quarters Hospitals in respect of those employed in the District Head Quarters Hospitals, Civil Surgeons in respect of those employed in the Government Hospitals and Dispensaries under their control and Joint Director of Health Services in respect of those employed in other Government Hospitals and Dispensaries".

*(Substituted in G.O.Ms .No.59 P & AR (F) Dept., dt.23rd March 2001 w.e.f. 26th April 1991)

Chemical Examiner's Laboratory

Office of the District Chemical Examiner's Laboratory, Madras.

Director, Chemical Examiner's Laboratory, Madras.

Panchayat Radio Maintenance Organisation

Office of the Chief Radio Officer.

Chief Radio Officer.

Office of the Regional Radio Officer.

Regional Radio Officers concerned.

Police Department

Office of the Inspector General of Police.

Assistant Inspector General of Police.

Office of the Commissioner of Police.

Deputy Commissioner of Police concerned.

Office of the Deputy Inspector General of Police, C.I.D. and Armed Police.

Superintendent of Police Crime Branch C.I.D.

Office of the other Deputy Inspector-General of Police.

Deputy Inspector General of Police concerned.

District Police Offices.

Superintendent of Police concerned.

Railway Police Officers.

Superintendent concerned.

Police Training Schools.

Principal concerned.

Police Hospitals and Dispensaries.

District Medical Officer of the District concerned in the Muffasal and in the cases of the Police Dispensary, in the Madras City, the Medical Officer- in-charge of the Dispensary.

Political Department

Office of the Pay master, Carnatic Stipend.

Assistant Pay- master, Carnatic Stipend.

Stipend Pay Office, Vellore.

Revenue Divisional Officer, Vellore.

Public Health Department:

Public Health Branch Office of the Director of Public Health.

Assistant Director of Public Health.

Office of the Health Inspectors and Rural Sanitation Health Officers.

District Health Officer concerned.

Office of the Health..Officer, Health Unit Poonamallee.

Health Officer, Health Unit, Poonamallee.

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Public Works Department

Offices of the Chief Engineers.	Deputy Chief Engineer concerned.
Offices of the Superintending Engineers.	Superintending Engineer concerned.
Offices of the ... Executive Engineers.	Executive Engineer concerned.
Boiler Branch ...	Chief Inspector of Boilers.

Registration Department :

Office of the Inspector-General of Registration the Registrar-General of Births, Deaths and Marriages and Director of Chits.	Personal Assistant to the Inspector-General of Registration.
Offices of the District Registrar and Sub-Registrars and Offices of the Inspector of Registration Offices and Registrar of Firms.	District Registrar concerned.
Office of the Deputy Inspector General of Registration (inserted in G.O.Ms No51 P &A.R(F) Dept. dt.20.4.2005	Deputy Inspector General of Registration

Rehabilitation Department

Office of the Director of Rehabilitation.	Assistant Director of Rehabilitation.
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Revenue Department

Commissioner of Revenue Administration (Other than the Commercial Taxes Branch).	Assistant Secretary, Board of Revenue.
Board of Revenue (Land Reforms).	Assistant Secretary, Board of Revenue (Land Reforms).
Office of the Commissioner of Agricultural Income tax.	Personal Assistant to the Commissioner of Agricultural Income-tax.
Office of the Commissioner of Urban Land Tax and the Board of Revenue (ULT)	The Commissioner of ULT and Ex-Officio Secretary, Board of Revenue (ULT)

Collectorates, Divisional Offices and Taluk Offices	Personal Assistant (General) to the Collector of the District;
Central Survey Office	
Survey Parties ...	Assistant Director in-charge.
	Assistant Director concerned.
Settlement Parties ...	Special Settlement Officer or Special Assistant Settlement Officer in-charge as the case may be.

Social Welfare Department

Office of the Directorate.	The Administrative Personal Assistant to the Director of Social Welfare, Madras.
Other Offices.	The Superintendents of Service Homes or Secondary Grade Teachers Training Course, Tambaram or Working Women's Hostel, as the case may be.

Stationery and Printing Department.

Deputy Director (Printing).

State Transport Department:

Madras Branch including State Transport Central Workshop.	Assistant Director Provided that appointment shall be made from a list of approved candidates arranged in the order of preference and prepared by a Committee consisting of the Assistant Director, Tamil Nadu State Transport Department and the Assistant Director of Employment and Training with the Secretary, Tamil Nadu State Transport Department as Associate Member.
Kanyakumari Branch	Assistant Director, provided that appointment shall be made from a list of approved candidates arranged in the order of preference and prepared by a committee consisting of the Assistant Director Transport Department and the Collector of Kanyakumari or his nominee.
Motor Vehicles Maintenance Organisation	Addl. Secretary, Board of Revenue Land Revenue (Valid for the period 1st March to 1st April 1964) State Road Transport Officers (Valid from 1 st April 1964 onwards)

Sugar Department

Sugar Department

Additional Director of Sugar

Statistics Department

Office of the Director of Statistics

The Gazetted Officer who is in charge of establishment.

Other Offices

Heads of Officers concerned.

Transport Dept.

Office of the Transport Commissioner, Madras

Assistant Secretary.

Office of the Assistant
Transport Commissioner
(Zonal)Assistant Transport Commissioner
(Zonal) concerned.

Office of the Regional Officer.

Regional Transport Officer concerned.

Town Planning DepartmentOffice of the Director
of Town Planning

Joint Director of Town Planning.

Treasuries and Accounts DepartmentOffice of the Director of Treasuries and the
Offices of the Regional Deputy
Directors of Treasuries and AccountsP.A. to the Director of
Treasuries and Accounts, Madras.

Pay and Accounts Office (North), Madras

Pay and Accounts Officer (North), Madras

Pay and Accounts Office (South), Madras

Pay and Accounts Officer (South) Madras

Pay and Accounts Office (East), Madras

Pay and Accounts Officer (East) Madras

Office of the Assistant Superintendent of
Stamps,
Madras including Madras Taluk Treasury.Assistant Superintendent of Stamps,
Madras.Treasury (including Sub-Treasuries)
in each District.Treasury Officer Concerned.
Provided that the authority competent to
make transfer
from one unit to another shall be the
Director of
Treasuries and Accounts, Madras.**Technical Education Department:**Office of the Director of Technical
Education, Madras.

Director of Technical Education.

Offices of the Engineering Colleges
Polytechnics and other Institutions.First Appointment in the Institutions
Principals/ Special Officers concerned.
Transfer from one institution to another -
Director of Technical Education, Madras.

Miscellaneous Department

Office of the Director of Municipal Administration.	Personal Assistant to the Director of Municipal Administration.
Office of the Director of Rural Development.	Personal Assistant to the Director of Rural Development
Madras State Soldiers', Sailors' and Airmen's Board.	Secretary, Madras State Soldiers', Sailors' and Airmen's Board.
Commissioner for Disciplinary Proceedings.	Commissioner for Disciplinary Proceedings.
Office of the Comptroller Governor's House hold.	Comptroller' Governor's Household.
State Guest House.	Superintendent, Government Estate, Madras.
Government Election Branch in the Office of the Commissioner, Corporation of Madras.	The returning Officer, Parliamentary and Assembly Constituencies in Madras City. (Commissioner, Corporation of Madras.)
Institute of Film ... Technology, Madras.	Principal, Institute of Film Technology, Madras.
Tamizhagam, Ootacamund.	Personal Assistant (General) to the Collector of the Nilgiris, Ootacamund.
Directorate of Vigilance and AntiCorruption.	Superintendent of Police (Central Range)
Market Committees.	Secretaries of the Market Committee concerned.
